



**CONDOMINIUM ACT
APPLICATION PROCESS
FOR CONVERSION OF
EXISTING RENTAL
BUILDINGS**

CITY OF KAWARTHA LAKES

CONDOMINIUM CONVERSION APPLICATION

for applying for approval under
Section 9 of The Condominium Act, 1998, S.O. 1998, c.19

FILE NO.: _____

Information to Applicants:

The application must be complete at the time of submission. Use **dark blue or black ink only when completing the application** – do not use pencil. If submitting photocopies of your application, the **original copy must also be filed**. A checklist is provided on Page 6 of this application form which lists the necessary attachments. Incomplete applications will not be accepted. Applications to the Planning Committee are processed in accordance with Provincial Legislation and information provided by the applicant(s). **It is, therefore, the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings at the meeting or in the future.**

All initial and revised background reports and drawings associated with this application must be submitted to the Planning Division for circulation to agencies for review. Agencies have been asked to not review materials associated with this application unless they are received from the Planning Division.

The application fees include all mileage costs for site inspections within the City's limits. In remote areas where site access is only possible through an adjacent municipality, the applicant will be responsible for that portion of necessary mileage incurred by Staff outside of the City's municipal boundaries.

For Assistance:

The applicable Official Plan and Zoning By-Law should be consulted by the applicant when preparing an application for Condominium Conversion.

For additional information, please contact the City of Kawartha Lakes Development Services Department – Planning Division, 2nd Floor, 180 Kent Street West, Lindsay, Ontario K9V 2Y6 or by telephone at (705) 324-9411 Ext. 1331 during regular office hours between 8:30 a.m. and 4:30 pm.

Please See Attached Figure – Condominium Act Application Process for Conversion of Existing Rental Buildings.

Former Municipality	Lot/Block Number	Date of Registration
Municipal File No.	Concession Number	Registered Plan Number
Assessment Roll Number:		

A) APPLICANT INFORMATION

Resubmission of an earlier plan: Yes _____ No _____ Do Not Know _____

Complete the following and check the box next to the person or firm to whom the correspondence should be addressed. (In order to avoid delays, please advise the Planning Department if there is a change in the mailing address below.)

	Name	Address and Telephone Number
Registered Owner	Contact:	
Agent, Solicitor or Planning Consultant	Contact:	
Ontario Land Surveyor	Contact:	

B) PROPOSED LAND USE

Indicate the intended uses of land in the proposal. Please use the following definitions for residential buildings:

single detached residential - a single detached dwelling unit.

double or semi-detached - a residential building containing 2 dwelling units.

row/town - a residential building containing 3 or more units with individual direct access to the street.

apartment - a building containing 3 or more dwelling units each with access to the street via a common corridor.

Intended Use	Residential	Number of Lots and/or Blocks	Site Size (Ha)	Date of Construction	Floor Coverage (m2)	Parking Provided (number of spaces)	Density Proposed (specify units per hectare)
Single Detached Residential							
Double or Semi-Detached Residential							
Row and Town Housing							
Intended Use	Residential	Number of Lots and/or Blocks	Site Size (Ha)	Date of Construction	Floor Coverage (m2)	Parking Provided (number of spaces)	Density Proposed (specify units per hectare)
Apartments							
Neighbourhood Commercial	nil						nil
Commercial, Other	nil						nil
Industrial	nil						nil
Park or Open Space	nil						nil
Institutional							
Other (Specify)							
Easements/Walkways	nil						nil
Roads	nil						nil
TOTAL							

C) PLANNING INFORMATION FOR SITE

From your discussion with the City's Planning Division Staff, what is:

- 1) The land use designation of subject lands in the Official Plan?

- 2) The zoning of subject lands in the zoning by-law?

- 3) Existing Buildings

Is this a rental building being converted to a condominium dwelling? _____

Are tenants willing to purchase? _____

What is the local rental vacancy rate? _____

- 4) Servicing

Indicate what services are proposed and briefly describe servicing strategy.

<u>Water Supply</u>	<u>Sewage Treatment</u>	<u>Storm Drainage</u>
Unit # _____	_____	_____
Unit # _____	_____	_____
Unit # _____	_____	_____
Unit # _____	_____	_____
Unit # _____	_____	_____
Unit # _____	_____	_____
Unit # _____	_____	_____
Unit # _____	_____	_____

If other servicing problems are foreseen, what are they? _____

What solutions are proposed? _____

5) Utilities (e.g., gas, phone, hydro)

6) Access

Do the subject lands have direct access to a publicly owned and maintained road?

Yes ____ No ____

If "no", what provision is there for access to the site? _____

7) Site Appraisal and Evaluation

Give a brief description of the existing land use, vegetation, topography and drainage on the site.

8) Environmental Effects

What measures have been taken to eliminate any adverse environmental effects from the development on the surrounding area (e.g. traffic, noise, odours, pollution of nearby water bodies, run-off, etc.) and to eliminate any adverse effects from the adjacent area on the proposed development (e.g., buffering, berms, setbacks, etc.)?

D) ADDITIONAL INFORMATION

E) SUBMISSION OF THE APPLICATION:

For All Applications the City needs:

- 10 copies of the completed application form. Dark blue or black ink only – do not use pencil. The original copy must also be filed. It is the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings.
- Copies of the information/reports if indicated as needed when completing the sections of the application. The nature of the information/reports varies with the type of land uses proposed and the existing land use and on-site features. The following minimums will apply to each type of report: **hydrogeological study** (5 copies); **servicing options** (5 copies); **archeological investigation** (5 copies).
- The applicable fee as indicated by the City's Tariff of Fees By-law. Please refer to the City of Kawartha Lakes "Planning Application Fees" list.
- Applicable Conservation Authority and Building Division review fees where required. Staff will assist you in determining which Conservation Authority is involved.
- 20 copies of the draft plan;
- 20 copies of the draft plan reduced to fit on 11" by 17" paper;
- An electronic (digital) copy of the draft plan (AutoCad);
- A list containing the names and addresses of tenants in the rental property;
- Rents in the property listed by unit number and type (i.e., bachelor, one bedroom);
- Tenants in possession of the units notified of the application for a plan of condominium;
- The number of rental units that tenants in possession of the units have indicated in writing that they wish to purchase as condominium units;
- Estimates of selling prices for the condominium units;
- An indication of the nature of any renovations, repairs or changes that are to be done in conjunction with the condominium conversion; and,
- **1 copy of the Parcel Register** for each lot(s) and/or block(s) to be affected by this application.

NOTE: For Help - Please contact the City of Kawartha Lakes, Development Services Department – Planning Division, 2nd Floor, 180 Kent Street West, Lindsay, Ontario K9V 2Y6 or by telephone at (705) 324-9411 Ext. 1231, during regular office hours between 8:30 a.m. and 4:30 p.m., for information on procedure and circulation. For information on Zoning, Official Plan, etc., please contact the number above and ask for a Planning Technician.

Applicants are responsible for all costs associated with third party OMB appeals and municipal peer reviews of background reports. Deposits are required upon receipt of an appeal and/or the request for peer review in accordance with the City's planning fees.

F) AUTHORIZATIONS

AFFIDAVIT OR SWORN DECLARATION

I, _____ of the _____

in the _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true.

Sworn (or declared) before me at the _____, in the _____

_____ this _____ day of _____, 20__

Commissioner of Oaths

Applicant

Applicant

CONSENT OF THE OWNER(S) FOR APPLICANT TO MAKE APPLICATION

If the applicant is not the sole owner of the land that is the subject of this application, the written authorization of the owner(s), that the applicant is authorized to make the application, must be included or the authorization set out below must be completed by the owner(s).

I/WE, _____ am/are the owner(s) of the land that is the subject of this application and I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

Date

Signature of Owner

CONSENT OF THE OWNER(S) TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I/WE, _____, am/are the owner(s) of the land that is the subject of this application for Condominium Conversion and for the purposes of the Freedom of Information and Protection of Privacy Act I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner

Date

Signature of Owner

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

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