



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

City of Kawartha Lakes
Development Services - Planning Division
180 Kent Street West, 2nd Floor
Lindsay, ON K9V 2Y6

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 within this Application 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 extension 1331 during regular office hours between 8:30 a.m. and 4:30 p.m. Please see the attached Figure 1 which outlines the site plan control process.

Former Municipality:

Lot/Block Number:

Concession
Number:

Registered Plan
Number:

Date of Registration:

**Municipal File
Number:**

Assessment Roll Number:

Section A: Applicant Information

Is this a resubmission of an earlier plan?

Yes

No

Unknown

Please confirm who the primary contact will be for the application:

Registered Owner

Agent, Solicitor or Planning
Consultant

Ontario Land Surveyor

Registered Owner:

Mailing Address:

Telephone Number:

Email:

**Agent, Solicitor or
Planning
Consultant:**

Mailing Address:

Telephone Number:

Email:

**Ontario Land
Surveyor:**

Mailing Address:

Section B: Proposed Land Use

Indicate the intended uses of the 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 two (2) dwelling units
- row/town - a residential building containing three (3) or more units with individual direct access to the street
- apartment - a building containing three (3) or more dwelling units each with access to the street via a common corridor

Intended Use:

Single Detached Residential

Double or Semi-Detached Residential

Row and Town Housing

Apartments

Neighbourhood Commercial

Commercial, Other

Industrial

Park or Open Space

Institutional

Other (Specify)

Easements/Walkways

Roads

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):

Section C: Planning Information for Site

From your discussion with the City's Planning Division Staff, please answer the following questions.

What is the land use designation for the subject lands in the Official Plan?

What is the zoning for the subject lands in the zoning by-law?

Is this an existing rental building being converted to a condominium dwelling?

Are existing tenants willing to purchase?

What is the local rental vacancy rate?

Indicate what services are proposed and briefly describe the servicing strategy.

If other servicing problems are foreseen, what are they?

What solutions are proposed?

Indicate what utilities are proposed for the site?

Section 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?

Section 7: Site Appraisal and Evaluation

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

Section 8: Environmental Effects

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

What measures have been taken to eliminate any adverse effects from the adjacent area on the proposed development (buffering, berms, setbacks, etc.)?

Section D: Additional Information

Please provide any additional information that should be incorporated into the application:

Section E: Submission of the Application

For all Applications the City will require:

- ten (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 that are indicated as needed within 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 (five (5) copies); servicing options (five (5) copies); archeological investigation (five (5) copies).
- The applicable fee as indicated by the City's 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.
- Twenty (20) copies of the draft plan.
- Twenty (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 (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.
- An indication of the nature of any renovations, repairs or changes that are to be done in conjunction with the condominium conversion; and
- One (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 extension 1231, during regular office hours between 8:30 a.m. and 4:30 p.m., for information on procedures 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.

Section 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:

[Empty box for Commissioner of Oaths signature]

Applicant:

[Empty box for Applicant signature]

Applicant:

Consent of the Owner(s) for the 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 process 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 Municipal Freedom 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 is collected pursuant to the *Planning Act* and will be used for the purpose of responding to the initial application. Questions about the collection of this information should be directed to the City Clerk or Deputy-Clerk at 705-324-9411 extension 1295 or 1322.

Thank You

Change the text for this message.