

OFFICE USE ONLY

Application #:			
Application Received (dd/mm/yyyy):		Fee Received:	\$



PLAN FOR CONDOMINIUM APPLICATION FORM

Notice of Public Record

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of *The Planning Act*, R.S.O. 1990, C.P.13.

Municipal Freedom of Information and Protection Act

Personal information on this form is collected under the Authority of *The Planning Act* and will be used to process this application.

SECTION 1: BACKGROUND INFORMATION

Site Address or Location:	<i> Mandatory Field</i>		
Have you pre-consulted with Municipal Staff?	<input type="radio"/> YES	<input type="radio"/> NO	
If YES, please indicate the date of the pre-consultation:	<i>(dd/mm/yyyy)</i>		

FOR ANY AND ALL PREVIOUSLY APPROVE, AND CONCURRENT DEVELOPMENT APPLICATION(S), PLEASE LIST APPLICATION NUMBERS:

Application #'s:	
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APPLICANT / AGENT INFORMATION

Name:			
Mailing Address:			
Telephone:		E-mail Address:	

REGISTERED PROPERTY OWNER INFORMATION same as above

Name:			
Mailing Address:			
Telephone:		E-mail Address:	

SITE DETAILS

Legal Description:			
What is the land currently used for?			
Lot Frontage:	m	Lot depth:	m
Lot area:			m²

OR	Lot area: (irregular lot)	m²
Does the site have Full Municipal Services? <input type="radio"/> YES <input type="radio"/> NO		

PROPOSAL DETAILS

TYPE OF DEVELOPMENT PROPOSED (LAND USE(S), BUILDING(S), PROPOSED TENURE, RENTAL CONVERSION, ETC.)

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Type of Condominium:

Standard Phased Leasehold Common Elements Vacant Land Conversion

Development Information:

Proposed Land Uses	Number of Units	Number of Lots or Blocks Shown on the Plan	Number of Parking Spaces	Total Area of Land Occupied by Use <i>(in Hectares)</i>
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Residential Dwellings: (Refer to Zoning By-Law for dwelling-type definitions)

Detached				
Semi-detached				
Multiple				
Street Townhouse				
Apartment				
Other				
TOTALS:				

Non-Residential:

Institutional				
Commercial				
Industrial				
Park and Open Space				
Other				
TOTALS:				

Total Number of Proposed:

Bachelors:		One (1) Bedrooms:	
Two (2) Bedrooms:		Three (3) Bedrooms:	

Other Information:

Has a site plan for the proposed condominium been approved?	<input type="radio"/> YES	<input type="radio"/> NO
Has a site plan agreement been entered into?	<input type="radio"/> YES	<input type="radio"/> NO

Has a building permit for the proposed condominium been issued? <input type="radio"/> YES <input type="radio"/> NO	
Is the proposed condominium: <input type="radio"/> Under Construction <input type="radio"/> Fully Constructed	
If the proposed condominium is a conversion of a building containing residential rental units, what is the number of units to be converted?	# of units
If the proposed condominium is a conversion, explain how the proposal addresses the policies contained in Section 3 and 4 of the Official Plan.	

Briefly describe how the proposal addresses the Official Plan policies:

COMMUNITY NOTIFICATION

Is the application subject to public consultation ? <input type="radio"/> YES <input type="radio"/> NO

SECTION 2: SUBMISSION REQUIREMENTS

Study and plan requirements are outlined for the applicant during Pre-application Consultation. Pre-application Consultation is mandatory for all for all new Vacant Land and Common Elements Condominium proposals. If your application is not subject to Pre-Application Consultation you are strongly encouraged to contact the Planning and Growth Management Department to discuss study and plan submission requirements. If you fail to consult with staff, the Municipality cannot guarantee the completeness or accuracy of your application submission, which may result in processing delays.

STANDARD PLANS (mandatory submission requirements)

- ✓ Draft Plan of Condominium **(5 copies)**
- ✓ Survey Plan **(2 copies)**

POTENTIAL STUDIES AND PLANS (MAY BE REQUIRED AT TIME OF SUBMISSION OR PRIOR TO FINAL APPROVAL)

Engineering

- Grade Control and Drainage Plan
- Site Servicing Plan
- Composite Utility Plan
- Servicing Options Report
- Stormwater Management Report / Brief
- Geotechnical Study / Slope Stability Study
- Erosion and Sediment Control Plan
- Noise / Vibration Study
- Roadway Modification Plan

Planning / Design

- Landscape Plan

- Planning Rationale Including Design Statement and Integrated Environmental Review Statement
- Minimum Distance Separation (MDS)
- Cultural Heritage Impact Statement
- Archeological Resource Assessment

Environmental

- Phase 1 Environmental Site Assessment
 - Phase 2 Environmental Site Assessment
 - Record of Site Condition
 - Impact Assessment of Adjacent Waste Disposal / Former Landfill Site
 - Environmental Impact Statement
- The Surveyor must incorporate the Municipality's signature block onto the Draft Plan of Condominium. The block should read as follows:

SUBJECT TO THE CONDITIONS, IF ANY, SET FORTH IN OUR
LETTER DATED

THIS DRAFT PLAN IS APPROVED BY THE MUNICIPALITY OF WEST
NIPISSING UNDER SECTION 9 OF THE CONDOMINIUM ACT AND
SECTION 51 OF THE PLANNING ACT.

THIS _____ DAY OF _____, _____.

Day *Month* *Year*

- Prior to draft approval the applicant will be requested to submit one full-sized Mylar copy of the Draft Plan of Condominium, as well as two (2) paper copies.

Legal Requirements

- All signatures requested through this document must be hand-written.

SECTION 3: DECLARATIONS

AUTHORIZATION BY THE OWNER ALLOWING THE APPLICANT TO SUBMIT THE APPLICATION

The Registered Property Owner must complete this section to authorize an Applicant to act on his or her behalf, and declare that the information provided within this application is accurate and true.

If the application is to be signed by an Applicant on behalf of the Owner, the following authorization must be completed or the owner must submit a letter of authorization. Declarations included within this section must contain original signatures and seals.

I, _____ am the owner of the land that is subject of this application and I authorize _____ to make this application on my behalf.

Signature of Applicant or Owner:	Date (dd/mm/yyyy):
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AFFIDAVIT OR SWORN DECLARATION THAT THE INFORMATION IS ACCURATE

The person carrying out the application (registered Property Owner or Applicant) must complete the sworn declarations in this section:

I, _____, of the Municipality of _____ solemnly declare that all of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of *The Canada Evidence Act*.

SWORN (or DECLARED) BEFORE ME at _____, this _____ day of _____.

Commissioner of Oaths:	Signature of Applicant / Owner:
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