



CONDOMINIUM APPLICATION GUIDE

application for approval under Section 51 of the Planning Act, R.S.O. 1990

City of Mississauga
Development Services
Planning and Building Department
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APPLYING FOR CONDOMINIUM APPROVAL

A CONDOMINIUM APPLICATION WILL NOT BE ACCEPTED UNLESS THE PROJECT HAS RECEIVED PRELIMINARY SITE PLAN APPROVAL.

The condominium application form must be completed. The requirements and fees are as follows:

City of Mississauga:		
Standard and Vacant Land	\$5,562.00 PLUS	\$32.00 per apartment unit \$79.00 per non-apartment unit (detached, semi-detached, townhouses, etc.) \$79.00 per vacant lot \$158.00 per ha (non-residential)
Development Application Review Committee Meeting to review proposals to convert existing non-residential buildings to condominium		\$1,905.50 – this fee will be deducted from the above-noted application fees if an application is submitted
Common Element Condominium Application:		\$12,772
Recirculation due to Lapsing of Draft Approval:		50% of the total application fee
Condominium Amalgamation Fee:		\$669.00
Condominium Amendment Fee:		\$669.00

A Legal Services Fee may be payable in accordance with the City's General Fees and Charges By-law. The applicant will be made aware of the applicable fee following the Office of The City Solicitor's review of the file.

Region of Peel: \$3,000.00
Please issue a separate cheque for the Region of Peel.

If a condominium application circulated to a conservation authority (Credit Valley, Halton Region, Toronto Region), additional fees are payable to the conservation authority. The applicable conservation authority will advise of the amount payable once the application has been received by the authority. Please refer to the Typical Development Cost Guideline, which can be found at www.mississauga.ca for information regarding the fees of the various conservation authorities.

CONVERSION FROM NON-RESIDENTIAL RENTAL TO CONDOMINIUM TENURE:

Prior to submitting an application to convert an existing non-residential building to condominium tenure the proposal must be reviewed by the Development Application Review Committee. The Committee is comprised of representatives from various departments and reviews the application before one it submitted in order to identify any issues.

REQUIREMENTS

NOTE: The City of Mississauga will not circulate a condominium application until the Development and Design Division, Planning & Building Department has advised that the associated site plan application has reached a satisfactory stage for the purpose of condominium circulation.

The application form **must be fully completed including the applicant's affidavit and registered owner's certificate** and returned to the City of Mississauga. Please keep a copy for your files.

1. The written authorization of the **registered owner and affidavit of the applicant** must accompany the application. An authorization and affidavit section has been included in the application.
2. One copy of the condominium declaration – a draft is acceptable.
3. **Conversion from rental to condominium tenure only:**
Transportation and Works Department Requirements - Detailed comments and conditions will not be provided by the Transportation and Works Department until it is in receipt of and has reviewed a physical evaluation report and the information as set out below:
 - a) Internal Pavement Structure
The internal roads and parking areas for the proposed condominium conversion site shall be rendered in compliance with the Design Standards and Servicing Policy for Multi-Family Condominium Developments and Industrial Condominiums, Section 6.1 of the Transportation and Works Subdivision Requirements Manual. The applicant's geotechnical consultant will be required to provide an evaluation of the existing and proposed asphalt pavement structure,

including recommendations as to any remedial works required to achieve the above minimum design standard for the internal roads and parking areas. Upon completion of any required remedial works, the geotechnical consultant will be required to submit a pavement construction certificate confirming that the as constructed pavement structure conforms to the approved design standards, as noted above.

- b) **Curbs, Sidewalks and Lockstone Walkways**
The applicant's consulting engineer is to provide an evaluation of these facilities including any remediation proposals. All concrete curbs, sidewalks and walkways which are cracked, displaced or broken will require replacing. Standard curbs will be required on both sides of the access road and parking areas.
 - c) **Site Grading and Drainage**
All landscaped areas will need to be addressed to ensure that positive drainage and vegetative cover is provided. The applicant's engineering consultant will be required to provide an existing/proposed Site Grading Plan with the condominium application. Upon completion of any required site remediation works, the consulting engineer will be required as well to submit a Final Grading Certificate certifying that the site grading including parking paving area conforms to the approved lot grading plan, and that the proper drainage has been achieved in all areas. The Final Grading Certificate shall include confirmation of the structural adequacy of any retaining walls and/or fencing works associated with the site.
 - d) **External Interconnecting Easements**
The applicant shall provide copies of the necessary legal documentation (Registered Instruments and Reference Plans) describing any and all servicing, access or utility easements within or required for the proper servicing of the lands intended for condominium conversion. Detailed conditions will include requirements that the applicant's engineer, surveyor and solicitor certify to the effect that the necessary and appropriate easements, rights-of-way and agreements for the use and maintenance of all internal services, utilities and access ways which may be capable of separate ownership have been prepared, executed, delivered and where appropriate, to be registered on title.
 - e) **Environmental Site Screening Questionnaire and Declaration (ESSQD)**
Prior to the provision of detailed comments and conditions for condominium registration, the property owner will be required to provide an ESSQD, fully completed and sworn before a commissioner for the taking of affidavits.
4. **Conversion from rental housing to condominium tenure only:** The property owner must sign an Acknowledgement advising the City that all tenants have been notified that the owner proposes to convert the existing rental residential development to condominium tenure and that the tenants have been made aware of their rights under the *Residential Tenancies Act, 2006*.
5. It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform with the ***interests of the health and safety convenience and welfare of the present and future residents***. Any pertinent information should be reflected in the application form.
6. As noted on the application form certain infrastructure projects are subject to the provisions of the *Environmental Assessment Act*. The applicant is advised to consult with their engineering consultant to provide determination in this matter.
7. Where additional support materials such as environmental, planning or engineering reports are required three (3) copies of all supporting technical reports and background information must be submitted with the application.
8. **DRAFT PLANS**
30 copies, individually folded to 8 1/2 x 11 of the draft plan are required. The plan must be drawn to scale with boundaries certified by an Ontario Land Surveyor and must include the owner's certificate. All draft plans must be submitted in metric. **THE DRAFT PLAN MUST BE SIGNED AND DATED BY BOTH THE OWNER AND THE SURVEYOR.**

THE FOLLOWING INFORMATION MUST BE SHOWN ON THE DRAFT PLAN:

- site statistics including the municipal address, zoning, legal description, development area, lot coverage, paved area, minimum open space, gross floor area, unit count, total parking;
- dimension all setbacks, parking spaces and aisle width, road widths, etc.
- indicate all parking spaces, setbacks, street furniture (ie, hydro metres, transformers, hydrants, lights, mail boxes, etc.), play lots, stairways, sidewalks, porches, fencing, common elements, etc

The following information is to be shown on the Draft Plan, as required under Section 51(17) of the *Planning Act, R.S.O., 1990*

- (a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- (b) the locations, widths and names of the proposed highways within the proposed condominium and of existing highways on which the proposed condominium abuts;
- (c) on a small key plan of not less than one centimeter to 100 metres, all of the land adjacent to the proposed condominium that is owned by the applicant or in which the applicant has an interest, every condominium adjacent to the proposed condominium and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- (d) the purpose for which the proposed lots are to be used;
- (e) the existing uses of all adjoining lands;
- (f) the approximate dimensions and layout of the proposed plan;
- (g) natural and artificial features such as buildings and other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- (h) the availability and nature of domestic water supplies;
- (i) the nature and porosity of soil;
- (j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the lands proposed to be subdivided;
- (k) the municipal services available or to be available to the land proposed to be subdivided; and
- (l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

PROCESSING THE APPLICATION

1. After accepting the application as complete, which includes notice that the associated site plan application has received a satisfactory stage for the purpose of the condominium circulation, the City may confer with officials and appropriate ministries, commissions and authorities, and with others who may be concerned, to obtain information and recommendations.
2. After an evaluation of the plan and the recommendations from other bodies, as noted above, conditions will be imposed by the City in granting draft approval of the plan.
3. Section 51(39) of the *Planning Act* provides that any person or public body may, not later than 20 days after the giving of notice, appeal the decision to the Ontario Municipal Board.
4. The agencies affected by the conditions must indicate to the City that they have been fulfilled to their satisfaction prior to the approval of the final plan for registration.

CONCURRENT CLASS EA PROJECT APPROVAL

Section 6 of the *Environmental Assessment Act* prevents draft approval until the requirements of Section 5(1) have been fulfilled. Section 6 of the condominium application requires that any Schedule C water, storm drainage, sewage or road projects to be identified.

The personal information on this form is collected under the authority of the *Condominium Act 1998*, SO 1998, c. 19 and will be used for Condominium Registration Approval purposes only. For the purpose of public access to information a limited amount of information will be displayed on the City's web site. Questions about the collection of personal information should be directed to the Manager, Development Services, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario L5B 3C1, (905) 896-5511.