

# City of Cornwall



## CONDOMINIUM APPLICATION OR EXEMPTION FROM DRAFT APPROVAL

DEPARTMENT PLANNING, DEVELOPMENT AND RECREATION

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# City of Cornwall

APPLICATION FOR CONDOMINIUM APPROVAL  
or  
EXEMPTION FROM DRAFT APPROVAL  
for applying for approval under Section 51 of the Planning Act and Section 9 of the  
Condominium Act

## CONDOMINIUM APPLICATION

Application under Section 51 of the Planning Act and Section 9 of the Condominium Act

<i>to be completed by the Department of Planning, Parks and Recreation</i>	
<b>File Number:</b>	<b>File Name:</b>
<b>Date Application Received:</b>	<b>Date Application Complete:</b>

**APPLICATION FOR:** (indicate one below)

- Draft Plan Approval       Exemption from Draft Approval

**CONDOMINIUM TYPE:** (indicate one below)

- Standard       Standard - Conversion from Rental to Condominium  
 Common Elements (roads)     Leasehold       Vacant Land  
 Phased       Phase 1 of \_\_\_ or     Phase # \_\_\_ (i.e. 2, 3, 4 etc.)

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## 1. APPLICATION INFORMATION

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### 1.1 OWNERSHIP INFORMATION:

Name of Registered Property Owner:		
Address (including postal code):		
Telephone:	Fax No.:	Email:

**1.2 AGENT:**

Name of Agent: \_\_\_\_\_

Address (including postal code): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

**1.3 SOLICITOR:**

Name of Solicitor: \_\_\_\_\_

Address (including postal code): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

**1.4 SURVEYORS O.L.S. AND/OR ENGINEERS:**

Name: \_\_\_\_\_

Address (including postal code): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

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**2. PROPERTY LOCATION AND DESCRIPTION:**

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Property Identification Number (P.I.N.): \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(i.e. Registered Plan/Reference Plan/Concession and Lot/Part Numbers)

**Easements and/or restrictive covenants affecting the lands:**

Description: \_\_\_\_\_

Effect: \_\_\_\_\_

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### 3. PROPERTY INFORMATION:

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Lot (Street) frontage: \_\_\_\_\_ feet      \_\_\_\_\_ metres

Depth: \_\_\_\_\_ feet      \_\_\_\_\_ metres

Area: \_\_\_\_\_ feet      \_\_\_\_\_ metres

Width of abutting road allowances: \_\_\_\_\_ feet      \_\_\_\_\_ metres

What is the current use of the subject land?

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#### Type of Access to subject land:

- |   |  |
|---|--|
| <input type="checkbox"/> Provincial Highway                   | <input type="checkbox"/> Regional Road     |
| <input type="checkbox"/> Municipal Road maintained all year   | <input type="checkbox"/> Other Public Road |
| <input type="checkbox"/> Municipal Road maintained seasonally | <input type="checkbox"/> Right-of-Way      |
| <input type="checkbox"/> Water Access                         | <input type="checkbox"/> Private Road      |

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### 4. MUNICIPAL SERVICES

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#### Water Supply

- Municipal water
- Individual well
- Other \_\_\_\_\_

#### Sewage Treatment

- sanitary sewers
- septic systems
- Other \_\_\_\_\_

#### Storm Drainage

- storm sewers
- open ditches
- Other \_\_\_\_\_

## 5. DESCRIPTION OF PROPOSAL:

Not Applicable (condo roads only)

Site Area: \_\_\_\_\_ ha

Intended Land Use	No. Of Units	No. Of Lots/blocks	Bedroom/Unit				Total Floor Area (m <sup>2</sup> ) Coverage	No. of Parking Spaces	Density (Units per ha)
			1	2	3	4			
<b>RESIDENTIAL</b>									
Single Family Detached									
Semi-Detached									
Townhouses									
Apartments									
Mobile Home									
Seasonal Residential									
Other									
<b>NON-RESIDENTIAL</b>									
Commercial									
Industrial									
Institutional									
Park and Open Space									
Roads									
Vacant Lot									
Other									

a) What are the existing rents of each type of rental residential unit? (Condominium conversions only).

1 bedroom                   \$ \_\_\_\_\_  
 2 bedrooms                 \$ \_\_\_\_\_  
 3 bedrooms                 \$ \_\_\_\_\_  
 4 bedrooms                 \$ \_\_\_\_\_  
 Other (*specify*)           \$ \_\_\_\_\_

b) What is the anticipated sale price of each type of unit proposed?

1 bedroom \$ \_\_\_\_\_  
2 bedrooms \$ \_\_\_\_\_  
3 bedrooms \$ \_\_\_\_\_  
4 bedrooms \$ \_\_\_\_\_  
Other (*specify*) \$ \_\_\_\_\_

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## 6. PLANNING DETAILS:

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**From your discussion with municipal officials what is:**

a) the land use designation of the subject plans in an approved City of Cornwall Official Plan?  
\_\_\_\_\_ Amendment No. \_\_\_\_\_

b) the Zoning of the subject lands in the approved City of Cornwall Bylaw? \_\_\_\_\_  
Rezoning File Number: (*if applicable*) \_\_\_\_\_

c) If known, indicate the approval authority file number and decision of any previous subdivision or consent applications concerning the subject lands. \_\_\_\_\_

d) Is the proposed development consistent with the Provincial Policy Statement (PPS) issued under section 3(1) of the *Planning Act*?  
 Yes  No

e) **New Buildings**

Has the Municipality reviewed a Site Plan? \_\_\_\_\_ Date Approved: \_\_\_\_\_

Has a building permit been issued? \_\_\_\_\_ Date Approved: \_\_\_\_\_

Is the building under construction? \_\_\_\_\_

If construction is completed, indicate the date of completion \_\_\_\_\_

Is the building currently occupied?  Yes  No

Is this a conversion of a building containing rental residential units?

If yes, indicate the number of units to be converted \_\_\_\_\_ units.

f) **Existing Buildings**

Date of construction?  
\_\_\_\_\_

Has the rental vacancy rate in the community been studied by the municipality and/or the applicant  
\_\_\_\_\_

If so, what is the rental vacancy rate? \_\_\_\_\_

Is this a rental building being converted to a condominium dwelling?  Yes  No

How many of the tenants are willing to purchase? \_\_\_\_\_

Is a residential rental building(s) being converted to condominium?  Yes  No

If yes, the property owner must sign an Acknowledgement stating that all of the tenants have been advised that the property owner proposes to convert the existing rental housing development to condominium tenure.

g) Describe access to the site via public road \_\_\_\_\_

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## 7. STATUS OF OTHER APPLICATIONS UNDER THE PLANNING ACT:

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a) Has the subject land ever been the subject of a previous application for approval of a plan of subdivision/condominium or consent?

No  Yes If **Yes** and **Known**, indicate the application file number and the decision made on the application.

\_\_\_\_\_  
\_\_\_\_\_

b) Is the subject land also the subject of a proposed official plan or plan amendment that has been submitted for approval?

No  Yes If **Yes** and **Known**, indicate the application file number and the decision made on the application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Is the subject land also the subject of an application for consent, approval of a site plan, minor variance, zoning bylaw or zoning bylaw amendment?

No  Yes  Unknown If **Yes** and **Known**, indicate the application file number and the decision made on the application.

\_\_\_\_\_  
\_\_\_\_\_

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## 8. ENVIRONMENTAL DATA:

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- a) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent lands?  No  Yes

If yes, please specify \_\_\_\_\_

- b) Are water, sewage or road works associated with the proposed development subject to provisions of the *Environment Assessment Act*?  No  Yes

If yes, please specify here and identify on the plan  
\_\_\_\_\_

- c) Use of Abutting Land: North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

- d) Has the grading of the subject land been changed by adding earth or other materials?  
 No  Yes  Unknown

- e) Has a gas station been located on the subject land or adjacent land at any time?  
 No  Yes  Unknown

- f) Has there been petroleum or other fuel stored on the subject land or adjacent land?  
 No  Yes  Unknown

- g) If yes to any of a)-f), an inventory of previous uses of the subject land will be required with the application such as an Environmental Site Assessment (ESA) or a Record of Site Condition (RSC).

- h) What measures (e.g. buffering, berms, setbacks, etc.) have or will be taken to eliminate any adverse environmental effects (e.g. traffic, noise odours, pollution of nearby water bodies, run-off, etc.) on the proposed development or adjacent area. Where potential adverse environmental effects are foreseen consultation with the appropriate agencies is required.
- \_\_\_\_\_
- \_\_\_\_\_

- i) Does the subject land contain any known archaeological resources or areas of archaeological potential?  No  Yes

If yes, the following reports must be prepared:

- An archaeological assessment that is prepared by a person who holds a licence that is effective with respect to the subject land and issued under Part 6 (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act; and
- A conservation plan for any archaeological resources identified in the assessment



## 9. PHASED CONDOMINIUMS ONLY:

	# Of Units in Future Phases	Unit Type
Phase II		
Phase III		
Phase IV		

Condominium Plan Numbers (PCC#) of phases which have been registered:

## 10. COMMON ELEMENT CONDOMINIUMS ONLY:

### Parcels of Tied Land

Please provide the legal description/municipal address of the parcels which will be tied to the Common Element:

\_\_\_\_\_

\_\_\_\_\_

Land Division Application Numbers: \_\_\_\_\_ Date of Approval: \_\_\_\_\_  
 (If applicable)

Exemption from Part-Lot Control Bylaw Number: \_\_\_\_\_  
 (If applicable)

## Affidavit of Applicant

I, \_\_\_\_\_ in the City of Cornwall in the County of Stormont, solemnly declare that all the above statements contained within the application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

Declared before me at the City of Cornwall in the County of Stormont, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Commissioner of Oaths

\_\_\_\_\_  
Signature of Applicant

An Applicant's Certificate shall be provided and signed on the Draft Plan.

## Registered Owner's Authorization: *The owner must complete the following:*

I, \_\_\_\_\_ being the registered owner of the lands, hereby authorize \_\_\_\_\_ to prepare and submit a Draft Plan of Condominium for approval.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

The personal information on this form is collected under the authority of the *Condominium Act, 1998*, c. 19 and will be used for Condominium Registration Approval purposes only. Questions about the collection of personal information should be directed to the Clerk, 360 Pitt Street, Cornwall, Ontario K6J 3P9 (613) 932-6252.

## ACKNOWLEDGEMENT OF PROPERTY OWNER CONDOMINIUM APPLICATION

**Re: Proposed Rental Housing Conversion to Condominium**

**Address:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

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I, \_\_\_\_\_ a duly authorized signing officer of \_\_\_\_\_  
(Name) (Company name)

hereby acknowledge and certify that the tenants of \_\_\_\_\_  
(Property address)

have all received formal notification that \_\_\_\_\_ proposes to convert the  
(Company name)

existing rental housing development to condominium tenure. I further certify that I am *aware* of the

landlord responsibilities and tenants rights under the *Residential Tenancies Act, 2006*.

Dated at the City of Cornwall, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name of Signing Officer  
Title  
I have the authority to Bind the Corporation

## **Applicant's Checklist**

Remember to:

i) Attach the following:

- 8 copies of the completed application form
- 25 copies of the Draft Plan, including one legal size (8½" x 11") copy
- 8 copies of the required reports, as outlined in the application
- The required fee, payable to the City of Cornwall

Draft Plan of Condominium Approval (Standard).....	\$ 2,200.00 + \$ 180.00 per unit
Draft Plan of Condominium Approval (Conversion).....	\$ 4,130.00 + \$ 180.00 per unit
Draft Plan Exemption.....	\$ 2,200.00

ii) Ensure the application is signed and dated by the owner/agent.