

# The Corporation of the City of Cornwall



## **CONDOMINIUM APPLICATION GUIDE for applying for approval under Sections 51 and 52 of the Planning Act**

### **A. APPLYING FOR CONDOMINIUM APPROVAL**

1. The attached application form is to be used when applying to the Council for Condominium approval.
2. The Minister of Municipal Affairs and Housing has delegated approval authority to the Council of the Corporation of the City of Cornwall.

### **B. USING THE APPLICATION FORM**

1. The attached application form should be completed with four copies to the Planning Division of the City of Cornwall. In all cases please ensure that you keep a copy for your files. The applicant is advised, however, to approach the local municipality for Official Plan, Zoning and policy information before making a formal application.

It is also important to note that circulation of new applications cannot be guaranteed unless the draft plan conforms to the Official Plan or is the subject of an Official Plan Amendment. In those cases where a corresponding Official Plan Amendment has been made, the Draft Plan and the Official Plan Amendment will be circulated simultaneously by the City and the Ministry of Municipal Affairs respectfully.

2. The application should be completed by the property owner or his authorized agent. Where it is being made by an agent, the written authorization may be shown on the face of the Draft Plan.
3. It is the responsibility of the owner to research and evaluate the site and the proposal to ensure that the development will conform with the interests of the Provincial Policy Statement as well as health, safety and welfare of the future residents, either owners or tenants.

Sufficient studies for the completion of the application should be carried out prior to a submission for approval, and should be reflected in the application form. This information will assist in a quick and comprehensive assessment of the application. If further studies are required, the applicant will be notified. If the form or the draft plans seem incomplete or inaccurate the application will be returned for completion, correction or clarification prior to processing.

### **C. SUBMISSION OF PLANS**

1. The Planning Act requires that all applications must be accompanied by copies of the draft plan as required by the Council. The draft plan must be drawn to scale, with boundaries certified by an Ontario Land Surveyor.

To carry out the review of condominium applications, a minimum of 25 copies of the draft plan will be required. If further copies are needed, the applicant will be notified. One copy of the draft plan is to be legal size.

2. The draft plans should indicate all items as required by section 51(17) of the Planning Act (listed on page 2 of this guide).
3. Draft plans proposing condominium ownership required additional information (listed on page 3 of this form).

### **D. DEALING WITH THE APPLICATION**

1. After accepting the completed application, the Council may confer with official of municipalities and other ministries, commissions and authorities and with others who may be concerned, to obtain information and recommendations.
2. After an evaluation of the plan and of the recommendations from other bodies as noted above, conditions may be imposed in granting approval of the draft plan (draft approval).
3. The conditions of the draft approval must be fulfilled prior to the approval of the final plan. The agencies affected by the conditions must indicate that they have been fulfilled.
4. Sections 51(34-39) of the Planning Act provide that an application for approval by the Council may be referred to the Ontario Municipal Board for decision.

### **E. APPLICATION FEES**

Bylaw No. 026, 1993 of the City of Cornwall prescribes fees for applications which should be submitted at the time of application. Cheques should be payable to the City of Cornwall.

Fees Schedule is attached separately.