

Plan of Condominium



The Corporation
of the City
of Cambridge

City of Cambridge
Planning Operations Division
Planning Services Department
50 Dickson Street, 3rd Floor
Cambridge, Ontario, N1R 5W8
519.740.4650

Application for Approval of a Draft Plan of Condominium Description under Section 51 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

NOTE TO APPLICANTS:

This application form is to be used by persons or public bodies wishing to subdivide land by plan of condominium. In this form, the term “subject land” means the land that is the subject of the proposed plan of condominium.

N.B. Submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

COMPLETENESS OF APPLICATION:

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 51 of the Planning Act, and Ontario Regulation 544/06. If the information, including copies of the proposed draft plan and fee are not provided, the City may return the application or refuse to further consider the application until receipt of all the required information and fee have been provided.

This application form also sets out information (i.e. technical information or reports) that will assist the City, the Region and others in the planning evaluation of the proposed plan of condominium. To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be refused.

Pre-Submission Consultation is a requirement of the planning process. Applicants are advised to contact the Planning Operations Division to arrange a Pre-Submission Consultation Meeting with the Subdivision Coordinating Committee **prior** to submitting the application.

USING THE APPLICATION FORM:

The application must be completed by the owner or the owner’s authorized agent. Where an agent makes the application, the owner’s written authorization is required. If more than one owner owns the subject lands, the authorization of all owners is required.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

SUBMISSION OF THE APPLICATION:

An application submission must include:

- One original and one copy of the completed application form;
- One copy of the application form and information submitted to the Region of Waterloo;
- The application fee as indicated in the Planning Services Department fee schedule;
- Fifteen (15) copies of the proposed draft plan as per Section 51(17) of the *Planning Act*;
- A schedule of the relevant statistics of the land use (i.e. number of units by type, area by type of unit, etc.) and the staging of development;
- A reduction of the proposed draft plan presented on an 8.5" x 11" SHEET OF MYLAR OR PHOTOGRAPHIC PAPER at an appropriate scale, clearly legible for reproduction by the City;
- A preliminary Servicing and Stormwater Management Report;
- The required technical/information reports as set out in Section 8.1 herein;
- Any other required information identified by the Region of Waterloo and the City of Cambridge as part of the Pre-Submission Consultation process.

DRAFT PLAN OF CONDOMINIUM:

Proposed plans must be drawn on a single sheet, to scale and include:

- All items identified in Subsection 51(17) of the Planning Act, R.S.O., 1990. Chapt.P.13, as amended;
 - The number of units by type for all buildings constructed or proposed to be constructed;
 - A typical profile or elevation drawing of the exterior showing floor locations and building height;
 - The MINIMUM and MAXIMUM density by residential type for all lots and blocks in which residential units may be permitted; and,
 - A space measuring not less than 9cm x 7cm on the title block/information area of the plan that is visible after folding in which the City of Cambridge/Regional Municipality of Waterloo may affix the draft approval stamp and signature.
- * Measurements are to be in metric units.

The copies of the proposed draft plan and application form will be circulated to the Regional Municipality of Waterloo, persons and public bodies prescribed by the regulations and any other person or public body that may have an interest in the application.

SUBMISSION REQUIREMENTS:

To assist in the review of the proposed plan of condominium, the City of Cambridge, Region of Waterloo and other public bodies may require that certain types of studies or reports be prepared in support of the proposed plan. These may include; lot grading and drainage, traffic impact, noise, archaeological, heritage, environmental and hydrogeological, etc. The need for and the timing of these studies, if required, will be identified during the pre-submission consultation meeting.

SITE AUDIT

A comprehensive site audit includes the preparation of a site plan, a grading and drainage plan, a landscape plan, and a site lighting plan representing current site conditions. The purpose of the site audit is as follows:

- To visually inspect and document the existing exterior conditions of the site.
- To identify how the site conforms or does not conform to a previously approved site plan for the site.
- To evaluate and assess the current conditions of the site with particular regard to safety issues and proper traffic and pedestrian function.

Scope of Work

- The true dimensions, bearings and area of the property;
- The location and dimensions of all existing buildings and structures on the site, including the dimensions of all yards (i.e. setbacks of all buildings/structures from property line);
- The location of off-street parking, including visitor parking, and loading areas (Note: All underground parking areas are to be shown on a separate plan);
- The location, height, and type of fencing;
- The location and detail of all landscaped areas;
- Details of site lighting;
- The location of curbing, sidewalks, retaining walls, and signage;
- The location of outdoor containers and/or vaults, central storage and collections areas, or other facilities for the storage of garbage and other waste or recyclable material;
- The location of fire routes and emergency accesses;
- Details of existing grading and drainage; and
- The % lot coverage of buildings, concrete asphalt surfaces, landscaped areas, and gravel-surfaced areas.

Technical Building Audit and Reserve Fund Study

The completion of a technical building audit will be required as a condition of draft approval for condominium conversions. Any deficiencies identified under the Ontario Building Code, or Chapter 665 of the Municipal Code (Property Standards By-law) or the Ontario Fire Code will have to be rectified to the satisfaction of the Chief Building Official. The purpose of the building audit is as follows:

- To provide an unbiased and objective summary of the present condition of the project;
- To visually inspect, assess, and document the existing condition of all building and structures on the site; and

- To identify, analyze and propose solutions to any major or serious deficiencies.

Scope of Work

- Structural system of all buildings and garages etc;
- Building envelope including roofs, exterior walls, doors, windows, and typical insulation values;
- Building interiors including common areas and typical units;
- Mechanical, electrical, and plumbing systems;
- Fire safety related systems and materials;
- Site work including grading, drainage, pavement, curbs, retaining walls, fences, etc; and,
- Note: Use photographs to show major deficiencies in detail.

Purpose of Reserve Fund Study

- To provide a comprehensive summary of the costs for present and future major repairs;
- Takes into account expected life cycles and estimates the remaining life cycles based on the present condition, maintenance and age of the building components and operating systems; and
- Format usually a spreadsheet that shows the work item, replacement date and estimated costs.

Authorities Having Jurisdiction

- Building Code and Building By-law major deficiencies will be review and approved by the Chief Building Official or his designate;
- Property Standards major deficiencies will be identified by an inspection of the project by the City's Property Standards Officer with review and approval by the Chief Building Official or his designate; and
- Fire Code compliance will be reviewed and approved by the Chief Fire Prevention Officer of his designate.

HELP:

If you require assistance in completing this application form, please call the City of Cambridge Planning Operations Division at 519.740.4650.

Notes:

- Page 15 of the Application Form includes several declarations and authorizations that MUST be signed by the owner of the "subject lands" to which this application applies. If there is more than ONE owner, an additional copy of Page 15 must be completed and attached to the application for each additional owner.
- It is the responsibility of the owner(s)/applicant(s) to advise the City of Cambridge of any changes in ownership, agents, their names, addresses and telephone numbers, etc. to ensure that you are advised of all matters pertaining to this application.
- Pre-submission consultation is required. Please contact the Planning Operations Division at 519.740.4650 to make arrangements for a pre-submission review.



The Corporation
of the City
of Cambridge

**Application for Approval of a
Draft Plan of Condominium
Under Section 51 of the Planning
Act, R.S.O. 1990, Ch. P. 13,
as amended**

City Use Only

Date Received:	Date Accepted:	Fee Paid:	File No. 30CDM-
----------------	----------------	-----------	---------------------------

Resubmission of an earlier plan? Yes (File No. _____) No Unknown

1.0 GENERAL INFORMATION

Name	Address	Phone Nos.
1.1 Registered Owner of Subject Land*		Home
	Postal Code	Business
	Email Address	Fax
1.2 Applicant (if different)**		Home
	Postal Code	Business
	Email Address	Fax
1.3 Agent or Consultant		Home
	Postal Code	Business
	Email Address	Fax
1.4 Ontario Land Surveyor		Home
	Postal Code	Business
	Email Address	Fax

* If a numbered company, also give the name and address of the principal owner. If more than one owner, complete an additional page for each owner.

** Owner's authorization (Part 10.0) required if applicant is not owner.

1.5 To whom should all correspondence be sent? (One only)

Owner Applicant Agent/Consultant

2.0 PRE-SUBMISSION CONSULTATION WITH PLANNING STAFF

Has the proposed Draft Plan of Condominium for which this application is being submitted been the subject of pre-submission consultation with Planning Operations Division Staff?

Yes No

If YES, when? _____

3.0 LOCATION OF LANDS

Assessment Roll No.	Lot	Concession	Former Twp.
Registered Plan No.	Lot(s)	Reference Plan No.	Part(s)
Municipal Address			

3.1 Particulars of Property (in metric units)

Frontage	Depth	Area
----------	-------	------

4.0 PROPOSED LAND USE

4.1 Affordable Housing

How has this application addressed Affordable Housing?

“Affordable” mean units, including not-for-profit and market housing, which are affordable to households with incomes in the lowest 60% (or 30% as applicable) of the income distribution for the housing market area. For assistance, refer to the current Information Bulletin released by the Ministry of Municipal Affairs and Housing from time to time.

5.2 Complete Table A on proposed land use:

Table A – Proposed Land Use

Proposed Land Use	Number of Units or Dwellings	Identify Lot and/or Blocks on the Draft Plan	Area (ha) of Proposed Use	Density (Units, Dwellings per ha)	Number of Parking Spaces Provided
Single Detached Residential					
Semi-Detached Residential					
Row, Townhouse Residential					
Apartment Residential					
Mobile Home					
Other Residential (specify)					
Commercial				N/A	
Industrial				N/A	
Stormwater Management	N/A			N/A	N/A
Roads	N/A			N/A	N/A
Walkway	N/A			N/A	N/A
Other (specify)					
Other (specify)					
Totals				N/A	

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

Yes No

If YES, indicate the number of units to be converted: _____ units

If YES, indicate the number of units occupied on the date of this application: _____ units

5.0 CURRENT USE OF LAND:

5.1 Are there any existing easements or restrictive covenants affecting the subject land?

Yes No

If YES, please describe: _____

5.2 Indicate location and area of adjoining or nearby lands in which the owner has an interest (must also be shown on key map):

5.3 Has a site plan application for the proposed condominium been approved?

Yes No

If YES, indicate file number: _____

5.4 Has a Site Plan Control Agreement been registered on title of the property?

Yes No

If YES, indicate date registered: _____

5.5 Has a building permit for the proposed condominium been issued that will provide for construction of the entire project?

Yes No

If YES, indicate Building Permit Number and date issued: _____

5.6 Has construction of the development started?

Yes No

If YES, indicate date: _____

5.7 If construction is started, indicate expected date of completion: _____

5.8 **If YES to Question 5.3 or 5.5, proceed to Section 8 on page 13.**

If NO to Question 5.3 or 5.5, the remainder of this application must be completed in full.

* * * * *

5.9 What is the current use of the subject land?

5.10 How is the subject land currently designated in the applicable Official Plans?

Regional Official Policies Plan: _____

City of Cambridge Official Plan: _____

- 5.11 Have you confirmed with the City that the proposed development meets all the requirements of the applicable official plan?
 Yes No
 (If an official plan amendment is needed, it must be submitted to the City prior to or concurrently with this application.)
- 5.12 How is the subject land currently zoned in the City of Cambridge Zoning By-law?

- 5.13 Have you confirmed with the City that the proposed development meets all the requirements of the City of Cambridge Zoning By-law?
 Yes No
 (If a zoning by-law amendment is needed, it must be submitted to the City prior to or concurrently with this application)
- 5.14 Has the grading of the subject land been substantially changed by adding earth or other material?
 Yes No Unknown
- 5.15 Is there reason to believe the surface or subsurface of the subject land may have been contaminated by former uses on the site or adjacent sites?
 Yes No Unknown
 If YES, explain: _____

- 5.16 What information did you use to determine the answer to Question 5.15?

- 5.17 If YES to Question 5.15, a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is required
 Is the previous use inventory attached? Yes No
- 5.18 Are any buildings, structures or features on the subject lands or adjacent lands designated under the *Ontario Heritage Act* or in the process of being designated?
 Yes No
 If YES, please explain: _____

- 5.19 Are there any existing buildings or structures on the existing lands?
 Yes No
 If YES, are they to be demolished?
 Yes No

5.20 Does the subject land contain any areas of archaeological potential?

Yes No

If YES, has the following information/reports been provided?

An archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act

A conservation plan for any archaeological resources identified in the assessment

6.0 STATUS OF OTHER RELATED PLANNING APPLICATIONS:

6.1 Has a previous application for an approval of a plan of subdivision, consent, approval of a site plan, minor variance, official plan or zoning by-law amendment ever been submitted for the subject lands?

Yes No

If YES, and if known, indicate the file number, the status of the application and the status of the application.

6.2 Are the water, sewage or road works associated with the proposal subject to the provisions of the Environmental Assessment Act?

Yes No

If YES, do you want the notice of public meeting for this application to be modified to state the public meeting will address the requirements of both the Planning Act and the Environmental Assessment Act?

Yes No

6.3 Is the Draft Plan of Condominium consistent with policy statements issued under subsection 3(1) of the Planning Act?

Yes No

6.4 Is the subject land within an area of land designated under any provincial plan or plans?

Yes No

If YES, Name of plan(s): _____

Does the plan conform to, or does not conflict with, the applicable provincial plan(s)?

Yes No

7.0 PROPOSED SERVICING

7.1 Sewage Disposal and Water Supply

Select (✓) the proposed sewage disposal and water supply servicing type from Table B and Table C. If applicable attach and provide the name of the servicing information/report(s) as indicated in Table B and Table C.

Name of servicing information/report(s):

Table B – Sewage Disposal

✓	Service Type	Action or Needed Information/Reports
	Publicly owned and operated piped sewage system	No action at this time. Region will need to confirm that capacity is available to service this application.
	Privately owned and operated communal wastewater system ³	Communal systems for the development of more than 5 residential lots/units: servicing options statement ¹ , hydrogeological report ² , and indication whether a public body is willing to own and operate the system ³ . For surface discharge an assimilative discharge capacity report is required. ⁴ Communal systems for the development of 5 or less residential lots/units and generating less than 4500 litres per day effluent: hydrogeological report. ⁵
	Privately owned and operated individual septic system(s)	Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report ³ .
	Other	To be described by the applicant.

TABLE C – WATER SUPPLY

✓	Service Type	Action or Needed Information Reports
	Publicly owned and operated piped water system	No action at this time. Region will need to confirm that capacity is available to service this application.
	Privately owned and operated communal well(s)	Communal well system for the development of more than 5 lots/units: servicing options statements ¹ , hydrogeological reports ² and indication whether a public body is willing to own and operate the system ³ . Communal well systems for non-residential development where water will be used for human consumption: hydrogeological report ² .
	Privately owned and operated individual well(s)	Individual well for the development of more than 5 lots/units: servicing options statement ¹ and hydrogeological report ² . Individual wells for non-residential development where water will be used for human consumption: hydrogeological report ² .
	Other	To be described by the applicant.

- 1 Confirmation that the Region concurs with the servicing options statement will facilitate the review of the application
- 2 All development on individual or communal septic tanks requires a hydrogeological report. Before undertaking a hydrogeological report, consult the Region about the type of hydrogeological assessment that the Region would expect to see given the nature and location of the proposal.
- 3 Where communal services (water and/or sewage) are proposed, ownership of these services must be in conformity with Regional Policy
- 4 Reviewed by MOEE and Region

7.2 Stormwater Drainage

A preliminary stormwater drainage report is required for all types of storm drainage. Select (✓) the proposed stormwater drainage servicing type from Table D. Attached and provide the name of the preliminary servicing information for the facility you have identified in the Table D.

Name of servicing information/report: _____

Have you attached a preliminary stormwater management report? Yes No

Table D – Storm Drainage

✓	Service Type	Action or Needed Information/Reports
	Sewers	A preliminary stormwater management report is required. This report must be prepared to area municipal standards and be submitted with the application. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval. If a hydrogeological report is required it should be prepared concurrent with the preliminary stormwater management report.
	Ditches or Swales	
	SWM Pond	
	Infiltration trenches	
	Other	

7.3 Access

Select (✓) the proposed type of access from Table E. Attach and provide the information as indicated in Table E.

Name of servicing information/report: _____

Table E – Road Access

✓	Service Type	Action or Needed Information/Reports
	Provincial Highway	Application for an access permit should be made concurrent with this application. An access permit is required from MTO before any development can occur. Land use permits for any development adjacent to a highway is required from MTO.
	Regional Road	No action at this time unless identified during pre-consultation. The Region will indicate acceptance of road alignment, access, and identify road widening(s) and road improvements if required when the application is circulated for comment.
	Municipal Road	No action at this time unless identified during pre-consultation. The municipality will indicate acceptance of road alignment and access when the application is circulated for comment.
	Water	Indicate parking, docking and distance to facilities from subject land and nearest road
	Other	To be described by the applicant.

8.0 OTHER INFORMATION

8.1 During the pre-submission consultation the required reports and studies would have been identified. Have you attached the required number of reports or studies identified during the pre-submission consultation?

- | | | |
|--------------------------------|------------------------------|------------------------------|
| a) Stormwater Management | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| b) Environmental Report | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| c) Noise Study (rail/road) | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| d) Noise Study (stationary) | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| e) Noise Study (highway) | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| f) Noise Study (Regional road) | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| j) Servicing Options | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| k) Hydrogeological | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| l) Soils / Geotechnical | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| m) Water Pressure | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| n) Tree Management | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| p) Environmental Assessment | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| q) Other _____ | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| r) Other _____ | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |

N/A = not applicable to this application

8.2 Is there any other information that may be useful to the Region, public bodies or other agencies in reviewing this application (i.e. efforts made to resolve outstanding objections or concerns)? If so, please explain below or attach on a separate sheet.

To assist you in determining what may be required as this proposed plan advances towards draft plan approval, we have set out below a general indication of the key requirements or matters to be addressed at different stages. If you have any questions or require a more detailed explanation, please call the City of Cambridge Planning Operations Division at 519.740.4650.

PLANS IN CIRCULATION:

Revisions to the proposed plan will not be accepted for re-circulation until all the issues and concerns related to the original submission have been identified.

MODIFICATIONS:

Plans subject to modification following draft approval will be subject to the applicable Draft Approval Modification Fee.

REGISTRATION:

Following the list of conditions of draft approval there will be a number of notes. Special attention should be paid to these notes as they include specific instructions on how to satisfy certain conditions or requirements.

9.0 AFFIDAVIT OR SWORN DECLARATION:

I, _____ of the _____
(Name of Owner) (City/Town or Township)

in the _____ make oath and say (or solemnly declare)
(Region or County)

that the information contained in this application is true and accurate, the information contained in the documents that accompany this application is true and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands.

Signature of Applicant

This _____ day of _____, 20_____.

10.0 AUTHORIZATIONS OF OWNER FOR AGENT TO MAKE THE APPLICATION:

If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application must be completed by the owner.

I, _____, am the owner of the land that is the
(Owner's Name)

subject of this application for approval of a Plan of Condominium, and I authorize

_____ to make this application on my behalf.
(Name of Agent)

Date

Signature of Owner

The personal information contained on this form is collected pursuant to the Planning Act and will be used for the purpose of responding to your application. If you have any questions on the gathering of personal information, you can contact the City's Freedom of Information and Privacy Coordinator who can be reached through the Clerk's Division of the Corporate Services Department at 519.740.4680, ext. 4610.

For Office Use Only	
File Number Assigned:	_____
AMANDA Number Assigned:	_____
Planner Assigned To:	_____