



## Instructions for DRAFT PLAN OF CONDOMINIUM APPLICATION

THE CORPORATION OF THE CITY OF LONDON  
PLANNING AND DEVELOPMENT,  
6<sup>TH</sup> FLOOR, CITY HALL, 300 DUFFERIN AVENUE, LONDON, ONTARIO N6A 4L9  
Telephone: (519) 930-3500

### DETACH AND RETAIN THIS PAGE FOR FUTURE REFERENCE

1. This process pertains to the following types of applications for draft plan of condominium:
  - i) Standard Condominium
  - ii) Phased Condominium
  - iii) Common Elements Condominium
  - iv) Vacant Land Condominium
  - v) Amalgamated Condominium
  - vi) Leasehold Condominium
2. There are different fees for each type of application (See Schedule APP-5 attached for a fee schedule).
3. Other related applications can be processed concurrently and within the process for plans of condominium. Applicants are encouraged to submit a Site Plan application at the time of filing an application for a Vacant Land condominium.

### STEPS IN THE PROCESS

<b>Step 1</b>	<b>Consult with City of London Planning and Development.</b> Applicants are encouraged to meet with a City staff member prior to submitting an application (6th floor, City Hall, 519-930-3500).
<b>Step 2</b>	<b>Submit complete application package.</b> This includes information and material identified at a pre-consultation meeting, a complete application form, required fees, digital file tied to NAD83UTM horizontal control, authorization letter (with dated, original signature), requested zoning overlay (if applicable), a reduced copy of the draft plan, and 24 rolled copies of the proposed plan of condominium. For Amalgamated condominiums, refer to APP-2 (attached) for alternative submission requirements. For Vacant Land condominiums, refer to APP-2 (attached) for additional submission requirements.  Please be advised that in order to allow background documents and drawings, submitted in association with planning applications, to be posted on the City of London website for public viewing, we will require all submitted materials to be in an accessible format. <u>Any materials that are not in an accessible format will result in an application being deemed incomplete per the Planning Act and in force London Plan policy 1612.</u>  The accessible document requirements are outlined in the <a href="#">Web Compliance Accessibility Guidelines</a> (WCAG) 2.0 AA Standards as required by the Accessibility for Ontarians with Disabilities Act (AODA) in the Information and Communications Standards of the Integrated Accessibility Standards Regulation (IASR).  For drawings, maps and information that are displayed visually, alternative text (alt-text) will be required to include a detailed description and provide context to ensure users of assistive technology can easily understand what the image is showing. For additional information on creating accessible Portable Document Format (PDF) files please refer to: <a href="http://www.adobe.com/accessibility/products/acrobat/">http://www.adobe.com/accessibility/products/acrobat/</a> .
<b>Step 3</b>	<b>Complete application accepted.</b> The file is opened and timelines for processing are established.
<b>Step 4</b>	<b>Application circulated.</b> The application is circulated to the public (if required), agencies and departments.
<b>Step 5</b>	<b>Post-circulation meeting.</b> This meeting is optional and will be convened by Development Approvals Business Unit and will include the applicant and consultants to discuss agency or public issues raised during circulation and review proposed conditions of draft approval.
<b>Step 6A</b>	<b>Report recommending Draft Approval/Refusal to Approval Authority.</b> This applies to Standard, Amalgamated, Phased and Leasehold condominiums.
<b>Step 6B</b>	<b>Finalize planning report for Planning &amp; Environment Committee.</b> This applies to Vacant Land and Common Elements condominiums.
<b>Step 7</b>	<b>Public Meeting of Planning &amp; Environment Committee and Recommendation to Council.</b> This applies to Vacant Land and Common Elements condominiums.

<b>STEPS IN THE PROCESS</b>	
<b>Step 8</b>	<b>Recommendation of Council to Approval Authority.</b> This applies to Vacant Land and Common Elements condominiums.
<b>Step 9</b>	<b>Draft approval with conditions or refusal by Approval Authority.</b>
<b>Step 10</b>	<b>Notice of draft approval or refusal circulated.</b>
<b>Step 11</b>	<b>Appeal period.</b>



**London**  
CANADA

**THE CITY OF LONDON  
CONDOMINIUM APPLICATION FORM**

**FOR APPLYING FOR APPROVAL UNDER SECTION 51 OF THE PLANNING ACT, PURSUANT TO SECTION 9 OF THE CONDOMINIUM ACT**

**CONCURRENT APPLICATIONS FILED**

Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees

Official Plan Amendment  
Zoning By-law Amendment  
Minor Variance  
Site Plan  
Other (Specify): \_\_\_\_\_

**OFFICE USE ONLY**  
**Date Stamp – Date Received**

**FOR REFERENCE ONLY**  
Municipal address:

**APPLICATION TYPE**

Standard Condominium	Vacant Land Condominium
Amalgamated Condominium	Site Plan Submitted for Concurrent Processing
Common Elements Condominium	Site Plan Approval in Process or Granted by Building Division
Phased Condominium	Leasehold Condominium

**REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:**

Note: If the information below is not received together with the fees required under subsection 69(1) of the *Planning Act* and the information and material required under subsections 51(17) and 51(18) of the Act, the application **will be deemed incomplete, the time period referred to in subsection 51(34) of the Act will not begin and the application will be returned to the applicant.**

<b>2 copies</b> of the completed application form and declarations, completed as required under subsection 51(17) of the <i>Planning Act</i> ;
<b>24 rolled copies</b> of the draft plan, completed as required under Section 51(17) of the <i>Planning Act</i> (Refer to Schedule APP-3), or for Amalgamated condominiums refer to APP-2 for alternative submission requirements;
<b>1 copy</b> of the draft plan on an 8-1/2" by 14" or 11" by 17" reduction;
For <b>Vacant Land</b> condominiums, electronic copy of a simplified draft plan for use by City for on-site signs and web pages. – refer to schedule APP-2;
<b>1 copy</b> of a bibliography/document list of all documents you used to support the submission of your application to meet the requirements of subsection 51(52.3) and 51(52.4) of the <i>Planning Act</i> , in the event of an Ontario Municipal Board Hearing. <b>General Format:</b> Author, A. A. (Year of Publication). Title of Document. City of Publication: Publishing Company.
Application Fee(s) made payable to the City Treasurer (Refer to Schedule APP-5);
A Letter of Authorization from the owner (with dated, original signature) <b>OR</b> completion of the Owner's Authorization on page 6 (item 30), <b>if the owner is not filing the application</b> ;
Required studies identified at pre-consultation (if applicable); and
<b>The file must be tied to the City's geographic NAD83 UTM horizontal control (refer to the City's Plans and Submission Standards available on-line).</b> The file must contain the plan of condominium in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features separated into different layers (eg. Lot lines, Lot numbers, Street names, etc.). <b>Please send digital files to LondonPlanSubmit@london.ca.</b> A 3.5 inch floppy diskette or a CD containing the plan of condominium in AutoCAD format is also acceptable.

**PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply 3 copies of each):**

*Note: This section applies to all reports that were identified at pre-consultation as studies that are required at the time of submitting the application – Refer to Schedule "B". Additional copies of some reports may be required.*

**THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:**

**City of London, Planning and Development**  
300 Dufferin Ave., 6<sup>th</sup> Floor, P.O. Box 5035, London, Ontario N6A 4L9

**Telephone: 519-930-3500**



**6) Other Applications Under Planning Act**

Has the subject land ever been the subject of an application for approval of any of the following?

Yes      No      Unknown

If Yes, complete the following information:

	Draft Plan of Subdivision	File No.:	Status:
	Draft Plan of Condominium	File No.:	Status:
	Official Plan Amendment	File No.:	Status:
	Zoning By-law Amendment	File No.:	Status:
	Minor Variance	File No.:	Status:
	Site Plan	File No.:	Status:
	Part Lot Control	File No.:	Status:
	Other (Specify)	File No.:	Status:

PROPOSED USES	7) No. of Lots/Blocks (as labelled on plan – normally “0” for condominiums)		8) No. Residential Units	9) Net Area (Hectares)	10) Density Proposed (Specify Units per Hectare (uph))	11) and 12) No. Parking Spaces
	Lots	Blocks				
<b>RESIDENTIAL</b>						
a. Detached Dwellings						
b. Semi-detached Dwellings						
c. Row, Townhouse (Multiple Attached) Dwellings						
d. Apartments Residential						
• less than 2 bedrooms						
• 2 bedrooms or more						
e. Seasonal Residential						
f. Mobile Home						
g. Other Residential (specify in item 13)						
<b>NON-RESIDENTIAL</b>						
h. Neighbourhood Commercial						
i. Other Commercial (specify in item 13)						
j. Industrial						
k. Institutional (Specify in item 13)						
l. Local and Community Park						
m. Open Space and Hazard Lands						
n. Road Allowances						
o. Other (Specify in item 13)						
<b>TOTAL</b>						

**13) Describe Proposed Other Uses, if applicable**  
(this applies to items g, i, k, o in the table on the previous page)

Other Residential:

Other Commercial:

Other Institutional:

Other (specify):

**14) Official Plan Information**

a) What is the land use designation of the site in the Official Plan?  
b) Does the proposal conform?      YES      NO  
c) If No, has a separate application for an Official Plan Amendment been made?

Yes      No      FILE No.:      Status:

**Zoning Information**

a) What is the current zoning of the subject lands?  
b) Does the proposed plan conform to the existing zoning?      YES      NO  
c) If No, have you made a concurrent application for rezoning?  
Yes      No      FILE No.:      Status:

**15) Access**

Access to the subject lands will be by:

Private Street (not usually permitted)	Provincial Highway	Other (Specify)
Right of Way (not permitted)	Assumed Municipal Street	

**Item 16 to the Schedule of Ontario Regulation 544/06 applies only if access is by water.**

**17) Water Supply**

Water supply will be provided to the subject lands by:

Municipal piped water	Privately owned and operated individual wells for each lot
Privately owned and operated communal well	Other (specify)

**18) If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, you are required to provide:**

A servicing options report; and  
A hydrogeological report

**19) Sewage Disposal**

Sewage disposal will be provided to the subject lands by:

Municipal sanitary sewers	Privately owned individual septic system for each lot
Privately owned communal collection	Other (specify)

**20) If the plan would permit development of five or more lots or units on privately owned and operated individual or communal septic systems, you are required to provide:**

A servicing options report; and  
A hydrogeological report

**21) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, you are required to provide:**

A servicing options report; and  
A hydrogeological report

**22) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed, you are required to provide:**

A hydrogeological report

**23) Archaeological Potential**

Does the subject land contain any areas of archaeological potential? Yes No

**24) If the plan would permit development on land that contains known archaeological resources OR areas of archaeological potential, you are required to provide:**

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*; and  
A conservation plan for any archaeological resources identified in the assessment.

**25) Storm Drainage**

Storm drainage will be provided to the subject lands by:

Connection to Municipal Storm Sewers	Connection to Municipal Drain (specify)
Swales and/or ditches	Other (specify)

**Other Information that would assist in processing this application:**

The subject lands are within the \_\_\_\_\_ (sub)watershed.

Has a conceptual stormwater management plan been completed for the subject lands? Yes No

If yes, please provide:

Name of Study:

Date of Study:

Completed by:

**26) Other Required Information**

a) Has a Site Plan for the proposed condominium been approved? Yes No  
b) Has a Site Plan agreement been entered into? Yes No  
c) Is the proposed condominium under construction? Yes No  
    If yes, has construction been completed? Yes No  
    If construction has been completed, provide date completed: \_\_\_\_\_  
d) Is the proposed condominium a conversion of an existing building containing residential rental units? Yes No  
    If yes, specify the number of units to be converted: \_\_\_\_\_

**27) Is the draft plan consistent with policy statements issued under subsection 3(1) of the *Planning Act*?**

Identify policies from the 2014 Provincial Policy Statement (PPS) that you intend to use to support your application.

*Note: If additional space is required, please attach a separate sheet containing this information.*

Items 28 and 29 do not apply to the City of London.

**30) What is the applicant's proposed strategy for consulting with the public with respect to this application?**

**31) Owner's Authorization**

**This must be completed by the owner if the OWNER IS NOT FILING THE APPLICATION**

If there are multiple owners, an authorization letter from each owner (with dated, original signature) is required OR each owner must sign the following authorization (Note: the REQUIRED wording for the Owner's submission statement or Applicant/Agent authorization to be provided on the face of the draft plan is located in the table in APP-3 (Mapping Information Requirements)).

I, (we) \_\_\_\_\_, being the

Print (name(s) of owner(s), individuals or company)

registered owner(s) of the subject lands, hereby authorize \_\_\_\_\_

Print (name of agent and/or company (if applicable))

To prepare and submit a draft plan of condominium application for approval.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Day

\_\_\_\_\_  
Month

\_\_\_\_\_  
Year

**IMPORTANT:**

- If the Owner is an incorporated company, the company seal shall be applied in the authorization block above (if there is one).

**32) Applicant's Declaration**

**This must be completed by the Person (Owner or Agent) filing the Application for the proposed development site.**

I, \_\_\_\_\_ of the \_\_\_\_\_  
Print (name of applicant) Print (Name of City, Town, Township, etc.)

in the Region/County/District of \_\_\_\_\_ solemnly declare that all of the statements

contained in this application for draft plan of condominium at \_\_\_\_\_  
Print (Municipal Address or Legal Description)

and all supporting documents and plans are true and complete, 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."

Declared before me at:

Region/County/District of Middlesex

in the Municipality of The City of London, this

\_\_\_\_\_  
(Day)      \_\_\_\_\_  
(Month)      \_\_\_\_\_  
(Year)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print name of Applicant

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

### 33) Owner's or Applicant's Consent Declaration

In accordance with the provisions of the Planning Act, it is the policy of the City Planning and Development Department to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I \_\_\_\_\_ the owner/the authorized applicant/the authorized agent, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Signature

Day

Month

Year

### 34) Owner's Permission and Acknowledgement for Access to Property and On-Site Sign

*This must be completed by the property owner(s).*

*Note: if there are multiple property owners, or properties, a permission, acknowledgement and direction letter from each owner (with dated, original signature) is required OR each owner must sign the following permission and acknowledgement.*

I, (we) \_\_\_\_\_ (print name of owner or owner's company representative (if applicable)), of \_\_\_\_\_ (print name of owner's company/corporation, if applicable)), being the registered owner of \_\_\_\_\_ (print address of the subject property), hereby:

- grant permission for City of London staff to enter onto the property, without notice, for the purposes of evaluation of this application.

For a Vacant Land Condominium, I, (we) also:

- grant permission for the City of London, or a representative of the City, to enter onto the property as necessary, and without notice, to install, maintain, relocate, modify, and/or remove one or more "Planning Application" signs in association with this application.
- agree that I will not damage, deface, remove, or relocate the sign(s), and that doing so may result in a contravention of the Planning Act, therefore voiding my application and necessitating re-application to the City of London.
- acknowledge that the City, or a representative of the City, will remove the sign at such date as deemed appropriate by the City.
- acknowledge that minor excavation and site disturbance may result from sign-related activities.
- acknowledge that the City of London, or a representative of the City, will keep a photographic record of the site conditions existing immediately prior, and following, the undertaking of sign-related activities.

Signature of owner or owner's company representative

Day Month Year

"I/we have the authority to bind the corporation"

# PROVINCIAL POLICY INFORMATION REQUIREMENTS

# Schedule APP-1

Completion of the following will assist the municipality in performing a complete review of the subject proposal.

**1) What is the current and previous use of the subject land?**

Current Use(s): \_\_\_\_\_

All previous known uses: \_\_\_\_\_

**2) Has there been an industrial, commercial use or a gas station on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land, or is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?**

Yes      No

If Yes, please be specific: \_\_\_\_\_

What information did you use to determine the answers to the above questions?

**3) If Yes to 2, a soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.**

Report attached?      YES      NO

**4) Subsurface Rights**

Are the subsurface rights and the surface rights to the property held by the same owner?      YES      NO

If the answer to 4 is No, who owns the subsurface rights? \_\_\_\_\_

If the answer to 4 is No, please have the owner complete the following declaration.

**AUTHORIZATION FROM THE OWNER OF THE SUBSURFACE RIGHTS**

(if subsurface rights different from the Owner of the lands)

I, \_\_\_\_\_, owner of the subsurface rights for the subject property, am aware of this application and consent to it.

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)

\_\_\_\_\_ (address)

\_\_\_\_\_ Telephone Number

\_\_\_\_\_ Facsimile Number

## 5) Significant Features Checklist

Check through the following list. Indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres (unless otherwise noted). Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry <sup>1</sup>				_____metres	Assess development for residential and othersensitive uses within 70 metres.
Class 2 Industry <sup>2</sup>				_____metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry <sup>3</sup> within 1000 metres				_____metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				_____metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				_____metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond				_____metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line				_____metres	Evaluate impacts within 300 metres.
Controlled access highways or freeways, including designated futureones				_____metres	Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposureprojection (NEP) is 28 or greater					Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station				_____metres	Determine possible impacts within 200 metres.
High voltage electric transmission line				_____metres	Consult the appropriate electric power service.
Transportation and infrastructurecorridors				_____metres	Will the corridor be protected? Noise Study prepared?
Mineral aggregate resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				_____metres	Will development hinder continuation of extraction?Noise and Dust Study completed?
Mineral and petroleum resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				_____metres	Will development hinder continued operation or expansion? Noise and Dust Study completed?
Significant wetlands or potentiallysignificant wetlands				_____metres	Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered andthreatened species				_____metres	Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat,woodlands, valley lands, areas of natural and scientific interest.				_____metres	Provide Environmental Impact Study.
Sensitive groundwater rechargeareas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritagelandsapes.					Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritagelandsapes.
Significant archaeological resources					Assess development proposed in areas of medium and high potentialfor significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Erosion hazards					Determine feasibility within the 1:100 year erosion limits of ravines,river valleys and streams.
Floodplains					Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous sites <sup>4</sup>				_____metres	Slope Study, Flood line Study
Contaminated sites					Assess an inventory of previous uses in areas of possible soilcontamination.
Prime agricultural land					Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations				_____metres	Development to comply with the Minimum Distance SeparationFormulae and O. P. policies.

<sup>1</sup>Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

<sup>2</sup>Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

<sup>3</sup>Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

<sup>4</sup>Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).

**REQUIREMENTS FOR SPECIFIC CONDOMINIUM TYPES****Schedule APP-2**

Completion of the following will assist the municipality in performing a complete review of the subject proposal.

**STANDARD CONDOMINIUM**

Will the development be registered as more than one condominium corporation?  Yes  No

If yes, specify the number of units to be included in each condominium corporation,

Registration 1: \_\_\_\_\_ units

Registration 2: \_\_\_\_\_ units

Registration 3: \_\_\_\_\_ units,

etc.

**OR**

show the proposed condominium boundaries and show the order in which they will be registered on the face of the draft plan.

**AMALGAMATED CONDOMINIUM**

Please attach:

- a table including the existing and proposed door point numbers, current and proposed legal unit numbers (**Note:** door point numbers are required to follow a logical progression through the entire development and, wherever possible, be in accordance with current City of London practices for internal address assignments. Legal descriptions are also to follow a logical progression)
- a plan showing the geographic relationship between the condominium corporations proposed to be amalgamated
- the appropriate authorizations and/or signatures of the President of each condominium corporation that is to be amalgamated
- An affidavit of the consulting solicitor indicating that the legislative requirements of Section 120(1) of the *Condominium Act* have been met

Alternative Submission:

In place of 24 rolled copies of the draft plan signed by the President of each amalgamating condominium corporation or by the authorized agent, if you are requesting exemption from draft approval, you may submit 10 copies of the unsigned "draft" final plan intended to be registered on title, for the purposes of review and circulation. Should it be determined through the review process that conditions of draft approval are required, you may be required to submit signed draft plans for draft approval. All other submission requirements for a complete application are to be met.

**COMMON ELEMENTS CONDOMINIUM**

Proposed use of the Common Elements condominium: \_\_\_\_\_

Please attach: a plan showing the freehold properties (existing and/or proposed) that will become the Parcels of Tied Land (POTL) and their geographic relationship to the Common Elements condominium

Are the proposed Parcels of Tied Land (POTL) owned by parties other than the owner or applicant for this plan of condominium?

Yes  No

If yes, provide a signed certificate from each of the owners of the proposed Parcels of Tied Land, consenting to the submission of this application and the registration of the condominium corporation

**PHASED CONDOMINIUM (Resulting in one condominium corporation)**

Please specify the number of units to be included in each phase of the condominium corporation, **OR** show the proposed phase boundaries on the face of the draft plan.

Initial Registration: \_\_\_\_\_ units

Phase I: \_\_\_\_\_ units

Phase 2: \_\_\_\_\_ units, etc.

**VACANT LAND CONDOMINIUM**

Has a Site Plan application been submitted to Development Services? Yes No

If no, Attach a completed Site Plan application form and proposed site plans for processing

If a Site Plan is not attached, explain why. \_\_\_\_\_

Check the classification that best describes the proposal.

infill or redevelopment

development of a multi-family block in an existing plan of subdivision

greenfield development of lands not previously approved for development

**Note:** For greenfield developments, if a public road dedication(s) or conveyance(s) to the City or other agencies is required, a plan of subdivision may be required. Please consult the Development Services.

Has there been pre-consultation with staff? Yes No

If yes, Name of Planner: \_\_\_\_\_

Is a draft plan of subdivision attached to this application? Yes No

If no, explain why. \_\_\_\_\_

Is it proposed that this Vacant Land condominium will be registered as more than one condominium corporation?

Yes No

If yes, specify the number of units to be included in each condominium corporation,

Registration 1: \_\_\_\_\_ units

Registration 2: \_\_\_\_\_ units

Registration 3: \_\_\_\_\_ units, etc.

**OR**

show the proposed condominium boundaries and show the order in which they will be registered on the face of the draft plan.

**Additional Submission Requirements – Simplified Draft Plan**

**A simplified draft plan of vacant land condominium is required in accordance with the following requirements for the City's inclusion on the on-site signs and the application-specific web page.**

The graphic must be sized to the dimensions of 46"(W) x 46"(H), provided in PDF and JPEG format at a DPI of 300.

The vacant land condominium must be centred and scaled within the bounding 46" box to allow for maximum readability. The area outside of the draft plan of subdivision must be populated with Ontario Base Map data to provide context for the surrounding land. This additional contextual information should be displayed at a lighter transparency and contain information such as, but not limited to: streets, parcel fabric, building outlines, and watercourses. The images should be full bleed with no borders. The image must not be distorted or skewed in any way and is subject to cropping.

The simplified image of the proposed vacant land condominium must include the following elements:

- Outline the extent of the vacant land condominium boundary
- Common element and unit fabric & area calculations
- Common element description
- Proposed unit numbers
- Basic map elements: (north arrow, scale, etc.)

## MAPPING INFORMATION REQUIREMENTS

## Schedule APP-3

Pursuant to subsection 51(17) of the *Planning Act*, attach 24 rolled copies of a draft plan of condominium showing:  
 Note: all measurements, scales, etc. must be in metric units

the boundaries of the proposed condominium certified by an Ontario Land Surveyor
Ontario land surveyor's name, signature and date of signature
map scale, legend, north marker
name of person or firm who prepared the plan
date plan prepared and dates of any revisions
the location, widths and names of the proposed highways within the proposed condominium and of existing highways on which the proposed condominium abuts
dimensions and layout of the proposed roads, lots and blocks, including walkways, school sites and park blocks, if any (Note: to assist staff in reviewing the application, clearly delineated and labelled units, exclusive use common elements, and common elements are required)
on a small key plan at a scale of not less than 1cm:100m show, <ul style="list-style-type: none"> <li>- all of the adjacent land to the proposed condominium that is owned by the applicant or in which the applicant has an interest</li> <li>- the relationship of the boundaries of the subject land to the boundaries of the township lot or other original grant of which the land forms the whole or part</li> </ul>
the purpose for which the proposed units are to be used (e.g. single detached residential, townhouse apartments, commercial, etc.)
the existing land use on the site and on all adjacent lands
the approximate dimensions and layout of proposed lots (Note: to assist staff in reviewing the application, the approximate dimensions and layout of the proposed units; exclusive use common elements; common elements; building envelopes for Vacant Land condominiums, and for apartment buildings, elevations showing "typical" units are required)
natural and artificial features within or adjacent to the land proposed to be subdivided <ul style="list-style-type: none"> <li>- existing buildings and structures to be retained or demolished</li> <li>- active or inactive railways, rail rights-of-way</li> <li>- highways and other roads - existing, public/private, open/closed location, width, and proposed generic street labels (i.e. Street A, Street B) with a separate list of proposed street names</li> <li>- watercourses (lakes, streams, ponds, wetlands, etc.)</li> <li>- flood plains/flood elevations, flood lines, fill lines, top of slope lines</li> <li>- woodland</li> <li>- significant plant and wildlife habitat (including ESA's &amp; ANSI's)</li> <li>- drainage courses, retention ponds (natural or man-made)</li> <li>- archaeological or historic features</li> </ul>
the municipal services available or to be available to the land proposed to be subdivided <ul style="list-style-type: none"> <li>- waterlines and sewer</li> <li>- main hydro lines</li> </ul>
the nature and porosity of the soil
existing contours or elevations as may be required to determine the grade of the highways and drainage
the availability and nature of domestic water supplies
the nature and extent of any restrictive covenants or easements affecting the site
lot and concession/registered plan number/street address
Owner's name(s), signature(s) and date of signature(s) or Authorized Individual - See below for acceptable wording
<b><i>The file must be tied to the City's geographic NAD83 UTM horizontal control (refer to the City's Plans and Submission Standards available on-line).</i></b> The file must contain the plan of condominium in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features separated into different layers (eg. Lot lines, Lot numbers, curve schedule(s), Street names, etc.). <b>Please send digital files to LondonPlanSubmit@london.ca.</b> A 3.5 inch floppy diskette or a CD containing the plan of condominium in AutoCAD format is also acceptable.

**OWNER'S SUBMISSION STATEMENT OR APPLICANT/AGENT AUTHORIZATION TO BE PROVIDED ON THE FACE OF THE DRAFT PLAN**

The Owner **must** provide the following submission statement (and signature) within the title block on the face of the draft plan "I hereby submit this draft plan of condominium."

*I hereby submit this draft plan of condominium.*

\_\_\_\_\_  
(Signature Line)

\_\_\_\_\_  
(Name of Owner - Printed)

If the Owner has authorized an agent or applicant to submit the draft plan of condominium application on their behalf and, **ONLY IF the Owner is unable to sign the face of the draft plan (Note: the Owner is the PREFERRED signing authority on the face of the plan)**, the agent or applicant must include the following authorization (and signature) on the face of the draft plan "I (we), (name of authorized agent or applicant), am authorized to submit this draft plan of condominium on behalf of the owner, (company name or name of owner)."

*I, (we) \_\_\_\_\_, am authorized to submit this draft plan of condominium on behalf of  
(Name or Company Name)*

*the owner, \_\_\_\_\_.  
(Name or Company Name)*

\_\_\_\_\_  
(Signature Line)

\_\_\_\_\_  
(Name of Authorized Agent or Applicant - Printed)

**SCHEDULE OF FEES****Schedule APP-4**

All cheques must be made payable to the **City Treasurer**.

**Effective JANUARY 1, 2026**

CONDOMINIUM TYPE	DRAFT PLAN OF CONDOMINIUM APPLICATION	MAJOR REVISIONS TO APPLICATION	REVISIONS TO DRAFT PLAN APPROVAL	EXTENSIONS TO DRAFT PLAN APPROVAL EXPIRY DATE	
<b>STANDARD COMMON ELEMENT PHASED LEASEHOLD</b> (includes conversions)	\$7,192.00	\$319.00	\$319.00	\$319.00	
<b>AMALGAMATED</b>	\$2,877.00		\$319.00	\$319.00	
<b>VACANT LAND</b>	\$11,986.00 plus \$242.00 per Unit	\$1,600.00	\$1,600.00	\$1600.00	
<b>LETTERS/STATEMENTS REQUIRED BY THE CONDOMINIUM</b>					\$30.00 per letter
<b>SITE PLAN</b>		<b>SITE PLAN APPLICATION</b>	<b>AMENDMENTS TO SITE PLAN/FIRE ROUTES</b>		
<b>SITE PLAN</b>	RESIDENTIAL 1-5 UNITS	\$1,600.00	\$1,200.00		
	RESIDENTIAL OVER 5 UNITS	\$1,600.00 plus \$81.00 per unit	\$1,200.00		
	NON RESIDENTIAL	\$1,600.00 plus the variable fee of (total Gross Floor Area sqm - 1,000 sqm x \$4.00)	\$1,200.00		

<sup>1</sup>Includes changing from standard un-phased to standard phased and vice versa.

**PRE-CONSULTATION****Schedule B**

Studies or information to be completed prior to acceptance of application and submitted to the Subdivisions and Special Projects Planner assigned to the file.

INFORMATION	REQUIRED AT SUBMISSION	PROVIDED AT SUBMISSION	DURING PROCESS	AS A CONDITION
Official Plan Amendment				
Zoning By-law Amendment				
Amendment Justification Report				
Agricultural Separation Study (MDS)				
Servicing Options Report				
Subject Land Status Report				
80% Complete (Conceptual) Stormwater Management (SWM) Report				
100% Complete (Functional) Stormwater Management (SWM) Report				
Traffic calming				
Traffic Impact Study				
Hydromorphological Report				
Hydrogeological Study				
Geotechnical Study				
Environmental Impact Study (EIS)				
Approved top-of-bank demarcation mapping				
Tree, vegetation & preservation report				
An opportunities & constraints mapping				
Park concept plan				
Market impact				
Archaeological Assessment Report				
Land Needs Justification Report				
Aggregate Resource Analysis				
Slope Stability Study				
On-Street Parking Analysis				
Sanitary Capacity Analysis				
Tree Preservation Report				
Well Inventory Report				
Record of Site Condition				
Site Contamination Report				
Subject Land Status Report				
Building-Shadow Analysis				
Wind Study				
Dust Study				
Noise Study				
Vibration Study				
Noise and Vibration Study				
Built Heritage Report				
Other (specify)				

**APPLICATION CHECKLIST**

Complete      Incomplete      Letter identifying which additional studies are required

APPLICATION CLEARED FOR ACCEPTANCE AND CIRCULATION      Planner \_\_\_\_\_

Date \_\_\_\_\_

Revised: December 2023