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## CONDOMINIUM APPLICATION GUIDE Vacant Land Condominium

A condominium application is required for tenure purposes and identifies individual ownership of units, common elements and exclusive use common elements. A vacant land condominium is comprised of vacant lots and common elements, such as a road. The vacant lots are the 'units' rather than a built structure. This guide applies to Vacant Land Condominium applications.

The *Planning Act*, O.Reg 544/06, section 7, requires that a public meeting be held for all vacant land condominiums. The City requires vacant land condominiums to go through the rezoning process, which includes a public meeting. Under section 9(6) of the *Condominium Act*, the Commissioner can exempt the public meeting requirement prior to submission of the vacant land condominium application if the criteria established by the Commissioner are met. These criteria will be identified in the Pre-Application Meeting with staff.

### Required Submission Material for a Condominium Application

1. Condominium Application Form
  - Must be fully completed including the applicant's affidavit and registered owner's certificate
2. Condominium Declaration prepared by Applicant's solicitor
  - A draft is acceptable
3. Draft Plan of Condominium
  - Condominium Drawing Requirement Checklist (attached) lists the drawing requirements

### Zoning By-law Compliance

At the time of application submission, for each phase, if available or prior to draft approval, the Zoning Section, Building Division requires the following to confirm zoning compliance with the Zoning By-law:

#### Plan of Survey

- Indicate property bearings and dimensions of the property and of the individual 'units' vacant lots.
- Provide a surveyor's certification of lot area and lot frontage.

### Fire & Emergency Services, Fire Prevention Division

Confirmation by Fire & Emergency Services Fire Prevention Division (905-896-5908) that a final inspection has been conducted and that all deficiencies have been rectified. This will include:

1. The fire access route has been designed, constructed, certified and designated in conformance with the provisions of By-law 1036-81, as amended.
2. The water main and fire hydrants have been installed, tested and certified in conformance with the provisions of NFPA 24 and the Region of Peel's standards.
3. The private fire hydrants have been flow tested and identified in conformance with the Region of Peel's criteria for "uniform marking of fire hydrants".
4. The site's municipal address sign has been designed and installed in conformance with the provisions of By-law 30-11 and the Planning Division's guidelines for site signage.

**Fees**

City of Mississauga

- Refer to Planning Act Processing Fee By-law for up to date fees.
- Legal Services Fee shall 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 Legal Services review of the file.

Region of Peel

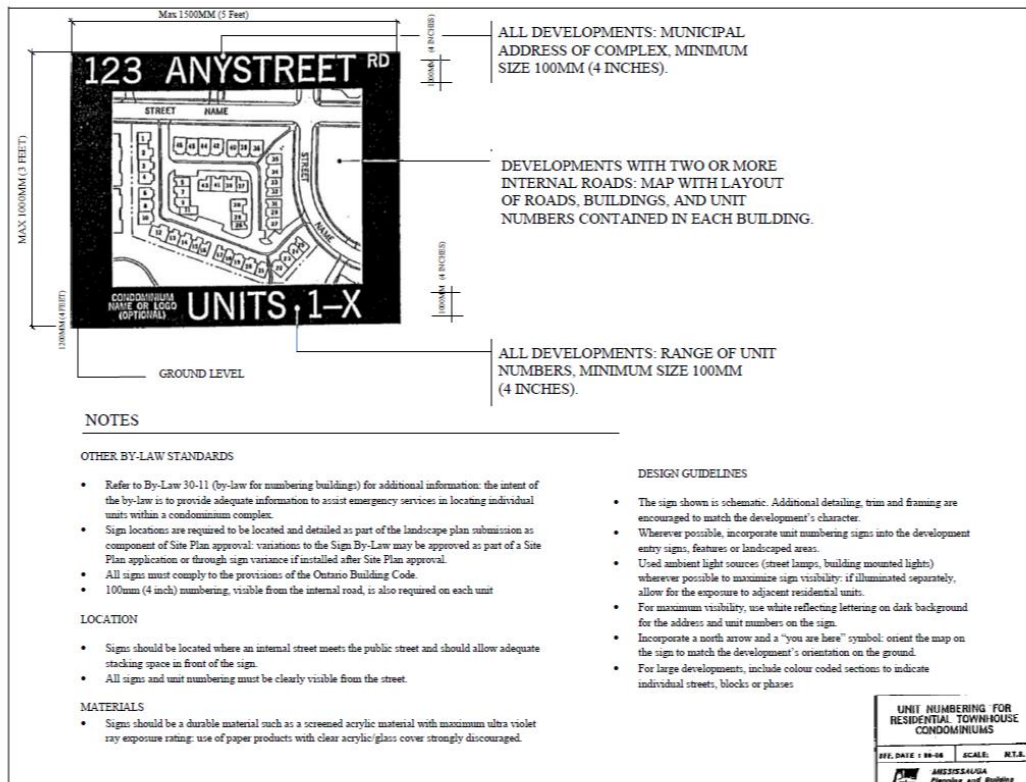
- Separate cheque made payable to the Region of Peel in the amount of \$3,000.00.

Other Fees

- If the property is located within a conservation authority (Credit Valley, Halton Region or Toronto Region) screening area the application will be circulated to the applicable conservation authority. The applicable conservation authority will advise of the fee amount payable once the application has been received by the authority.

**Footnote**

- (1) A draft plan of condominium is used here as a general term to refer to and incorporate all documents included within a 'description' as referred to in Section 8 of the *Condominium Act* and the relevant regulations regarding 'description'.



# Condominium Drawing Requirement Checklist

## Section 51(17) of the *Planning Act, R.S.O., 1990* requirements

- a) Boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor
- b) 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, having a scale of not less than one centimeter to 100 meters, all adjacent land 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) Purpose for which the proposed lots are to be used
- e) Existing uses of all adjoining lands
- f) Approximate dimensions and layout of the proposed plan
- f.1) If any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units
- 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) Availability and nature of domestic water supplies
- i) Nature and porosity of soil
- j) Existing contours or elevations as may be required to determine grade of highways and drainage of lands to be subdivided
- k) Municipal services available or to be available to the land proposed to be subdivided
- l) Nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements

- Drawn to scale with boundaries certified by an Ontario Land Surveyor and include owner's certificate
- Municipal address
- Legal description
- Property zoning
- Building setbacks (in metric), including setbacks to all buildings, structures, porches, decks, stairways, etc. in accordance with the applicable zone
- Lot coverage (m<sup>2</sup>)
- Development area (m<sup>2</sup>)
- Building gross floor area (m<sup>2</sup>) <sup>(1) (2)</sup>
- Minimum open space (m<sup>2</sup>)
- Paved area (m<sup>2</sup>)
- Road widths
- Unit count
- Parking count-required and provided
- Parking space dimensions and aisle widths
- Accessible Parking required and provided <sup>(3)</sup>
- Loading required and provided
- Street Furniture such as hydrants, hydro transformers, community mailboxes, etc.
- Fencing
- Common elements, exclusive use areas

### Notes:

(1) Include gross floor area floor by floor (below and above ground) where applicable

(2) Gross Floor Area statistics to indicate the total building GFA (as per Zoning By-law definition and a separate breakdown indicating the total GFA-Non-Residential (as per Zoning By-law definition) with area calculation plans to show those areas being deducted

(3) Accessible Parking in accordance with current Provincial standards and Zoning By-law requirements for correct size and type (A/B)