



Claresholm

# Application Requirement List Condominium Certificate

February 2008

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise.

1.   A **current** copy of **Certificate(s) of Title**
2.   Copy of any **Restrictive Covenants, Utility Rights-of-Way, Easements, or Town Caveats** registered on the Title(s)
3.   A **Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the site. Where the applicant is an agent acting for the owner, a letter from the owner must be provided verifying the agent's authority to make the application.
4.   **Fee** - \$40 per unit (applies to **ALL** proposed units, including parking stalls)
5.   Completed **Application for a Condominium Certificate** form.
6.   The **Surveyor's Affidavit**;
7.   Photographs of the existing building(s), if applicable
8.   **Four hard copies** of the proposed Condominium Plan (of which one copy must be 11X17).
  - If the building was **constructed prior to 1966 August 01**, a copy of a **Structural Engineers' Report on the Structural Condition of the Building and one set of "as built" drawings** is required.
  - If the building was **constructed prior to 1980**, one set of **"as built" drawings, including site plan, floor plan, and building elevations may be required.**
9.   **A list, reconciling unit numbers to suite numbers.**

## PLEASE NOTE:

As per Section 10(2) of the Condominium Property Act, the Municipal Authority:

*a) may, with respect to a building that was constructed prior to August 1, 1966, or for which the building permit was issued prior to August 1, 1966, prohibit the issue of the certificate if it considers it proper to do so, and*

*b) shall, with respect to the building for which a building permit was issued on or after August 1, 1966, direct the issue of the certificate if it is satisfied that the building conformed to;*

*i) the development scheme, development control by-law, zoning by-law or land use bylaw, as the case may be, and*

*ii) any permit issued under that scheme or bylaw, that existed at the time the building permit was issued.*

For an existing building, an **inspection** will be carried out, to determine if the building conformed to approvals and permits issued when the building was constructed. **If the building does not conform, the Certificate will not be issued until compliance issues are resolved to the satisfaction of the Approving Authority.**

For buildings that are two years old or newer, the Certificate cannot be issued until completion of the development is acknowledged by the appropriate Development Authority.