

SUBMISSION REQUIREMENTS – Condominium or Condominium Exemption

Condominium

- 1 Application may be received in mail or by hand.
- 2 Ensure the required number of copies of the condominium plan is received.
 - 5 copies of the plan – large scale;
 - 3 reduced copies of the plan – 8 ½ “x 14”;
 - 5 completed application forms – 1 original and 4 copies;
 - 2 copies of the deed/transfer and any easements affecting the property;
 - 5 copies of all reports;
 - 5 copies of the planning rationale;
 - 10 CD’s containing a copy of the plan, application form, all relevant reports and the planning rationale. (Copy of deed/transfer and any easements not to be included on CD.)
- 3 Ensure required fee has been submitted together with a deposit against which the County will charge any professional fees and expenses incurred in reviewing the application.
- 4 Ensure required fee for the Health Unit / Septic Office and Conservation Authority, if required, has been submitted.

Condominium Exemption

- 1 Application may be received in mail or by hand delivery.
- 2 Ensure the required 5 copies of the draft plan, 3 reduced copies of the plan on 8½” by 14” paper and 5 completed application forms (1 original and 4 copies), a planning rationale or letter outlining the previous planning review process that has been undertaken on the lands have been submitted, together with the required fee (cash or certified cheque) together with a CD containing the foregoing information.
- 3 Ensure required fee has been submitted together with a deposit against which the County will charge any professional fees and expenses incurred in reviewing the application.