

# Condominium Process Map™

Project Name:

File No:

Declarant:

Solicitor:

Architect:

Property Mngr:

Planner:

Landscape Arch.:

Engineer:

## I. Project Design & Pre-Development Target Done

Registry Office Legal Search		
Topography and Boundary Survey		
Tree Survey Information		
Conservation Authority - Top of Bank		
Widenings, Public Lanes, 0.30 Metre Reserves		
Existing Utility Information		
Bore Holes		

## IV. Construction Target Done

**Current Consultant's Drawings/Documents:**

Zoning By-Law & OMB Decision		
Architectural Drawings		
Site Grading and Servicing Drawings		
Landscape Drawings		
Structural Drawings		
Shoring Drawings		

### Construction Layout Calculations and Plan

### Benchmark Establishment

### Construction Field Work (High Rise)

Sales Pavillion Construction		
Stakeout for Shoring Piles/Rakers		
Monitoring of Shoring		
Stakeout for Grid Lines and Caissons		
Stakeout for Excavation		
Stakeout for Footings		
"As-Built" Underground Garage (Stage 1)		
"As-Built" Constructed Building (Stage 2)		
3-D Slab Edge Monitoring		
Fence Construction Layout		
Curbs Stakeout for Roadways/Parking		
Site Grading Stakeout and Final Confirmation		

### Construction Field Work (Low Rise)

Sales Pavillion Construction		
Servicing/Laterals (Centreline & Bldg Corners)		
Stakeout for Excavation		
Stakeout for Footings		
Set Garage Sill Elevations		
"As-Built" Townhouses (Foundation)		
Check Finished Floor/Top Wall Elevations		
Stakeout for Accurate Curb Construction		
Fence Construction Layout		
Curbs Stakeout for Roadways/Parking		
"As-Built" Curb Survey for Unit Limits		
Site Grading Stakeout and Confirmation		

## Project Summary:

Condo Type:

City:

Legal Description:

Address:

Phases:

Total Unit Count:

Residential Levels:

Parking Levels:

## II. Marketing and Sales Target Done

Condominium Production Meeting		
<b>Current Consultant's Drawings:</b>		
Architectural		
Landscape		
Site Grading and Servicing		
Structural		
Condominium Disclosure Sketches		
Preliminary Site Reference Plan (phasing)		
<b>Disclosure Declaration Schedules:</b>		
Schedule A (Legal Description)		
Schedule C (Unit Boundaries/Descriptions)		
Schedule D (Common Expense/Common Interest)		
Schedule F (Exclusive Use Common Element)		
Schedule I (Common Element Condo)		
Schedule J (Common Element Condo)		
Schedule Budget (Yearly/Monthly Unit Expenses)		
Unit Numbering Correlation/Uniformity		
Suite Area Confirmation		

## III. Legal and Planning Preparation Target Done

Land Titles Conversion to Absolute Title		
First Application Reference Plan		
Surveyor's Certificate		
Draft Plan of Subdivision		
Final Plan of Subdivision		
Condo Draft Plan Completion/Submission		
Condo Draft Plan Application		
Three-Dimensional Stratified Reference Plan		
Severance/Easement/POT'L Reference Plan		
Widening/Utility/0.30 Reserve Reference Plan		

## V. Condominium Pre-Registration and Occupancy Target Done

Substantial Completion of Buildings/Units for Registration		
Field Survey and Inspection of Completed Units		
Final Condominium Plans Preparation/Completion		
Easements/Widenings/Reserves Transferring		
"Record" Architectural/Structural Plans - Indexing		
Update Schedules to Declaration A, C, D, F, I, J		
Condominium Declaration & Schedules (solicitor)		
Remonumentation of Property Boundary		
Monumentation of Units/Exclusive Use Limits		
Pre-submission for Planning Approval		
Update Land Titles Office Search		
Pre-Approval of Condo Plans and Declaration at LTO		
Pre-Approval Requisitions to Consultants		

## VI. Condominium Registration Target Done

Municipal Clearance Confirmation		
"Record" Architectural/Structural Plans to Land Titles		
Final Condominium Plans to City		
Final Declaration to Land Titles Office		
Land Titles Office Follow-Up		
Digital Condominium Plans to Solicitor for Closings		
Registered Condominium Plans to Declarant		