

CONDO START TO FINISH: SMALL-SCALE RESIDENTIAL CONDOMINIUM PLAN PROCESS

CITY OF TORONTO

PROJECT DESIGN + PRE-DEVELOPMENT

- 1 Pre-Application Consultation (PAC) Meeting.
 - May be scheduled within 30-40 days but may be expedited or waived.
- 2 If PAC Meeting is required: Client to receive comments and checklist two weeks after.
- 3 Site Plan Application submission.
- 4 Land must be in Absolute Title prior to registration (conversion process with surveyor and legal team).

Alternate Scenario: Pre-Construction Marketing + Sales involves preparing disclosure documents, registering with Tarion and providing disclosure materials to purchasers. Residential suite areas are verified for HCRA-compliance, and areas sketches are prepared upon request, in accordance with HCRA Floor Area Calculation guidelines.

URBAN CONSTRUCTION

- 1 Site reconnaissance and construction layout assessment, based on working drawings.
- 2 As-built survey to verify municipal zoning compliance.

PLANNING + LEGAL COMPLIANCE

- 1 Condominium Production Meeting with consultants.
 - Discuss details of site for draft plan preparation (e.g. garbage storage, loading, mail delivery, extents of common elements, etc.)
 - Consultant's drawings to be circulated (architectural, structural and shoring)
- 2 Submission of Municipal Numbering Application to City's Municipal Addressing Team.
- 3 Prepare Draft Plan of Condominium for municipal planning approval.
- 4 Electronic submission of Draft Plan Application with supporting documents and fees.
- 5 Client to receive staff comments (within 6-8 weeks) and submit response.

- 6** Submit Draft Plan to City.
- 7** Receive Notice of Approval or Notice of Refusal from City Planning (2-3 months).
- 8** 20-day appeal period after receiving Notice of Approval/Refusal.

CONDOMINIUM PRE-REGISTRATION + OCCUPANCY

- 1** Must satisfy Notice of Approval Conditions prior to condominium registration, including:
 - Final plans to match approved draft plan.
 - Proof of property taxes paid in full (Tax Clearance Certificate).
 - File the declaration and description with City Planning.
 - Condominium registration must occur within 5 years of draft plan approval.
 - Satisfy any additional conditions (e.g., from Toronto Hydro, Solid Waste Management).
- 2** Satisfy Site Plan Agreement Conditions (e.g. conveyance of a POPs easement, conveyance of a road widening, parkland dedication, encroachment agreement, etc.)

CONDOMINIUM REGISTRATION

- 1** Prepare Final Plan of Condominium and Schedules.
- 2** Obtain architectural/structural record drawings and building certifications sign-off (Schedule 'G').
- 3** Client/Property Manager to Finalize Schedule 'D' and Schedule to the Budget.
- 4** Surveyor to finalize Schedules 'C' (unit boundary definitions) and 'F' (exclusive use common elements).
- 5** Solicitor to finalize declaration and letter of undertaking.
- 6** Submit Final Plan of Condominium (Declaration and Description) to the Land Registry Office for Pre-Approval (2-3 weeks).
- 7** After pre-approval, client/solicitor may publish notice of intention to register condominium.
- 8** Hard copies of the plans are sent to City planning department for final endorsement (rubber-stamping).
- 9** Once all conditions are satisfied, the City delivers the Final Plan of Condominium to the Land Registry Office for registration.

CONDOMINIUM POST-REGISTRATION

- 1** Official registered condominium plan provided for closings and turnover meeting.