



# APPLICATION FOR PLAN OF CONDOMINIUM

Planning Division – 200 King Street West, 6<sup>th</sup> Floor  
P.O. Box 1118, Kitchener ON N2G 4G7  
519-741-2426; [planning@kitchener.ca](mailto:planning@kitchener.ca)

## USING THE APPLICATION FORM

This application form is to be used by persons or public bodies wishing to apply for a draft plan of condominium description for a specific property. In this form, the term "subject land" means the land that is the subject of the proposed plan of condominium.

The application must be completed by the owner or authorized agent. Where the application is being made by an agent, the owner's written authorization is required. If the lands subject to this application are owned by more than one owner, the authorization of all owners is required.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform with the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be reflected in the application form.

It is the responsibility of the owner(s)/applicant(s) to advise the City of Kitchener of any changes to ownership, agents, their names, addresses and telephone numbers etc. to ensure that you are advised of all matters pertaining to this application.

Please note that submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

## COMPLETENESS OF THIS APPLICATION

The information requested by this application form must be provided by the applicant and will be used to process the plan under Section 51 of the Planning Act, and Ontario Regulation 544/06. If the information, including the draft plan, applicable fee or other information and materials identified, are not provided the City will return the application or refuse to give the application further consideration until the required information and fees have been provided.

Pre-Submission Consultation is not a requirement of the Condominium Application process, but can be accommodated upon request. In any case, City and Regional planning staff should be contacted to ensure that all matters of municipal and regional concerns are considered in the preparation of the proposed draft plan of condominium, prior to submitting the application.

## CONCURRENT APPLICATIONS

If the Plan of Condominium is being submitted in conjunction with an Application for Zoning By-law Amendment, Official Plan Amendment, Site Plan Approval etc., all applications must be completed and submitted together.

## SUBMISSION REQUIREMENTS AND APPLICATION FEES

Complete applications shall be submitted by email to [planning.applications@kitchener.ca](mailto:planning.applications@kitchener.ca) (maximum 10 MB); for larger files please upload directly to the City's **ShareFile** account (contact us if you require access) with a corresponding email to advise that the application has been submitted. **Original, signed application form and cheque** (payable to the City of Kitchener) should be sent to City Hall, Planning Division, to the attention of the Manager of Development Review, by mail or courier as soon as possible following the digital submission.

- Application form (completed and signed)
- Copy of the proposed draft plan
- Copy of a technical building audit and reserve fund study for condominium conversion applications
- Digital file of the plan in dwg (AutoCAD) or dgn (MicroStation) format (as described below)
- Copy of signed Record of Pre-Submission Consultation (if applicable)

- If the site is located within a Source Protection Area, provide a copy of the Notice of Source Protection Plan Compliance (Section 59 Notice) obtained from the Regional Municipality of Waterloo. For more information, visit the Region’s website at <http://www.regionofwaterloo.ca/sourceprotection>.

To assist in the review of a proposed plan of condominium the City, Region and other public bodies may require that certain types of studies or reports be prepared in support of the proposed plan. These may include reports on storm water management, lot grading and drainage, traffic impact, noise, archaeological, environmental and hydrogeological, etc. The need for and the timing of these studies, if required, will be identified during the pre-submission consultation meeting, if one is held, or in comments in response to related planning approvals (i.e. rezoning and site plan approval).

- Condominium Conversion - **\$7,389.00 plus \$112.00/per unit** \$ \_\_\_\_\_
- Plus -  Minor site audit review fee (under 30 units) - **\$888.00** \$ \_\_\_\_\_
- or -  Major site audit review fee (over 30 units) - **\$1,183.00** \$ \_\_\_\_\_
- Modification to draft approved Plan of Condominium Conversion - **\$1,058.00** \$ \_\_\_\_\_
- New Condominium (other than Vacant Land) - **\$5,772.00** \$ \_\_\_\_\_
- Modification to draft approved Plan of Condominium - **\$824.00** \$ \_\_\_\_\_

**TOTAL FEES SUBMITTED:** \$ \_\_\_\_\_  
(please include a scanned copy of cheque with the digital submission)

**THE FOLLOWING FEES WILL APPLY SUBSEQUENT TO DRAFT APPROVAL:**

**Condominium Conversions:**

- Plan Review Fee – **5% of the cost estimate for “Site Development Works”**
- For registration of condominium conversions, a fee of **\$4,539.00** is required payable prior to release for registration.

**New Condominiums:**

- The fee for condominium registration is **\$1,868.00** payable prior to release for registration.

Additional agency plan review fees *may* be required. *If applicable*, you may include a **separate cheque** with your application which will be forwarded on your behalf. Please see below for more information:

- **Region of Waterloo** – Planning & Development, Applications, Fee By-law  
- <https://www.regionofwaterloo.ca/en/doing-business/applications.aspx>; 519-575-4400
- **Grand River Conservation Authority** – Planning & Development, Permit Fees  
- <https://www.grandriver.ca/en/Planning-Development/Permit-fees.aspx> ; 519-621-2761

**DRAFT PLANS**

Plans must be drawn on a single sheet, to scale with all measurements in metric units and include:

- All items identified in Subsection 51(17) of the Planning Act, as amended
- The number of units by type for all buildings constructed or proposed to be constructed
- A typical profile or elevation drawing of the exterior showing floor locations and building height
- **An area or block measuring not less than 9cm x 7cm** on the title block/information area of the plan that is visible after folding in which the City of Kitchener may affix the draft approval stamp and signature

**DIGITAL SUBMISSIONS**

Please note the following:

- File must contain Layers/Levels 1 to 7 as outlined below
- At the draft approval stage, the digital file should be modified to reflect any changes arising out of the application review
- At the registration stage, together with the submission of the request to release the plan for registration, the subdivider is required to submit on digital file of the plan in dwg (AutoCAD) or dgn (MicroStation) format.

## General Notes

- a) The City of Kitchener uses level symbology (ie. assigns colours, line weights, line styles by layer). Any symbology assigned by the applicant to an element will be overwritten by our symbology. Please use common linetypes and fonts (TrueType Fonts).
- b) For MicroStation users, the city will also provide a seed file, which contains the predefined working units, global origin and all symbology.
- c) The City of Kitchener inserts all plans into MicroStation. Please ensure that there are no more than 63 layers or levels in the submitted file.
- d) All files should be in 2 dimensional (2D) format.
- e) All linework should be closed. This means that all lines that meet should be snapped together.
- f) Content contained on any other layers/levels will be discarded when inserted into our MicroStation file.
- g) Only content described under "Description of Content" shall be allowed on the outlined layers/levels.

## Level/Layer Structure

Level/Layer #	Name	Description of Content	Entity Type
1	BOUNDARY	Legal property boundary of the subject plan. All line work must be closed (snapped together at meeting points)	Line
2	BEARINGS_DIST	Bearings and distances of plan boundary (metric)	Line & text
3	LEGAL	Any relevant background legal lines and text (legal descriptions: lots, concessions, Registered Plans)	Line & text
4	EXCLUSIVE USE BOUNDARY	All plan lines defining exclusive use areas. All line work must be closed (snapped together at meeting points)	Line
5	COMMON ELEMENT BOUNDARY	All plan lines defining common element areas. All line work must be closed (snapped together at meeting points)	Line
6	EXTERIOR FACE OF STRUCTURE	Boundary of building	Line
7	RIGHT_OF_WAY	Boundary of any right-of-way or easements	Line

## SITE AUDIT

A Site Audit will be required as a condition of draft approval for condominium conversions. A comprehensive site audit includes the preparation of a site plan, a grading & drainage plan, a landscape plan and a site lighting plan representing current site conditions. The purpose of the site audit is as follows:

- To visually inspect and document the existing exterior conditions of the site
- To identify how the site conforms or does not conform to a previously approved site plan
- To evaluate and assess the current conditions of the site with particular regard to safety issues and proper traffic & pedestrian function

### Scope of Work

- The true dimensions, bearings and area of the property
- The location and dimensions of all existing buildings and structures on the site, including the dimensions of all yards (i.e. setbacks of all buildings/structures from property line)
- The location of off-street parking, including visitor parking and loading areas (Note: All underground parking areas are to be shown on a separate plan)
- The location, height and type of fencing
- The location and detail of all landscaped areas
- Details of site lighting
- The location of curbing, sidewalks, retaining walls and signage
- The location of outdoor containers and/or vaults, central storage and collection areas or other facilities for the storage of garbage and other waste or recyclable material
- The location of fire routes and emergency accesses

- Details of existing grading and drainage.
- The % lot coverage of buildings, concrete asphalt surfaces, landscaped areas and gravel-surfaced areas.

## **TECHNICAL BUILDING AUDIT AND RESERVE FUND STUDY**

The completion of a technical building audit and reserve fund study must be submitted at the time of condominium conversion application. Any deficiencies identified under the Ontario Building Code, the Building By-law, or Chapter 665 of the Municipal Code (Property Standards By-law) or the Ontario Fire Code will have to be rectified to the satisfaction of the Chief Building Official prior to registration. The purpose of the building audit is as follows:

- To provide an unbiased and objective summary of the present condition of the project
- To visually inspect, assess, and document the existing condition of all building and structures on the site
- To identify, analyze and propose solutions to any major or serious deficiencies

### Scope of Work

- Structural system of all buildings and garages etc.
- Building envelope including roofs, exterior walls, doors, windows, and typical insulation values
- Building interiors including common areas and typical units
- Mechanical, electrical, and plumbing systems
- Fire safety related systems and materials
- Site work including grading, drainage, pavement, curbs, retaining walls, fences, etc.

Note: Use photographs to show major deficiencies in detail

### Purpose of Reserve Fund Study

- To provide a comprehensive summary of the costs for present and future major repairs
- Takes into account expected life cycles and estimates the remaining life cycles based on the present condition, maintenance and age of the building components and operating systems
- Format is usually a spread sheet that shows the work item, replacement date and estimated costs

### Authorities Having Jurisdiction

- Building Code and Building By-law major deficiencies will be reviewed and approved by the Chief Building Official or his designate
- Property Standards major deficiencies will be identified by an inspection of the project by the City's Property Standards Officer with review and approval by the Chief Building Official or his designate
- Fire Code compliance will be reviewed and approved by the Chief Fire Prevention Officer or his designate

To assist you in determining what may be required as this proposed plan advances towards draft plan approval we have set out below a general indication of the key requirements or matters to be addressed at different stages.

**PLANS IN CIRCULATION:** Revisions to the proposed plan will not be accepted for re-circulation until all the issues and concerns related to the original submission have been identified.

**DRAFT APPROVAL:** Prior to the issuance of a decision on draft plan approval by the City of Kitchener, the applicant must submit the applicable draft approval fee and any other reports/studies or information identified as being required prior to draft approval.

**MODIFICATIONS:** Plans subject to modification following draft approval will be subject to the applicable draft approval modification fee.

**REGISTRATION:** A number of 'Notes' will be included as part of the list of the Conditions of Draft Approval. Special attention should be paid to these notes as they include specific instructions on how to satisfy certain conditions or requirements.

Prior to final approval (registration) the applicant should ensure that the following have been addressed where applicable, to the satisfaction of the City:

- Table prepared by O.L.S. indicating area of each lot and block on plan to be registered
- Submission of two prints of proposed plan to be registered
- Payment of Registration Release Fee
- All clearances letters have been forwarded to the City
- Final mylars and prints of plan to be registered
- Any other reports/studies or information identified as being required prior to final approval

## APPLICATION PROCEDURE

The approval of a Plan of Condominium generally encompasses the following steps:

1. The application is reviewed by planning staff to ensure all prescribed information and the required fee has been provided. Within thirty (30) days of the receipt of an application the applicant will be notified in writing whether the application is considered “complete”.
2. Within fifteen (15) days of the application being deemed complete a “Notice of Application” will be circulated to various departments / agencies for comment. Any major issues arising from this circulation will be brought to the attention of the applicant for review and appropriate action.
3. Following the circulation period and the resolution of any issues that may arise, staff will prepare a Draft Approval Letter including all the required conditions of draft approval.
4. If you are in agreement with the conditions of draft approval, please forward 18 hard copies of the final plan and one digital copy to the planner assigned to the file.
5. Copies of the plans will be approved and will be forwarded to the Office of the City Clerk.
6. After the application has been approved, there is a 20-day appeal period during which time the application may be appealed to the Local Planning Appeal Tribunal (LPAT). Should no appeal be filed, the conditions of draft plan approval are final.
7. Subsequent to the final approval the owner may begin to fulfill the conditions of draft approval and the draft approved plan of condominium may be registered.

## STAFF USE ONLY – COMPLETE APPLICATION REVIEW

- Application form received and reviewed
- Applicable fees submitted
- Plans submitted (measurements are in metric units)
- Digital plan provided, if required
- All other information and materials provided, as required
- "Staff Use Only" fields completed on form
- Signed Record of Pre-submission Consultation attached, if applicable
- OnPoint checked for confirmation of ownership, address & legal description
- Affidavit completed and signed by applicant & commissioner
- Authorization provided, if required

Deemed as a complete application by: \_\_\_\_\_ Date: \_\_\_\_\_



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## STAFF USE ONLY

Date Received:	Date Accepted as Complete:	Fees Paid:
		\$

### 1. REGISTERED OWNER (list on additional page if required)

Name(s): _____	Phone: _____
Company (if applicable): _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

### 2. APPLICANT (if other than registered owner)

Name: _____	Phone: _____
Company (if applicable): _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

### 3. AGENT

Name: _____	Phone: _____
Company (if applicable): _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

### 4. OTHER PROJECT CONSULTANTS (engineering, transportation, environmental, etc.)

Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____
Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____
Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____
Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

**5. LOCATION OF LANDS**

Municipal Address: _____	Assessment Roll No.: _____
City: _____	Lot: _____
Concession: _____	Former Twp.: _____
Registered Plan No.: _____	Lot(s)/Block(s): _____
Reference Plan No.: _____	Part(s): _____

- a) Are there any existing easements or restrictive covenants affecting the subject land?    Yes     No   
- If yes, please describe: \_\_\_\_\_
- b) Indicate location and area of adjoining or nearby lands in which the owner has an interest (show on key map):  
\_\_\_\_\_

**6. DESCRIPTION OF CONDOMINIUM PROPOSAL**

a) Please indicate which type of approval is being sought:

<input type="checkbox"/> Draft approval of standard condominium	<input type="checkbox"/> Draft approval of common element condominium
<input type="checkbox"/> Draft approval of phased condominium	<input type="checkbox"/> Draft approval of condominium conversion
<input type="checkbox"/> Modification to plan of condominium	<input type="checkbox"/> Modification to plan of condominium conversion

b) Please describe the condominium proposal:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) If this proposal is a condominium conversion, does the building contain rental residential units?  
Yes     No     If yes, please indicate below:  
Number of units to be converted: \_\_\_\_\_    Number of units currently occupied: \_\_\_\_\_

d) Is this the re-submission of an earlier plan?    Yes     File No. \_\_\_\_\_    No     Unknown

**7. STATUS OF OTHER APPLICATIONS**

a) Has the land ever been the subject of any other planning application? If yes, complete as below:

<input type="checkbox"/> Site Plan Approval	File Number: _____	Status: _____
<input type="checkbox"/> Consent	File Number: _____	Status: _____
<input type="checkbox"/> Minor Variance	File Number: _____	Status: _____
<input type="checkbox"/> Official Plan Amendment	File Number: _____	Status: _____
<input type="checkbox"/> Zoning By-law Amendment	File Number: _____	Status: _____
<input type="checkbox"/> Minister's Zoning Order	File Number: _____	Status: _____

b) Has a Section 41 Development Agreement been entered into?    Yes     No

c) Has a building permit been issued that will provide for the construction of the entire project?  
Yes     Permit No. \_\_\_\_\_    Date of issue: \_\_\_\_\_    No

d) Has construction of the development started?    Yes     No   
- If yes, please indicate: Start date: \_\_\_\_\_    Expected date of completion: \_\_\_\_\_

### 8. PROPOSED LAND USE CHART

Proposed Land Use	Number of Residential Units or Dwellings	Number of Non-Residential Units	Area (ha) of Proposed Use	Density (Units, Dwellings per ha)	Number of Parking Spaces
Single Detached					
Semi-detached					
Street Fronting Townhouse					
Multiple Residential					
Mobile Home or Seasonal Residence					
Other Residential (specify): _____					
Commercial				Nil	
Industrial				Nil	
Other (specify): _____					
<b>TOTALS:</b>					

### 9. LAND USE DETAILS

(Complete only if Site Plan Approval has not been received or Building Permit has not yet been issued)

9.1 What is the current use of the subject land?  
\_\_\_\_\_

9.2 a) How is the subject land currently designated in the applicable Official Plans?  
 Regional Official Plan: \_\_\_\_\_  
 Kitchener Official Plan: \_\_\_\_\_  
 Secondary Plan: \_\_\_\_\_

b) Does the proposed development meet all the requirements of the applicable Official Plan(s)?  
 Yes  No

NOTE: If an official plan amendment is required, it must be submitted prior to or concurrently with this application.

9.3 a) How is the subject land currently zoned in the City's Zoning By-law?  
\_\_\_\_\_

b) Does the proposed development meet all the requirements of the City's Zoning By-law?  
 Yes  No

NOTE: If a zoning by-law amendment is required, it must be submitted prior to or concurrently with this application.

9.4 Has the grading of the subject land been substantially changed by adding earth or other material?  
 Yes  No  Unknown



**9. LAND USE DETAILS (CONT'D)**

(Complete only if Site Plan Approval has not been received or Building Permit has not yet been issued)

9.5 Is there reason to believe the surface or subsurface of the subject land may have been contaminated by former uses on the site or adjacent sites? Yes  No

a) If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

b) What information did you use to determine the answer:  
\_\_\_\_\_

c) A previous use inventory showing all former uses of the subject land, or adjacent land if appropriate, is required. Is this inventory attached? Yes  No

**10. PROPOSED SERVICING**

a) Are the water, sewage or road works associated with the proposal subject to the provisions of the Environmental Assessment Act? Yes  No

- If yes, do you want the notice of public meeting for this application to be modified to state that the public meeting will address the requirements of both the Planning Act and the Environmental Assessment Act? Yes  No

b) **Sewage Disposal** - select service type:

- Publicly owned piped sewage system
- Privately owned communal wastewater system\*
- Privately owned individual wastewater system\*
- Other (describe): \_\_\_\_\_

\*If five or more lots/units or if more than 4,500 litres of effluent would be produced per day as a result of the development being complete, a servicing options report and hydrogeological report must accompany the application.

c) **Water Supply** - select service type:

- Publicly owned piped water system
- Privately owned communal well
- Privately owned individual well
- Other (describe): \_\_\_\_\_

\* If five or more lots/units, a servicing options report and hydrogeological report must accompany the application, along with an indication of whether a public body is willing to own and operate the system.

NOTE: For b) and c) above, provide name of servicing information/reports (if applicable):  
\_\_\_\_\_

- Confirmation that the Region concurs with the servicing options statement will facilitate the review of this application.
- Before undertaking a hydrogeological report, consult the Region about the type of assessment they would expect to see given the nature and location of the proposal.
- Where communal services (water and/or sewage) are proposed, ownership of these services must be in conformity with regional policy.
- Reviewed by the MOEE and the Region.

**10. PROPOSED SERVICING (CONT'D)**

d) **Access** - select service type:

- Provincial (MTO access or land use permit may be required)
- Regional
- Municipal
- Water
- Name of servicing information/report: \_\_\_\_\_

e) **Stormwater Drainage** - A preliminary stormwater drainage report is required for all types of storm drainage. Select the proposed stormwater drainage servicing below:

- Sewers
- Ditches or swales
- SWM pond
- Infiltration trenches
- Other (describe): \_\_\_\_\_

Attach and provide the name of the preliminary servicing information for the facility you have identified:

Name of servicing information/report: \_\_\_\_\_

Have you attached a preliminary stormwater management report? Yes  No

If not attached in a separate report, in what report can it be found? \_\_\_\_\_

**11. OTHER REQUIRED INFORMATION, REPORTS, STUDIES, ETC.**

a) Required reports and studies are identified in the complete Record of Pre-submission Consultation. Have you attached the required number of reports/studies identified? Check as below:

- |                                  |                              |                              |
|----------------------------------|------------------------------|------------------------------|
| • Stormwater Management          | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Environmental                  | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Noise Study (Rail/Road)        | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Noise Study (Stationary)       | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Archaeological                 | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Servicing Options              | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Hydrogeological                | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Soils/Geotechnical             | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Water Pressure                 | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Tree Management                | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Environmental Impact Statement | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Environmental Assessment       | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Other: _____                   | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |

**11. OTHER REQUIRED INFORMATION, REPORTS, STUDIES, ETC. (CONT'D)**

b) Is there any other information that may be useful to the City and other agencies in support of this application? If so - explain below, attach as a separate page or state where the information can be found in the Planning Report.

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**12. PROVINCIAL POLICY CONFORMITY**

a) Is the plan consistent with the policy statements issued under any subsection 3(1) of the Act? (i.e. the Provincial Policy Statement) Yes  No

b) Is the subject land within an area of land designated under any provincial plan or plans? (i.e. Places to Grow - Growth Plan for the Greater Golden Horseshoe) Yes  No

If yes, name of plan(s): \_\_\_\_\_

Does the plan confirm to, or not conflict with, the applicable provincial plan(s)? Yes  No

The personal information contained on this form is collected pursuant to the Planning Act and will be used for the purpose of responding to your application. If you have any questions on the gathering of personal information, please contact the Manager of Corporate Records & Archive Services at 519-741-2200 ext. 7766.

**TECHNICAL AUDIT AND RESERVE FUND STUDY - GUIDELINES FOR CONDOMINIUM CONVERSIONS**

The completion of a technical building audit and reserve fund study must be submitted at the time of condominium conversion application. Any deficiencies identified under the Ontario Building Code, the Building By-law, or Chapter 665 of the Municipal Code (Property Standards By-law) or the Ontario Fire Code will have to be rectified to the satisfaction of the Chief Building Official prior to registration.

**Authorities Having Jurisdiction**

- Building Code and Building By-law deficiencies will be reviewed and approved by the Chief Building Official or his designate
- Property Standards major deficiencies will be identified by an inspection of the project by the City's Property Standards Officer with review and approval by the Chief Building Official or his designate
- Fire Code compliance will be reviewed and approved by the Chief Fire Prevention Officer or his designate

Submission of the Technical Building Audit will be taken as true and correct as to accurately depict the conditions of the site and structures. The City will not be responsible for any errors or omissions in the audit report. With the exception of major Property Standard deficiencies as identified above, City staff will not be conducting site inspections to confirm accuracy of the audit report.

**Technical Building Audit – Scope of Work**

Structural System (all buildings and structures):

A visual review and/or detailed exploratory inspection of the buildings including but not limited to:

- Any settlements in the foundations, walls and/or floors

- Visual cracks in columns, beams and slabs
- Deflection and cracks in retaining walls
- Concrete disintegration and exposed steel reinforcements, extent of corrosion in reinforcement
- Status of balconies – sagging, deflection, cracks
- Condition of railings and guards
- Any other signs of material deterioration, structural stress and deformations

Building Envelope (including roofs, exterior walls, doors, windows, insulation):

A visual review and/or detailed exploratory inspection of the exterior components including but not limited to:

- Exterior cladding and windows/doors with observations of flashings, sealant joints and other associated cladding components and identify any anomalies that may compromise the effectiveness of the exterior of the building to perform adequately as a water shed
- Locations where moisture ingress is observed
- Review insulation thickness in attics at random locations, and note locations with significant deviations in insulation thickness
- Any other signs of moisture, water penetration, air leakage and/or heat loss

Building Interiors (including common areas and typical units):

A visual review/inspection of a minimum 10% of the total number of units is to be inspected. Inspections to include but not limited to:

- Identify and assess the quality (integrity) of required fire separations (floor/ceiling and walls)
- Proper protection of openings in required fire separations (closures, firestops, etc.)
- Means of egress (corridors, etc.) and exit stairwells are clear of obstructions

Mechanical, Electrical and Plumbing Systems:

A visual review/inspection of the above components including but not limited to:

- Adequate lighting provided throughout floor areas
- Plumbing located in a noncombustible building meets the maximum flame spread ratings as prescribed in the Ontario Building Code (i.e. maximum F.S.R. of 25)
- Confirmation that incoming water supply has a backflow preventer device installed (i.e. premise isolation), in accordance with City of Kitchener Backflow By-law
- All systems appear in good working order and good repair

Fire Safety (related systems and materials):

A visual review/inspection of these systems including but not limited to:

- Emergency lighting and exit signs/fixtures
- Fire alarm system and associated devices
- Sprinkler and/or standpipe systems, including hose cabinets, siamese connections
- Fire extinguishers
- Identification of any flammable or combustible materials and proper containment
- Existence of Fire Safety Plan where required for building (i.e. building containing four or more storeys, including storeys below grade)

Site Work (including drainage, pavement, curbs, retaining walls, fences):

A visual inspection of these items including but not limited to:

- Driveways, walks/paths maintained in a safe condition and in good repair
- Fences are maintained in a safe and structurally sound condition
- Retaining walls are maintained in a safe and structurally sound condition
- Downpipes, sump pump discharge lines and grading to be maintained so as to discharge or redirect water runoff away from building and to prevent flooding, erosion, or nuisance to neighbouring properties

## Reserve Fund Study

Deficiencies noted in the Capital Cost Summary as "Year 1" or "Immediate" shall be completed prior to registration.

## Building Permit Requirements

Any remedial action or material alterations required as a result of the audit report may require a separate building permit. Please contact the Building Division at 519-741-2433 to confirm when a permit is required, and what information will be required for permit submission.

## MORTGAGEES OF THE PROPERTY FOR WHICH APPLICATION IS BEING MADE

List all persons or institutions who have any mortgage charge or encumbrance on the property:

Name: _____	Name: _____
Street Address: _____	Street Address: _____
City/Province: _____	City/Province: _____
Postal Code: _____	Postal Code: _____
Phone: _____	Phone: _____
Signature: _____	Signature: _____

## AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner is required, as below:

I, \_\_\_\_\_, am the owner of the land that is the subject of this. I have disclosed to my agent and the City of Kitchener all agreements or encumbrances that apply to the subject lands and I authorize \_\_\_\_\_ to make this application on my behalf.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## ACKNOWLEDGEMENT

I understand that receipt of this application by the City of Kitchener - Planning Division does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**AFFIDAVIT** (to be completed *in person* in the presence of a Commissioner of Oaths)

I, \_\_\_\_\_, of the City/Town/Township of \_\_\_\_\_,  
in the County/Region of \_\_\_\_\_, solemnly declare that the information contained in  
this application is true, the information contained in the documents that accompany this application is true and  
that the owner as of the day on which this application is made has unconditional ownership of the subject lands  
and has disclosed any agreements or encumbrances that apply to the subject lands.

**Signature of Owner/Applicant:** \_\_\_\_\_

**Declared before me at the**

City/Town/Township of \_\_\_\_\_ in the County/Region of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**Commissioner of Oaths:** \_\_\_\_\_

# REGIONAL MUNICIPALITY OF WATERLOO - ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

This form must be completed by the property owner(s) for all development applications submitted to the City of Kitchener on behalf of the Regional Municipality of Waterloo.

1.	What are the current uses of the property? _____			
2.	Was the subject property ever used for industrial purposes? If yes, please describe approximate dates and types of industry: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
3.	Was the subject property ever used for commercial purposes where there is potential for site construction (i.e. automotive repair, gas station, dry cleaning operation, chemical warehousing, etc.)? If yes, please describe approximate dates and types of commercial activity: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
4.	Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? If yes, when? _____ Please provide description of waste materials: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
5.	Have hazardous materials ever been stored or generated on the property (e.g. has HWIN registration or other permits been required)? If yes, please summarize details: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
6.	Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property? If yes, please describe the nature of the suspected contamination: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
7.	Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
8.	Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize details: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
9.	Does this property have or ever had a water supply well, monitoring well, geothermal well? If yes, please provide details: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
10.	Does the property use or has it ever used a septic system? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
11.	Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
12.	Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles?) _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>