

**COMMITTEE OF ADJUSTMENT CERTIFICATE OF CONSENT -
STEPS TO OBTAINING DEED ENDORSEMENT:**

- All conditions of approval, as specified in the decision of Committee of Adjustment, must be completed within 1 year of the date the decision was given (the deadline date for fulfilling conditions is noted on your copy of the decision).

NOTE: *if conditions are not completed within the deadline date, pursuant to Section 53(41) of the Planning Act, R.S.O. 1990, c.P.13, as amended, approval of the application will automatically be rescinded and the application deemed to be refused. Should this occur and you still wish to proceed with the severance you will be required to file a new application.*

- Contact information is provided below to assist you in making arrangements to fulfill the requirements of any conditions imposed in your decision. When contacting the appropriate person/department, please indicate your application number and request that an email be provided to Holly Dyson, at holly.dyson@kitchener.ca, specifying the condition(s) being fulfilled. Please call 519-741-2200 ext. 7594 if you require further information regarding your application or decision.

Conditions Relative To:	Contact:
Service connections/boulevard land-scaping/ paved driveway ramp/street trees	Engineering Services - 519-741-2406
Agreements for easements/rights-of-way/joint maintenance or any other type of legal agreement	Legal Services - 519-741-2200 ext. 7713 or beth.bruno@kitchener.ca
Parkland Dedication: Kitchener Operations Facility (KOF) 131 Goodrich Drive, Kitchener	Park Planning, Design & Development - 519-741-2600 ext. 4397
Site Plan Approval or general Planning assistance	Planning Division - 519-741-2426
Geotechnical Surveys/Grading and Drainage	Building - 519-741-2200 ext. 7575
Tree Preservation Plan	Environmental Planner: 519-741-2200 ext. 7293 <u>or</u> 519-741-2200 ext. 7068
Tax Certificate / Local Improvements	Finance - 519-741-2340
Kitchener-Wilmot Hydro Inc.	519-745-4771 ext. 6299
Grand River Conservation Authority	519-621-2763
Regional Municipality of Waterloo: 8 th Floor, Planning. 150 Frederick St., Kitchener	519-575-4400 ext. 3210 MColley@regionofwaterloo.ca
Other	519-741-2200 ext. 7594 holly.dyson@kitchener.ca

- When all conditions have been fulfilled, and provided they were completed within the 1 year deadline, the applicant may then make arrangements to obtain the Certificate of Official (Deed Endorsement) at a cost of \$263.00 per application (subject to change without notice; cheques made payable to the City of Kitchener), by providing the following, for each application, to: Kitchener City Hall, Attn: Holly Dyson, Legislated Services, 2nd Floor, 200 King Street West, Kitchener Ontario N2G 4G7:
 - 2 printed copies of the Deed pertaining to the severed parcel; and,
 - 2 printed copies of the signed Acknowledgement & Direction; and further,
 - if not already provided, 2 full-size paper copies of the deposited reference plan, **and** a digital copy of the deposited electronic reference plan in PDF format **and** either .dwg (AutoCAD) or .dgn (MicroStation) format according to the following layers of information:

NOTE: *arrangements for deed endorsement should be made at least one week in advance of any closing date for purchase of the severed lands.*

CITY OF KITCHENER DIGITAL STANDARDS
(Adopted by City Council – September 17, 2001)

A condition of a consent application that must be met prior to deed endorsement is that the applicant provide a **digital file** of the deposited reference plan(s) prepared by an Ontario Land Surveyor in both PDF format AND either .dwg (AutoCAD) OR .dgn (MicroStation) format, as well as **two full-size paper copies** of the plan. The file must be submitted according to the City of Kitchener’s Digital Submissions Standards. These standards should be followed as closely as possible to help ensure the efficient processing of applications. Although not required, it is encouraged that the applicant also submit a PDF or .tiff image of the deposited plan.

A.5 CONSENT – Digital Submission Standards

A.5.1 Consent – Reference Plan – Specific Submission Requirements

Layers/Levels are set out in A.5.3

1. Prior to the Secretary-Treasurer of the Committee of Adjustment endorsing the deeds, the applicant is **required to submit** to Business & Planning Services, **one** digital copy of the deposited reference plan in .dwg (AutoCAD) or .dgn (MicroStation) format and **two** full size paper copies of the plan
2. **File A must contain:**
 - Layers/levels **1 to 6**
 - Your title block content on levels **62 and 63**

A.5.2 Consent – Reference Plan – Other Notes

1. Please use common linetypes and fonts (True Type Fonts) where possible, however, when non-standard files are used they must be provided with the submission.
2. For AutoCAD users the drawing must be in model space and where plot styles are used they must be provided with the submission.
3. For MicroStation users, the City will also provide a seed file, which contains the predefined working units, global origin and all symbology.
4. All files should be in 2 dimensional (2D) format.
5. All linework should be closed i.e. lines that meet should be snapped.
6. Only content described under “Description of Content” shall be allowed on the outlined layers/levels. Please only include the linework and text that show on the deposited reference plan.

A.5.3 Consent – Reference Plan – Level/Layer Structure

<u>Level/layer Number</u>	<u>Name</u>	<u>Description of Content</u>	<u>Entity Type</u>
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, Reg. Plans)	Line
4	PLAN_LINES	All plan lines defining parts. All line work must be closed (snapped together at meeting points)	Line
5	PLAN_DIM	Dimensions in metric	Line & Text
6	PLAN_TEXT	Plan Text (part numbers)	Text
10	EX_STREETS	Existing streets and associated text surrounding the subject plan.	Line & Text
12	EX_STRUCT	Existing built form structures, buildings, utilities	Line & Text
21	SURVEY_CONTROL	Ground control points and text, monuments etc.	Line & Text
62	TITLEBLOCK_LINE	Titleblock linework	Line
63	TITLEBLOCK_TXT	Titleblock text	Text

Appendix “B”