COMMITTEE OF ADJUSTMENT
CERTIFICATE OF OFFICIAL GUIDELINES

(Deed of Endorsement)
Legislated Services, 2nd Floor,
200 King Street West,
Kitchener Ontario N2G 4G7
519-741-2203; CofA@Kitchener.ca

STEPS TO OBTAINING CERTIFICATE OF OFFICIAL (DEED OF ENDORSEMENT):

1. CLEAR ALL CONDITIONS OF APPROVAL BEFORE DEADLINE

- The property owner must complete all conditions of approval outlined in the decision rendered by the Committee of Adjustment within TWO YEARS of the date the decision was made, as noted on the decision.
- Please note that approval will automatically be rescinded if conditions are not completed before the deadline. The application will be deemed to be refused, pursuant to Section 53(43) of the Planning Act, R.S.O. 1990, c.P.13, as amended, and the property owner will be required to file a new application to proceed with the severance.
- Property owners should correspond directly with the appropriate City Department or other organization identified as the clearance authority to complete the work required to fulfill the condition(s). Once this work has been completed, the property owner should then request that an email be provided to CofA@kitchener.ca confirming the condition(s) have been fulfilled.
- When making a request to the appropriate City Department or other organization to provide confirmation of clearance of condition(s), property owners should indicate their application number and copy CofA@Kitchener.ca. Conditions are deemed complete only when the relevant City Department or other organization identified as the clearance authority has provided an email to CofA@Kitchener.ca confirming the condition(s) have been fulfilled.
- Property owners MUST contact clearance authorities directly. Please DO NOT send packages of unconfirmed clearance materials to CofA@Kitchener.ca for circulation to other City Departments, staff, or other organizations.
- Please call 519-741-2203 or email CofA@Kitchener.ca if you have any questions about the appropriate contact to clear a condition.

Organization & Department:	Conditions Regarding:	Contact:
City of Kitchener Financial Services	Tax Certificates	519-741-2450
City of Kitchener Legislated Services	Deposited Reference Plans Other	519-741-2203 CofA@kitchener.ca
City of Kitchener Legal Services	Legal Agreements with the City of Kitchener Draft Transfer Documents	519-783-8635 yana.mitrovic@kitchener.ca
City of Kitchener Planning Division	General Planning Assistance Site Plan Approval Tree Preservation Plans	Planning Division - 519-741-2426 planning@kitchener.ca
City of Kitchener Park Planning	Parkland Dedication Fee	519-783-8917 park.planning@kitchener.ca

Organization & Department:	Conditions Regarding:	Contact:
City of Kitchener Engineering Services	Service Connections Driveways and Boulevards Grading and Drainage	519-741-2406 engineering@kitchener.ca
City of Kitchener Building Division	Geotechnical Surveys Building Permits Demolition Permits	Building - 519-741-2312 building@kitchener.ca
Enova Power Corp.	Easements Conditions to Their Satisfaction	226-896-2200
Grand River Conservation Authority	Application Review Fee Conditions to Their Satisfaction	519-621-2763
Region of Waterloo	Application Review Fee Legal Agreements with the Region of Waterloo or Other Conditions to Their Satisfaction Notice of Source Protection Plan Compliance (Section 59 Notice)	519-575-4400 ext. 3210 PlanningApplications@regionofwaterloo.ca

2. MAKE ARRANGEMENTS TO OBTAIN CERTIFICATE OF OFFICIAL (DEED OF ENDORSEMENT)

- Once all conditions have been confirmed as fulfilled before the two-year deadline, the property owner may then arrange to obtain the Certificate of Official (Deed Endorsement).
- The property owner or their solicitor must provide the following to:

  Connie Owen, Legislated Services
  Kitchener City Hall
  200 King Street West, 2nd Floor
  Kitchener Ontario N2G 4G7

  - □ A cheque made payable to the City of Kitchener for the required Certificate of Official fee for EACH application. Please see the City's website for the correct amount.
  - □ Emailed or printed copies of the Deed pertaining to the severed parcel.
  - □ Emailed or printed copies of the signed Acknowledgement & Direction.
  - □ If not already provided, one full-size paper copy 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 City of Kitchener's Digital Submissions Standards.
- Please note, the Certificates of Official (Deed of Endorsement) will be issued up to ONE WEEK following the confirmed receipt of all required materials.
- Please advise staff of any closing dates for purchase of the severed lands and we will do our best to take them into consideration.

3. REGISTER THE CERTIFICATE OF OFFICIAL (DEED OF ENDORSEMENT)

- The property owner or their solicitor must ensure the Certificate of Official is registered with the proper land registry office within two years of being issued.