



This pamphlet is part of a series that outlines development processes in the Town of Halton Hills. It is intended to provide general information only. More detailed information can be obtained through the Pre-Consultation process or through discussions with Town staff.

How do I get started?

The Applicant is required to attend a Pre-Consultation meeting with Town and external agency staff prior to submitting a formal application. The meeting allows the Applicant to explain their proposal and gives staff the opportunity to provide preliminary comments and advise what plans and studies will be required in support of a formal application. Detailed notes are provided to the Applicant approximately 3 to 4 weeks after the meeting has occurred outlining submission requirements needed for a complete application. A Pre-Consultation meeting request can be made by completing the Pre-Consultation Form available at the Planning counter or online.

How much will it cost?

The fees associated with a Plan of Condominium can be confirmed by Planning & Development and are payable at the time an application is submitted. Additional fees may also be required by the Region of Halton and Conservation Authority for their review of the application.

How long will it take?

The average time to process an application depends on a number of factors including, complexity of the application, the quality of the submission, results of the review and other applications being processed concurrently. Application timing from start to finish is dependant on the type of condominium and other applications.

What is a Plan of Condominium?

A **Plan of Condominium** is a form of ownership or type of land status that can be residential, commercial, and industrial or a combination and can be applied to new and existing buildings and properties. Residential condominiums typically include multi-storey buildings and ground oriented development such as townhouses and to a lesser extent detached homes. Typically each unit/lot is individually-owned with shared facilities known as common elements including hallways, elevators, parking areas, private roads, etc. Section 9(2) of the Condominium Act states that an application for a Plan of Common Element or Vacant Land Condominium must be processed in the same way as a Plan of Subdivision. Condominiums are usually preceded by **Site Plan Approval**.

Common Condominium Types

- **Standard Condominium:** Consist of units, common elements and sometimes the exclusive use of common elements. The units typically consist of indoor space and common elements include hallways, elevators, stairwells, parks and private roads.
- **Common Element Condominium:** Represents the common shared elements of a private condominium development and includes roads, parks, light posts, etc. Freehold land or lots are tied to the common elements.
- **Vacant Land Condominium:** Consist of units and common elements, where units are vacant lots and no buildings or structures have been constructed at the time of registration.
- **Conversion from Rental to Condominium:** An owner of a rental building can apply to convert existing rental units to condominium tenure in order to sell the units as separate entities.

Need More Information?

Contact the Planning & Development Department for more information:

Phone: (905) 873-2601 ext. 2900 **Fax:** (905) 877-3524
Website: www.haltonhills.ca/planning/index.php

Online Resources:

[Plan of Condominium Application Form](#)

[Pre-Consultation Application Form](#)

Plan of Condominium Process

The application process described below denotes the typical processes for Common Element and Vacant Land Condominiums. Additional and/or different steps may be required when filing Standard or Conversion to Rental Condominium Applications and do not need to follow the statutory process.

1 Pre-Consultation Meeting

Prior to submitting a Plan of Condominium application, a Pre-Consultation Meeting with Town staff and external agencies is required. The purpose of the Pre-Consultation Meeting is to:

- Confirm whether a Plan of Condominium is required and/or supportable
- Provide initial feedback on the proposal
- Confirm whether other approvals will be required (i.e. Site Plan, Part Lot Control, etc.)
- Outline the plans and studies that will be required to deem the application complete

2 Application Submission

After the Pre-Consultation Meeting, the following must be submitted: a complete application for a Plan of Condominium; the application fee(s); and, plans and studies that were outlined in the Pre-Consultation Meeting as required. Within 30 days of receipt of the application, a notification of completeness will be sent to the Applicant. Applications that are deficient of required materials or fee(s) have no status and may be returned to the Applicant or additional information or fees will be requested. The application will not proceed to Step 3 until all outstanding information is received.

3 Notice of Received Application and Circulation

Within 15 days of an application being deemed complete, a Notice of Received Application is circulated to specified persons (residents within 120 metres of the site), public bodies, relevant internal departments, and Council members. Public input is requested and only correspondence received prior to preparation of the Public Meeting Report will be published in the Report.

4 Review of Application

After the initial circulation, staff receives comments from internal departments and external agencies. These comments are reviewed and sent to the Applicant. Depending on the quality of the first submission, additional submissions may be required to satisfy concerns raised by staff and external agencies.

5 Notice of Public Meeting

A Notice of Public Meeting is sent a minimum of 20 days prior to the meeting to specified persons and public bodies, advising of the date, time, location and details of the application.

6 Formal Public Meeting

The Town Planner assigned to the file gives a presentation to Council relating to the proposed application. As part of the statutory Public Meeting, the public and Applicant are given an opportunity to comment on the proposed Plan of Condominium.

7 Recommendation Report and Council Meeting

The recommendation report from Planning & Development is submitted to Council for a decision and is only prepared once the Applicant has responded to all concerns. Council may approve, deny or amend the recommendation. Once a decision has been made on the Plan of Condominium, a written notice is mailed within 15 days of the decision to the Applicant, the specified persons or public bodies and to any persons who made written request for notification.

8 Local Planning Appeal Tribunal (LPAT) Appeals

Appeals must be filed within 20 days of the Notice of Decision. Only the Applicant or a person or public body who made oral submissions at a public meeting or written submissions to Council can appeal an approval.

9 Draft Plan Approval

If the application is approved by Council and no appeals are received, then the Draft Plan of Condominium is considered to be approved the day after the last day of appeal. The Draft Approval typically includes a list of conditions that must be satisfied before the Plan can be registered.

10 Condominium Agreement & Registration of Plan

A Condominium Agreement is prepared and the applicant will be required to sign it prior to the registration of the plan. Prior to registration, the applicant must also satisfy all conditions provided in Council's decision. Once the plan is registered, Building Permits can be obtained for construction.

This document is available in an alternate format – upon request