

PRE-CONSULTATION

The Town's **Plan of Condominium** procedure requires an applicant to meet with Town staff prior to submitting an application. This pre-consultation meeting will allow the applicant to explain the proposal and give staff an opportunity to provide preliminary comments and advise what plans and studies will be required in support of a formal application.

Required plans and studies will be based on the complexity of the application. This enables Council to make an informed decision within prescribed timelines. A checklist will be provided by staff, outlining submission requirements needed for the applicant to make a complete application. The pre-consultation and complete application provisions are a requirement of the Town's *Official Plan* (s 15.2.1) and are detailed in the Planning Application Guide. A pre-consultation meeting can be arranged by contacting the Planning and Building Services Department, Development Planning Division.

PRINCIPLES IN APPLICATION REVIEW

The vision of the Town of Aurora *Official Plan* guides the review of planning applications and the resulting development within the Town with the following principles:

- Promoting responsible growth management
- Ensuring design excellence
- Building a greener community
- Providing a range and mix of housing
- Providing appropriate community facilities
- Protecting stable neighbourhoods
- Developing vibrant new neighbourhoods
- Advancing the economy
- Building a successful downtown
- Establishing a linked greenland system
- Conserving cultural resources
- Providing sustainable infrastructure



If applicable, review the following documents prior to filing your application. They are available at the Planning and Building Services Department and on our website.

- Zoning Bylaw
- Approved site plan
- Site plan control agreement

Plan of Condominium PROCESS GUIDELINES



This brochure is part of a series that outlines development processes in the Town of Aurora



Need more information?

Contact the Town of Aurora's Planning and Building Services Department, Development Planning Division.

Hours of Operation:

Monday to Friday from 8:30 a.m. to 4:30 p.m.

Contact Information:

Phone: 905-727-3123 ext. 4226

Fax: 905-726-4736

Email: planning@aurora.ca

Website: aurora.ca

Address:

Planning and Building Services Department

Aurora Town Hall, 3rd Floor

100 John West Way

Aurora, Ontario L4G 6J1



WHAT IS A PLAN OF CONDOMINIUM?

A **Plan of Condominium** is a form of ownership that can be applied to new and existing buildings and properties. Typically each lot/unit is individually-owned with shared facilities, hallways, heating systems, elevators and exterior areas.

The *Condominium Act (1998)* provides for a wide range of condominium types. The most common types include:

- **Standard condominiums:** Consist of units, common elements and sometimes the exclusive use of common elements. The units consist of indoor space but may also include land. Common elements may include private roads, parks, sewers and laneways. Standard condominiums must be entirely constructed before the condominium corporation may be registered.
- **Common elements condominiums:** Consist solely of common elements. The condominium owners possess freehold land that is separate from the condominium lands. The freehold lots are tied to common elements such as recreational areas and private roads.
- **Vacant land condominiums:** Consist of units and common elements, where units are vacant lots rather than units of dwellings. These can be either standard or common element condominiums. Typically vacant land condominiums are serviced by a road which is owned and maintained by a condominium corporation.

Additional information

The **Plan of Condominium Application Form** is located on the Town of Aurora's website at aurora.ca or at the Planning and Building Services Department, Development Planning Division.

PLANNING CONSIDERATIONS

Condominium development is usually preceded by a **Site Plan Approval** and an agreement. This ensures that the essential site plan requirements are developed and maintained for multi-residential, commercial or industrial lands.

SUBMISSION REQUIREMENTS

- Application form
- Draft plan of condominium
- Legal survey
- Reduction of all plans in 8.5" x 11" format
- CD containing all PDFs of all plans and required reports

The number of copies and other submission requirements will be determined at the Pre-Consultation Meeting.

PLAN OF CONDOMINIUM PROCESS

The flow chart below represents the Plan of Condominium Application process used by the Town of Aurora. Each proposal is unique and the process may vary for each application. Please note the application process may take approximately six to nine months.

