

# What is a Draft Plan of Condominium?

## What is a Condominium?

A condominium is not a building type but rather a form of ownership. In a condominium, owners have individual ownership of their own units and share the ownership of common elements that may include parking areas, private roads and sidewalks, corridors, lobbies, elevators, and heat and electrical systems. A condominium corporation is created to pay for the maintenance of common elements.

There are five types of condominiums: standard, common elements, vacant land, phased, and leasehold. The City of Ottawa requires public notification of vacant land condominium applications. A vacant land condominium consists of common elements and vacant parcel of lands.

## What is a Draft Plan of Condominium?

The City of Ottawa reviews draft plan of condominium applications that it receives from applicants.

### A draft plan of condominium must show:

- » The boundary, shape, dimensions, and location of each unit
- » The common elements
- » Architectural and structural plans of any proposed buildings

In addition, a plan of survey must also be submitted as part of the application.

Understanding what a draft plan of condominium is and how it affects you is the first step to getting involved.

## What is the Review Process for a Draft Plan of Condominium?

### 1 Pre-application consultation meeting

Those who apply for a vacant land plan of condominium must meet with Development Review staff from the City of Ottawa for a pre-application consultation meeting. Development Review staff outline what studies and plans are required by the proposed draft plan of condominium before it will be reviewed.

### 2 Public notification

Public notification is provided for vacant land condominium applications. The City installs a notification sign on the lands affected by the proposed draft plan of condominium application and notifies nearby property owners and registered community groups once the application is submitted to the City. The notification signs also indicate when a public open house will occur. Residents are invited to attend the public open house and provide their comments.

### 3 Technical review

Reviewing a draft plan of condominium application involves many individuals including Development Review Planners, Engineers, City Councillors, and other professionals. Registered community groups and residents may comment on vacant land condominium applications. Section 51(20) of the Planning Act, R.S.O. 1990, c. P. 13, lays out the rules on when consultation takes place, with whom, and to what degree.



## Decision making

Managers in Development Review Services are delegated the authority to decide if the draft plan of condominium is approved or refused. Before a decision is made, staff prepare a delegated authority report which addresses many technical and legal issues and, if applicable, comments received by members of the public.

As part of the approval process, a list of conditions is provided to the applicant and may require that they (amongst others):

- Submit a Site Plan Control application
- Indicate that the proper utilities and infrastructure are in place
- Address site remediation considerations

A notice of decision is sent out to the applicant, the Ward Councillor and others that provided comments to the Development Review Planner. Local registered community groups and residents are notified of decisions on vacant land condominium applications if they provided comments during the review process.

## Appeal period

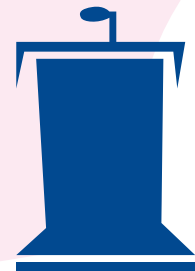


Once the draft plan of condominium is approved, an appeal can be submitted to the Development Review Planner within 20 days of the approval of the draft plan of condominium. The applicant can submit an appeal to the Development Review Planner. Residents and community groups can appeal vacant land plan of condominium applications if they provided comments during the review process. The Manager's approval becomes in effect if an appeal is not received within 21 days of the approval.

All appeals are heard by the Local Planning Appeal Tribunal, the provincial tribunal that is the final arbiter of any planning decisions.

## How to get involved

- Submit written comments to the Development Review Planner
- Attend the public open house and provide your comments



## For More Information:

For information regarding a specific application, please contact the Development Review Planner assigned to the application or visit:

**[ottawa.ca/devapps](http://ottawa.ca/devapps)**

For general information on draft plan of condominium applications, please call 3-1-1 and ask to speak to a Development Information Officer or visit:

**[ottawa.ca/condoplan](http://ottawa.ca/condoplan)**