



BUILDING CONDOMINIUM

3.6 – PLANNING

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
FEES PAID	
DATE OF RECEIPT	
ACCEPTED BY	

This form is to be completed in full by the registered landowner that is the subject of the application or by a person authorized to act on the registered owner's behalf. In making this application you are certifying the accuracy of the information contained in the pages of this form and all material submitted with your application.

1. NATURE OF APPLICATION					
<input type="checkbox"/> Residential Condominium		<input type="checkbox"/> Industrial/Commercial Condominium		<input type="checkbox"/> Other (specify):	
2. APPLICANT/OWNER					
Applicant Name:			Email:		
Business/Organization Name (if applicable):					
Mailing Address:				Postal Code:	
Telephone (Primary):		Alternative:		Fax:	
Landowner Name(s) per title (if not the Applicant):					
Mailing Address:				Postal Code:	
Telephone (Primary):		Email:			
3. LEGAL LAND DESCRIPTION					
All/part of:	¼	Section:	Township:	Range:	West of: Meridian
All parts of Lot(s)/Unit(s):		Block:		Registered Plan:	
Municipal Address (if applicable):					
4. PROPOSED UNITS					
Is this project phased?		<input type="checkbox"/> Yes <input type="checkbox"/> No		This Phase:	Total Phases:
Number of buildings involved:			Total Units proposed:		
5. USE OF LAND					
Existing land use district (per Land Use Bylaw):					
Describe existing use(s) of land (i.e. residential, agricultural):					
Describe proposed use(s) of land:					
6. EXISTING PERMITS					
Existing Development Permits (DP):					
Existing Building Permits (BP):					

7. BUILDING CONDOMINIUM APPLICATION REQUIREMENTS

It should be noted that while every effort is made to ensure that applicants are provided with clear information regarding the requirements for applications, that over the course of the application assessment process, particularly following a full technical review and also following the receipt of submissions from agencies and landowners, additional technical information may be required. In addition to the requirement for further technical information, further justification regarding the merits of a development proposal may also be required.

Applicant	Office	The application shall include the following:
<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION FORM: All parts completed and signed.
<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION FEE: Refer to Planning and Development Fee Schedule within the Master Rates Bylaw.
<input type="checkbox"/>	<input type="checkbox"/>	CURRENT LAND TITLES CERTIFICATE COPY: dated within 30 days of application.
<input type="checkbox"/>	<input type="checkbox"/>	COPY OF ALL NON-FINANCIAL INSTRUMENTS/CAVEATS REGISTERED ON TITLE
<input type="checkbox"/>	<input type="checkbox"/>	LETTER OF AUTHORIZATION: Signed by the registered landowner(s) authorizing person acting on behalf (if not the Applicant). If registered owner on title is a company, authorization to be provided on a company letterhead or as an affidavit (signed by a Commissioner for Oaths).
<input type="checkbox"/>	<input type="checkbox"/>	SITE AND BUILDING PLANS: Plans showing all proposed units and boundaries between units, potable and wastewater infrastructure, and their respective locations in relation to proposed boundary lines. Site plans must identify common areas and unit factors. Site plans must also identify parking allocation in accordance with the Land Use Bylaw.
<input type="checkbox"/>	<input type="checkbox"/>	PROPOSED PLAN: Show the proposed subdivision layout, identifying the general location of existing buildings/uses, any proposed future buildings and uses, any existing and proposed access points, potable and wastewater infrastructure, and their respective locations in relation to proposed boundary lines.
<input type="checkbox"/>	<input type="checkbox"/>	COVER LETTER: Including but not limited to: description of the proposed plan of subdivision, parcels involved, existing and proposed use or uses, the proposed potable and wastewater servicing systems, and access strategy on site for the land that is the subject of the application.
<input type="checkbox"/>	<input type="checkbox"/>	RECONCILIATION SHEET: An itemized list identifying the proposed reconciliation of unit numbers to suite numbers.
<input type="checkbox"/>	<input type="checkbox"/>	PICTURES: Pictures of all buildings on site as well as the site landscaping, approaches, and parking areas.

8. TERMS, CONDITIONS AND NOTES

The following terms, conditions and additional notes are not limiting on the Subdivision Authority or the County in the requirement of supporting information for an application or the imposition of conditions on a subdivision approval.

- 1. All information provided with this application is available for public review and comment.**
- 2.** All costs of development are borne by the landowner or developer including, but not limited to, all on and off-site construction works, infrastructure development, securities, levies, contributions, reserve payments, additional fees associated the preparation and review of reports and technical assessments, endorsement fees imposed by the County, registration fees and such other costs as may be associated with the development of the land and the registration of any and all documents to create separate title for proposed parcels. Further, that it is the landowner's and developer's responsibility to identify and consider all costs of development.
- 3.** The applicant and landowner acknowledge that not providing the information required in this form or failing to provide accurate information may prejudice the assessment of the application.
- 4.** The applicant and landowner acknowledge that the County including individual staff members have not provided an advisory role with respect to the preparation and making of this application and that the decision to make the application is entirely that of the applicant and landowner.

9. APPLICANT/OWNER AUTHORIZATION

I, _____ (Full name in Block Capitals), **hereby certify** (initial below):

_____ That I am the registered owner **OR** _____ That I am authorized to act on the owner's behalf.

_____ That the information given on this form and the material provided with this application is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

_____ I have read, understood and accept the contents, statements and requirements contained and referenced in this document (**Page 1 to 4**), **SUBDIVISION APPLICATION 3.6 – Building Condominium**.

_____ That I am aware of and have read and agree to the following:

- The personal information collected on this application is collected in accordance with s.4(c) of the Alberta Protection of Privacy Act (POPA).
- I have obtained written permission from the copyright holder for any information included with this application which is protected by copyright.
- I agree to indemnify, save and hold harmless the County, its elected officials, agents, and employees from and against all demands, claims, liability costs and expenses (including legal fees) in relation to copyright infringement as a result of the information submitted.
- The information collected will be used to communicate with the applicant during the application review and site inspection processes. Rocky View County may also input the information into an automated system to generate content or make decisions, recommendations or predictions.
- As part of the review process, both personal information and copyrighted materials will be circulated as needed to relevant internal departments, provincial and federal governments, external partners, and adjacent landowners.
- Such information and materials may also be submitted to the Subdivision and Development Appeal Board and the Land and Property Rights Tribunal.
- Personal information and copyrighted materials may also be included in public meeting agendas, on the County's website, and on the Rocky View County Planning Development Map web application and other public resources maintained by the County.
 - The applicant's name and the nature of the application will be publicly available, in accordance with the Alberta Access to Information Act (ATIA) as well as POPA.
 - For questions on POPA or copyright issues, please contact the Manager of Planning at 403-230-1401.

_____ **Right of Entry:** I authorize/acknowledge that Rocky View County may enter the above parcel(s) of land for purposes of investigation and enforcement related to this application in accordance with Section 542 of the Municipal Government Act.

Applicant Signature _____

Landowner Signature _____

Date _____

Date _____

