

Information Required to Apply for a Condominium Approval

Name and Address of Applicant

Location of Property

Site Plan (See application form for details)

Professional Review of Existing Buildings
(See Policy for Condominium Approvals for details)

Condominium Approval Fees

New Development \$550.00

Conversion of Existing Building \$550.00 plus per unit fee of \$200 (with no maximum)

Publications of Interest

If you are interested in applying for a Condominium Registration, you may want to review the following City of Saskatoon publications, available from the Planning and Development Branch, 3rd Floor, City Hall, or online at www.saskatoon.ca:

City of Saskatoon
Policy for Condominium Approvals

Procedures/Requirements for
Development Appeals



For more information contact:

Community Services Department
Planning and Development Branch
222 3rd Avenue North
Saskatoon SK S7K 0J5

Phone: (306) 975-2645

Fax: (306) 975-7712

Website: www.saskatoon.ca

Email: development.services@saskatoon.ca

Office Hours

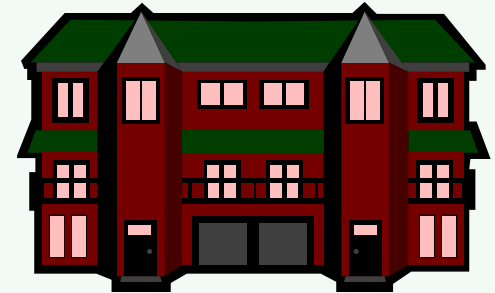
Monday - Friday, 8:00 a.m. to 5:00 p.m.



January 2012

Procedures & Requirements for

Condominium Approvals



Condominium Approvals

Property owners may apply to the City of Saskatoon for approval for condominium status of new buildings or conversion of existing buildings. City approval of a condominium application is required to provide condominium status to a property, pursuant to *The Condominium Property Act*, administered by the Province of Saskatchewan.

How to Apply:

In order to file an application to a condominium registration, an applicant must:

1. Complete the application form (available for pickup from the Planning and Development Branch, 3rd Floor, City Hall or on our website at www.saskatoon.ca).
2. Include a cheque or money order for the application fee payable to the City of Saskatoon. Application fees are \$550.00 for a new development or \$550.00 for the conversion of an existing building plus per unit fee of \$200.00 per unit (with no maximum).
3. Submit application, fee and any appropriate supporting materials to the Planning and Development Branch, 222-3rd Avenue North, Saskatoon, SK S7K 0J5.



We're here to help...

Planning and Development Branch offices are open 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding statutory holidays). Please feel free to stop in, call us at (306) 975-2645 or email development.services@saskatoon.ca.

The Process:

Planning and Development Branch Review

The application will be examined by the Planning and Development Branch to determine if all relevant documents have been submitted. If complete, the application is evaluated for conformance with *The Condominium Property Act*, *City of Saskatoon Policy for Condominium Approvals*, and *Zoning Bylaw 8770*, and any other applicable policies and regulations. The Branch may request comments from other civic departments and other government agencies where applicable.

Letter of Approval

If approved, the Manager of the Planning and Development Branch and City Clerk will sign the plans. The applicant will be provided a Letter of Approval with the signed plans, which must be submitted to the Provincial Information Services Corporation for registration.

Decision Appeals

Subject to Section 228 of the *Planning & Development Act, 2007*, an applicant may appeal the decision of the approving authority to the Development Appeals Board.