

**Applicant Information**

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Registered Property Owner(s):** (if different from above)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Location of Subject Property**

**Legal Description:** Lot (s) \_\_\_\_\_, Block \_\_\_\_\_, Plan No. \_\_\_\_\_

**Civic Address:** \_\_\_\_\_

**Description of existing use of land and building (s) including number of buildings and number and type of units.**

(attach additional notes if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Is this application to convert an existing building?**       Yes       No

- If Yes:**
- Please refer to City of Saskatoon Policy C09-004 Condominium Approvals and attach all required documentation referred to therein; and,
  - You must notify any tenants who move into the building after this application has been filed of this proposed conversion.

**Attachments**

**Please provide the following information for our consideration and records:**

- |                            |   |   |
|----------------------------|---|---|
| <b>1. Site Plan:</b>       | <p><u>New Condominium:</u> 1 copy of a Condominium Plan prepared by a Registered Land Surveyor, and 1 copy of the working drawings, including a site plan for this proposal;</p> <p>OR</p> <p><u>Condominium Conversion:</u> 2 copies of as-built drawings, including a site plan; a Condominium Plan prepared by a Registered Land Surveyor is required before final approval.</p> | <p>Plan Attached <input type="checkbox"/></p> <p>Plan Attached <input type="checkbox"/></p> |
| <b>2. Additional Info:</b> | <p>In the case of existing building conversion, attach all required documentation as per City of Saskatoon Policy C09-004 Condominium Approvals</p>   | <p>Copy Attached <input type="checkbox"/></p>   |
| <b>3. Application Fee:</b> | <p>I have enclosed the required non-refundable application fee*:</p> <p>* \$550.00 for the registration of a condominium plan for new development</p> <p>* \$550.00 for the registration of a condominium plan involving the conversion of an existing building plus per unit fee of \$200.00 per unit (with no maximum)</p>  | <p>Fee Attached <input type="checkbox"/></p>  |

**Declaration of Applicant**

I hereby certify that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**For Office Use Only:**

Comments: \_\_\_\_\_

**FILE NO:** \_\_\_\_\_

Cash Receipt No: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Cheque No: \_\_\_\_\_