

## Applicant Information

<b>Registered Owner(s) of the Site</b> Name: _____ Address: _____ Postal Code: _____ City/Prov.: _____ Phone: _____ Fax: _____ E-mail: _____	<b>Authorized Agent to Act on Behalf of Owners</b> Name: _____ Address: _____ Postal Code: _____ City/Prov.: _____ Phone: _____ Fax: _____ E-mail: _____
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## Property Information

**Legal Description:** \_\_\_\_\_

**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: 1. Please refer to City of Saskatoon Policy C09-004 Condominium Approvals and attach all required documentation referred to therein; and,

2. You must notify any tenants who move into the building after this application has been filed of this proposed conversion.

## Required Attachments

Please provide the following information for our consideration and records:

**1. Site Plan:**

New Condominium: 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; Plan Attached ☐

**OR**

Condominium Conversion: 2 copies of as-built drawings, including site plan; a Condominium Plan prepared by a Registered Land Surveyor is required before final approval Plan Attached ☐

**2. Additional Information:** Copy Attached ☐

In the case of existing building conversions, attach all required documentation as per City of Saskatoon Policy C09-004 Condominium Approvals

**3. Application Fee:** Fee Attached ☐

I have enclosed the required non-refundable application fee:

- \$845.00 for the registration of a condominium plan for new development
- \$750.00 for the registration of a condominium plan involving the conversion of an existing building, plus per unit fee of \$250.00 per unit (with no maximum)

## 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:**

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