



# BUILDING CONDOMINIUM APPLICATION FORM

Community Growth & Investment ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ [planning@okotoks.ca](mailto:planning@okotoks.ca) ■ Phone: 403.995.2760

Registered Owner Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Registered Owner Mailing Address: \_\_\_\_\_  
(including Postal Code)

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if different from above) (if applicable)

Applicant Mailing Address: \_\_\_\_\_  
(including Postal Code)

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

If a response has not been received within five (5) business days, please check your Junk (Spam) folder

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

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

Lot(s)                      Block                      Plan                      Quarter Section

Total Number of condominium units \_\_\_\_\_ Development Permit # \_\_\_\_\_ Building Permit # \_\_\_\_\_

### Obligation of Registered Owner to Pay Additional Fees

The registered owner of the land authorizes this application and consents to paying any additional fees that may be incurred by the Town of Okotoks as a result of the review of this application, including but not limited to, consultant fees, legal fees or other disbursements. Payment must be received within thirty (30) days from the Town of Okotoks providing a copy of any relevant invoice to the registered owner of the property. Should payment not be received within thirty (30) days, the registered owner agrees that the Town of Okotoks may apply the balance owing to the tax account for the property.

**Right of Entry Authorization by Registered Owner**

The registered owner of the land authorizes the Town of Okotoks and their Agents to enter the subject land for the purpose of conducting a site inspection in connection with this application for a development permit.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

The personal information on this application is collected under the authority of the Alberta Municipal Government Act, the Freedom of Information and Protection of Privacy Act (FOIP), and the Okotoks Land Use Bylaw 17-21. It will be used to communicate with the applicant during the application review and site inspection processes. As part of the review process, it will be circulated as needed to relevant Town Business Services, Provincial and Federal Agencies, Utility Companies and adjacent landowners. It may also be submitted to the Okotoks Municipal Planning Commission (MPC) and/or the Subdivision and Development Appeal Board (SDAB). Correspondence received may be included in public meeting agendas. The applicant's name and the nature of the permit will be publicly available, in accordance with the FOIP Act. Should you have any questions or concerns regarding the collection of this information, please contact the FOIP Coordinator at foip@okotoks.ca or 403.995.2774.

**For Office Use Only**

File #: \_\_\_\_\_

Fee: \_\_\_\_\_

Receipt # \_\_\_\_\_

## BUILDING CONDOMINIUM REQUIREMENT CHECKLIST

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. Please ensure all materials submitted are clear, legible, and precise.

Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form.
<input type="checkbox"/>	<input type="checkbox"/>	Fee prescribed in fee schedule.
<input type="checkbox"/>	<input type="checkbox"/>	The signatures of the Applicant <b>and</b> the Registered Owner of the property on the Application Form <b>- or -</b> signature of the Applicant and a <b>Letter of Authorization</b> from the registered owner of the property.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the title(s) registered in the South Alberta Land Titles Office, obtained from a Registries Agent or Land Titles Office not more than thirty (30) days prior to the application date.
<input type="checkbox"/>	<input type="checkbox"/>	Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on the title(s).
<input type="checkbox"/>	<input type="checkbox"/>	A completed Surveyors Affidavit.
<input type="checkbox"/>	<input type="checkbox"/>	A completed Surveyor's Confirming Letter.
<input type="checkbox"/>	<input type="checkbox"/>	Consent(s) to Register the Plan(s) from owner(s) and other affected parties.
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) full size (scale) and one (1) 11"x17" copy of the condominium plan showing all units to be registered.
<input type="checkbox"/>	<input type="checkbox"/>	A digital copy of the Condominium Plan.
<input type="checkbox"/>	<input type="checkbox"/>	A list attributing each Condominium Unit Number to individual suite numbers.
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) original Real Property Reports.

**Please Note:**

- For an existing building, the Town may undertake an inspection as a condition of the condominium certificate to determine if the building conformed to approvals and permits issued when the building was constructed. If the building does NOT conform, the Building Condominium Certificate will not be issued until compliance issues are resolved to the satisfaction of the Town's Safety Codes Officer or designate. For a new building, the Building Condominium Certificate cannot be issued until completion of the development is acknowledged through issuance of the Occupancy Permit. It is the responsibility of the building owner or acting agent to ensure that all municipal approvals have been obtained prior to applying for Building Condominium Certificate.
- Additional information may be required from the applicant after Planning Services has reviewed the submission.
- An application is considered complete when all required materials are received and the fee is processed.