

CHECK LIST FOR PHASED CONDOMINIUMS

(REGISTRY AND LAND TITLES)

(see page 7 for Amendments creating Phases)

- The declarant is the registered owner of the property (which includes the appurtenant interests) and the servient lands with an absolute title under the *Land Titles Act* or the declarant holds a certificate of title to the property (which includes the appurtenant interests) and the servient lands issued under the *Certification of Titles Act* within ten years before registration of the condominium. O.Reg. 48/01 s.48(2)(a) & (b)

DECLARATION

BODY OF DECLARATION

- Statement of intention by the declarant that the land and interest appurtenant to the land in the description and Schedule A of the declaration be governed by the Act. Usually on 1st page of declaration, if not ask client where it is.) *Condo. Act, 1998* s.7(2)(a)
- The first page contains a statement that the declaration will create a Freehold Standard Condominium Corporation that is a Phased Condominium Corporation. *Condo Act, 1998* s. 6(3) & (4) & 145(1)(a) & (c) & O.Reg. 48/01 s. 49(2) & Bulletin 2001-1
- Address for service and mailing address for the corporation. Check that it exists. *Condo. Act, 1998* s. 7(2)(e)
- Declaration is signed and dated by the declarant. *Condo. Act, 1998* s. 4(1)(a)

SCHEDULES

- Verify that the description in Schedule **A** is consistent with the PARCEL / PIN / CTA Certificate. O.Reg. 48/01 s. 5(2)(a)
- If servient easements are created by the declaration, they are through the common elements and benefit other lands of the declarant. If appurtenant easements are created by the declaration, they are over lands owned by the declarant and benefit the condominium lands. *Condo. Act, 1998* s. 20(2), O.Reg. 48/01 s. 5(2)(a)
- Easements may be created in the declaration if required as a condition of *Planning Act* approval. When such easements are included in Schedule A, a note identifying them as such must be included together with a reference to the location within the declaration where the statement of planning conditions is set out. *Condo. Act, 1998* s. 7(2)(g) & Bulletin 2001-1

Note that all easements created in Schedule A to the declaration must be properly described. Acceptable descriptions are: 1) over all of the Common Elements; 2) parts on a reference plan; and 3) a description for part of the common elements, approved by the examiner of surveys, in accordance with s.45(5), O.Reg. 49/01.

- Any easements created in the declaration must be certified under the *Certification of Titles Act* or registered with absolute title under the *Land Titles Act*.
O.Reg. 48/01 s. 48(2)(a) & (b)
- Schedule **A** must be signed by a solicitor and it must certify that the legal description is correct, the easements will exist in law upon registration of the declaration and description, the declarant is the registered owner of the land and appurtenant easements and include the description of the servient lands and a statement that it is a legal description of the servient lands.
Condo. Act 1998 s. 145(1)(d) & O.Reg. 48/01 5(2)(b) & 49(3)
- Consent in Schedule **B** being, Form 1, O.Reg. 48/01, of every person having a registered mortgage against the condominium lands or a registered mortgage against an interest appurtenant to the condominium lands or a registered mortgage against the servient lands. Verify that the consents have been obtained for mortgages on the condominium land and servient lands only.
Condo. Act, 1998 s.7(2)(b) & O.Reg. 48/01 s. 5(3) & 49(4)
- Statement in Schedule **C** to specify and describe the boundaries of each unit and to include a statement of an O.L.S. certifying that the description accurately corresponds with the diagrams shown on the plan of survey. It must be signed and dated.
O.Reg. 48/01 s. 5(4)(a)(b) & (c)
- Statement in Schedule **D** of the proportions of common interests and of the common expenses allocated to each unit expressed in percentages. Each must indicate a total of 100%. Confirm that common interests add up to 100%.
Condo. Act, 1998 s. 7(2)(c) & (d) & O.Reg. 48/01 s. 5(5)(a) & (b)
- Statement of common expenses in Schedule **E** (may be left blank but not omitted).
Condo. Act, 1998 s. 7(4)(a) & O.Reg. 48/01 s. 5(6)
- A specification in Schedule **F** of exclusive use areas assigned for the use of the owners of one or more units or stating there are none. Ensure that it exists. Do not review the statement of allocation.
Condo. Act, 1998 s. 7(2)(f) & O.Reg. 48/01 s. 5(7)
- A certificate(s) in Schedule **G** being in Form 2, O.Reg. 48/01 by an Architect, and/or one or more Engineers certifying that all buildings have been constructed in accordance with the Act.
O.Reg. 48/01 s. 5(8)

There may be several certificates. Ensure that together they certify all the matters set out in Form 2.

Note: A matter certified with respect to buildings applies to all buildings on the property.

DESCRIPTION

The Plans of Survey consisting of the perimeter plan sheets showing the Condominium Lands and the plan sheets defining the units, will be Part I. The plan sheets showing Exclusive Use areas will be Part II. Architectural drawings and/or Structural drawings will be Parts III and IV respectively.

Schedule A of the declaration must have been checked before proceeding.

The maximum size for all plan sheets is limited to 915mm x 1500mm.

PERIMETER PLAN SHEET SHOWING THE CONDOMINIUM LANDS

- No units shall be shown on the perimeter plan sheet. O.Reg. 49/01 s.5(2)(c)

1. MANDATORY FORMS AND NOTES

- Registration Certificate in Form 4, O.Reg. 48/01 in the upper right hand corner. The name of the condominium must include the type –Standard. O.Reg. 48/01 s.10(1) & O.Reg. 49/01 s.11(1)(a)
- Surveyor's Certificate in Form 5, O.Reg. 48/01 immediately below the registration certificate. O.Reg. 48/01 s.10(2) & O.Reg. 49/01 s.11(1)(c)
- The notation: "Declaration registered as Number _____" immediately below the surveyor's certificate. O.Reg. 49/01 s.11(1)(d)
- Notation required: Bulletin 2001-1
This plan comprises of ...
"All of Parcel/PIN/Certificate of Title" ... or
"Part of Parcel/PIN/Certificate of Title" ... or
"Remainder of Certificate of Title/All of PIN"
- All easements to which the condominium lands will be subject to upon registration of the declaration and description must be set out in the schedule of appurtenant and servient interests in Form 3, O.Reg. 48/01. Check for consistency with Schedule A of the Declaration. *Condo. Act, 1998 s. 8(1)(g), O.Reg. 48/01 s. 9(5) & O.Reg. 49/01 s. 11(2)*
- All easements that will be appurtenant to the condominium lands upon registration of the declaration and description must be set out in the schedule of appurtenant and servient interests in Form 3, O.Reg. 48/01. Check for consistency with Schedule A of the Declaration. *Condo. Act, 1998 s. 8(1)(g), O.Reg. 48/01 s. 9(5) & O.Reg. 49/01 s. 11(2)*
- If units are either subject to or together with any easements, the unit(s) must be identified in the "Notes" column of the schedule of appurtenant and servient interests or directly below the schedule with an appropriate notation in the "Notes" column of the schedule. O.Reg. 48/01 Form 3

- Plan part and sheet numbers to be contained in a Table of Sheets/Parts, adjacent to the registration certificate, with sufficient blank rows to accommodate future intended phases. O.Reg. 49/01 s. 2(5)(6) & (7)
- Index of plan sheets. O.Reg. 49/01 s. 2(2) & (3)
- Certificate of Declarant in Form 6, O.Reg. 48/01 endorsed by each owner with corporate seal or the binding statement, if required. O.Reg. 48/01 s. 10(3) & O.Reg. 49/01 s. 11(1)(e)
- Certificate of *Planning Act* approval or exemption. *Condo. Act, 1998*, s. 9(3)

2. FACE OF PLAN

- Geographic fabric, underlying plans, instrument/parcel numbers and PINS illustrated in broken outline. O.Reg. 42/96 s. 17 under the *Surveyors Act*
- All easements affecting the condominium lands (servient and appurtenant*) must be illustrated on the plan in broken outline, and labelled. Check for consistency between the schedule of appurtenant and servient interests and the face of the plan. O.Reg. 49/01 s. 10

*Appurtenant easements do not have to be illustrated if they are described in reference to whole lots/blocks/parts etc. on previously registered/deposited plans.
- Line weight – boundaries of condominium lands must be significantly heavier than the underlying information. O.Reg. 42/96 s. 18 under the *Surveyors Act*
- Perimeter of buildings on property illustrated. *Condo. Act, 1998* s. 8(1)(a)
- Suitable tie to reference property to lot limits O.Reg. 42/96 s. 17(1)(b) under the *Surveyors Act*
- Boundary confirmation under the *Boundaries Act*, if shown on PARCEL / PIN / CTA Certificate. O.Reg. 42/96 s. 23 under the *Surveyors Act*
- By-law or other instrument if plan shows a street as closed O.Reg. 42/96 s. 22 under the *Surveyors Act*

3. TITLE BLOCK

- Geographic Fabric (Lot & Con/Lot & Plan) and Township (as applicable) O.Reg. 42/96 s. 24(1)(a) & (c) under the *Surveyors Act*
- Municipality and County/District/Regional Municipality (as applicable) O.Reg. 42/96 s. 24(1)(d) under the *Surveyors Act*

PLAN SHEET(S) DEFINING THE UNIT BOUNDARIES

1. MANDATORY FORMS AND NOTES

- Registration Certificate in Form 4, O.Reg. 48/01 in the upper right hand corner. The name of the condominium must include the type –Standard. O.Reg. 48/01 s. 10(1) & O.Reg. 49/01 s. 11(1)(a)

- Surveyor's Certificate in Form 5, O.Reg. 48/01 immediately below the registration certificate. O.Reg. 48/01 s. 10(2) & O.Reg. 49/01 s. 11(1)(c)
- The notation: "Declaration registered as Number _____" immediately below the surveyor's certificate. O.Reg. 49/01 s. 11(1)(d)
- Plan part and sheet numbers to be contained in a Table of Sheets/Parts, adjacent to the registration certificate, with sufficient blank rows to accommodate future intended phases. O.Reg. 49/01 s. 2(5)(6) & (7)
- Certificate of Declarant in Form 6, O.Reg. 48/01 endorsed by each owner with corporate seal or the binding statement, if required. O.Reg. 48/01 s. 10(3) & O.Reg. 49/01 s. 11(1)(e)

2. UNIT LABELLING

- Units to be designated with prefix "UNIT" and numbered consecutively on each level beginning with number 1. O.Reg. 49/01 s. 8(1) & (2)
Note that no more than one unit to be designated with the same number on each level.
- Levels to be numbered consecutively in ascending order, beginning with the number 1. If there are levels below Level 1, they shall be lettered in descending order in alphabetic sequence beginning with the letter A. O.Reg. 49/01 s. 7(1)
- Each unit shown on the plan must also be listed in Schedule D and be allocated a common interest. *Condo. Act, 1998 s. 7(2)(c) & O.Reg. 48/01 s. 5(5)(a)*
- Section or perspective drawings to portray the vertical relationship of all levels. O.Reg. 49/01 s. 5(7)

3. UNIT BOUNDARIES

- Line weight – boundaries of units must be significantly heavier than the underlying information. O.Reg. 49/01 s. 8(5)
- Unit boundaries are to be illustrated in plan views and cross sections. O.Reg. 49/01 s. 5(4)
- Plan sheets that designate units shall refer to Schedule C of the declaration. O.Reg. 49/01 s. 5(3)
- Underlying easements must be illustrated and labelled unless they affect the entire property. Where an easement affects part of a unit, the part so affected will be illustrated and defined by measurements or described as a PART on a reference plan. Bulletin 2001-1

PLAN SHEET(S) OF EXCLUSIVE USE PORTIONS

1. MANDATORY FORMS AND NOTES

- Plan part and sheet numbers to be contained in a Table of Sheets/Parts with sufficient blank rows to accommodate future intended phases. O.Reg. 49/01 s. 2(6) & (7)

- Identification of the Condominium Plan (Including type – Standard) O.Reg. 49/01 s.11(3)(a)
- Certificate of Surveyor in Form 7, O.Reg. 48/01. O.Reg. 48/01 s. 10(4) & O.Reg. 49/01 s. 11(3)(b)

2. FACE OF PLAN

- Exclusive use portions shall be designated by numbers or letters or by numbers and letters. O.Reg. 49/01 s.8(3) & (4)
- Section or perspective drawings to portray the vertical relationship of all levels. O.Reg. 49/01 s. 5(7)
- Underlying easements must be illustrated and labelled unless they affect the entire property. Where an easement affects part of an exclusive use portion, the part so affected will be illustrated and defined by measurements or described as a PART on a reference plan. Bulletin 2001-1

ARCHITECTURAL/STRUCTURAL PLANS

- Architectural (or drawings sufficient to enable construction of the buildings if Architectural drawings are unavailable or not required by the *Building Code Act, 1992*) and/or Structural Plans of the Buildings(s) are required. O.Reg. 49/01 s. 12, 13 & 14
- Architectural Plans are to be Part III, Structural Plans are to be Part IV. O.Reg. 49/01 s. 2(1) (c) & (d)
- All architectural and/or structural plans to have the following registration detail: O.Reg. 49/01 s. 2(4),13(3) & 14(3) & Bulletin 2001-1
_____ Standard Condominium Plan No. _____
Part (III or IV), Sheet _____ of _____ Sheets
- The number of sheets is consistent with the index on the perimeter plan sheet.
- Architectural and/or Structural plan sheets shall contain no notes, words or symbols that restrict the right to make copies. O.Reg. 49/01 s.15
- Only white print (not mylar) copies of Architectural/Structural drawings required. O.Reg. 49/01 s.17(1) (c) & (d)

AMENDMENTS TO DECLARATIONS AND DESCRIPTIONS CREATING SUBSEQUENT PHASES

- The declarant is the registered owner of the property described in Schedule A to the amendment (which includes the appurtenant interests) and the remaining servient lands, if any, with an absolute title in Land Titles; or the declarant holds a certificate of title to the property described in Schedule A to the amendment (which includes the appurtenant interests) and the servient lands issued under the *Certification of Titles Act* within ten years before registration of the amendment creating the phase.
- O.Reg. 48/01 s.48(2)(a) & (b)

DECLARATION

EXISTING DECLARATION

- The first page of the existing declaration contains a statement that the declaration will create a Freehold Standard Condominium Corporation that is a Phased Condominium Corporation.
- Condo Act, 1998 s. 6(3) & (4) & 145(1)(b)&(c) and O.Reg. 48/01 s. 49(2) & 51(a) & (b) & Bulletin 2001-1*
- The lawyer's statement in Schedule A of the existing declaration includes a description of the servient lands which includes part or all of the lands in the current phase.
- Condo. Act, 1998 s. 145(1)(d) & O.Reg. 48/01 s. 51(c)*

AMENDING DECLARATION

- The phase being created by the amendment contains at least one unit and the unit(s) and common elements of the phase are not part of an existing building that is part of the condominium being amended.
- O.Reg. 48/01 s. 51(d)&(e)
- Amendment registered no later than 10 years after original declaration and description.
- O.Reg. 48/01 s. 51(h)
- The amendment to the declaration is in Form 19, O.Reg. 48/01 and is signed and dated by the declarant.
- Condo. Act 1998 s. 146(3) & O.Reg. 48/01 s. 54(1)*
- Schedule **A** in the existing condominium is replaced with a new Schedule A which contains:
- Identified as **FIRSTLY**, the description of the property that was included in Schedule A of the original declaration (taking into account any subsequent changes to the description) except the easements that will merge upon the registration of the amendment;
- O.Reg. 48/01 s.52(3)(a)
- Identified consecutively commencing with **SECONDLY**, the descriptions in order of their registration, of all phases that have already been created (taking into account any subsequent changes to the description) except the easements that will merge upon the registration of the amendment;
- O.Reg. 48/01 s.52(3)(b)

- Identified with next consecutive number, the description of the land and easements included in the phase. Verify that this description is consistent with the PARCEL / PIN / CTA Certificate. O.Reg. 48/01 s.52(3)(c)
- Schedule **A** must be signed by the solicitor and certify that the legal description of the phased lands is correct, the easements in the description of the phase will exist in law upon registration of the amendment of the declaration and description creating the phase, the declarant is the registered owner of the land and appurtenant easements and will include a description of the servient lands, if any, and a statement that it is a legal description of the servient lands. O.Reg. 48/01 s.52(3)(d)
- If there are easements that will merge upon registration of the amendment of the declaration and description, there shall be a statement of the solicitor in Schedule **A** setting out a legal description of the easements and the most recent registered instrument number in which they are fully described. The statement shall also state that the easements will merge and no longer exist in law upon registration of the amendment to the declaration and description. O.Reg. 48/01 s.52(3)(e)
- If servient easements are created by the amendment to the declaration, they are through the common elements and benefit other lands of the declarant. If appurtenant easements are created by the amendment to the declaration, they are over lands owned by the declarant and benefit the condominium lands. *Condo. Act, 1998*
s. 20(2) & O.Reg. 48/01
s. 5(2)(a)
- Easements may be created in the declaration if required as a condition of *Planning Act* approval. When such easements are included in Schedule A, a note identifying them as such must be included together with a reference to Schedule K. *Condo. Act, 1998*
s. 7(2)(g); s. 20(2) &
Bulletin 2001-1

Note that all easements created in Schedule A to the declaration must be properly described. Acceptable descriptions are: 1) over all of the Common Elements; 2) parts on a reference plan; and 3) a description for part of the common elements, approved by the examiner of surveys, in accordance with s.45(5), O.Reg. 49/01.
- Any easements created in the declaration must be certified under the *Certification of Titles Act* or registered with absolute title under the *Land Titles Act*. O.Reg. 48/01 s. 48(2)(a) & (b)
- Schedule **B** is amended to include the consents in Form 18, O.Reg. 48/01 of every person having a registered mortgage against the land included in the phase or against an interest appurtenant to the land. Verify that the consents have been obtained for mortgages on the lands included in the phase only. *Condo. Act, 1998* s. 146(4)
& O.Reg. 48/01 s. 52(2)(f)

- Schedule C is amended to include the material identified as **Amendments to Schedule C** which specifies the boundaries of each unit in the phase by reference to the buildings or monuments and to fully describe the monuments and the relationship of the boundaries of the units to them and to include a certificate of an O.L.S. certifying that the description corresponds with the diagrams shown on the plan of survey. It must be signed and dated. *Condo. Act, 1998* s. 146(4) & O.Reg. 48/01 s. 52(2)(g)

- Schedule **D** in the existing condominium is replaced with a new Schedule D which specifies the proportions of common interests and common expenses allocated to every unit in the condominium, expressed in percentages. Each must indicate a total of 100%. Confirm that common interests add up to 100%. *Condo. Act, 1998* s. 146(4) & O.Reg. 48/01 s. 52(2)(h)

- Schedule E may be amended to include the material identified as **Amendments to Schedule E** which specifies common expenses, whether or not it was previously blank. O.Reg. 48/01 s. 52(9)

- Schedule F is amended to include the material identified as **Amendments to Schedule F** which specifies exclusive use areas assigned for the use of the owners of one or more units in the phase or stating there are none. Do not review the statement of allocation. *Condo. Act, 1998* s. 146(4) & O.Reg. 48/01 s. 52(2)(i),

- Schedule G is amended to include the material identified as **Amendments to Schedule G** in Form 2, O.Reg. 48/01 being a certificate(s) of an Architect, and/or one or more Engineers certifying that all buildings in the phase have been constructed in accordance with the Act. O.Reg. 48/01 s. 52(2)(j) & (5)

There may be several certificates. Ensure that together they certify all the matters set out in Form 2.

Note: A matter certified with respect to buildings applies to all buildings in the phase.

- The **Amendments to Schedule G** will contain a statement from the municipality or MMAH that all facilities and services have been installed or provided or a bond or other security has been provided to ensure the independent operation of the corporation if no subsequent phases are created. O.Reg. 48/01 s. 52(2)(j)&(5)

- A statement in Schedule **K** of all the conditions required to be mentioned by the Planning Authority or a statement that there are none. *Condo. Act, 1998* s. 146(4) & s. 52(8)

DESCRIPTION

The Plans of Survey consisting of the perimeter plan sheets showing the lands in the phase and the plan sheets defining the units, will be integrated with Part I. The plan sheets showing exclusive use areas will be integrated with Part II. Architectural drawings and/or Structural drawings will be the next available Part numbers.

Schedule A of the amendment to the declaration must have been checked before proceeding.

The maximum size for all plan sheets is limited to 915mm x 1500mm.

PERIMETER PLAN SHEET SHOWING THE LANDS IN THE PHASE

- No units shall be shown on the perimeter plan sheet. O.Reg. 49/01 s. 19(2)

1. MANDATORY FORMS AND NOTES

- Registration Certificate in Form 20, O.Reg. 48/01 in the upper right hand corner. The name of the condominium must include the type – Standard. O.Reg. 48/01 s. 54(3) & O.Reg. 49/01 s.11(1)(a)

- Surveyor's Certificate in Form 5, O.Reg. 48/01 immediately below the registration certificate. O.Reg. 48/01 s.10(2) & O.Reg. 49/01 s.11(1)(c)

- The notation: "Declaration registered as Number _____" immediately below the surveyor's certificate. O.Reg. 49/01 s.11(1)(d)

- Notation required: Bulletin 2001-1

This plan comprises of ...
"All of Parcel/PIN/Certificate of Title" ... or
"Part of Parcel/PIN/Certificate of Title" ... or
"Remainder of Certificate of Title/All of PIN"

- All easements to which the land in the phase will be subject to upon registration of the declaration and description must be set out in the schedule of appurtenant and servient interests in Form 3, O.Reg. 48/01. Check for consistency with Schedule A. Ensure the title of Form 3 includes the words "FOR THE PHASE". Condo. Act, 1998 s. 8(1)(g), O.Reg. 48/01 s. 53(4) & O.Reg. 49/01 s. 21(3)

- All easements that will be appurtenant to the land in the phase upon registration of the declaration and description must be set out in the schedule of appurtenant and servient interests in Form 3, O.Reg. 48/01. Check for consistency with Schedule A. Ensure the title of Form 3 includes the words "FOR THE PHASE". Condo. Act, 1998 s. 8(1)(g), O.Reg. 48/01 s. 53(4) & O.Reg. 49/01 s. 21(3)

- If units in the phase are either subject to or together with any easements, the unit(s) must be identified in the "Notes" column of the schedule of appurtenant and servient interests or directly below the schedule with an appropriate notation in the "Notes" column of the schedule. O.Reg. 48/01 Form 3

- Plan part and sheet numbers to be contained in a Table of Sheets/Parts, adjacent to the registration certificate, with sufficient blank rows to accommodate future intended phases. O.Reg. 49/01 s. 19(7) & (8)
- Index of plan sheets. O.Reg. 49/01 s. 19(3)
- Key Plan illustrating the land included in the phase in relation to the existing condominium lands. O.Reg. 49/01 s. 19(2)
- Certificate of Declarant in Form 6, O.Reg. 48/01 endorsed by each owner with corporate seal or the binding statement, if required. O.Reg. 48/01 s. 10(3) & O.Reg. 49/01 s. 21(2)
- Certificate of *Planning Act* approval or exemption. *Condo. Act, 1998*, s. 9(3).

2. FACE OF PLAN

- Geographic fabric, underlying plans, instrument/parcel numbers and PINS illustrated in broken outline. O.Reg. 42/96 s. 17 under the *Surveyors Act*
- All easements affecting the condominium lands (servient and appurtenant*) must be illustrated on the plan in broken outline, and labelled. Check for consistency between the schedule of appurtenant and servient interests and the face of the plan. O.Reg. 49/01 s. 20

*Appurtenant easements do not have to be illustrated if they are described in reference to whole lots/blocks/parts etc. on previously registered/deposited plans.
- Line weight – boundaries of condominium lands must be significantly heavier than the underlying information. O.Reg. 42/96 s. 18 under the *Surveyors Act*
- Perimeter of buildings on property illustrated. *Condo. Act, 1998* s. 8(1)(a)
- Suitable tie to reference property to lot limits. O.Reg. 42/96 s. 17(1)(b) under the *Surveyors Act*
- Boundary confirmation under the *Boundaries Act*, if shown on PARCEL / PIN / CTA Certificate. O.Reg. 42/96 s. 23 under the *Surveyors Act*
- By-law or other instrument if plan shows a street as closed. O.Reg. 42/96 s. 22 under the *Surveyors Act*

3. TITLE BLOCK

- Geographic Fabric (Lot & Con/Lot & Plan) and Township (as applicable). O.Reg. 42/96 s. 24(1)(a) & (c) under the *Surveyors Act*
- Municipality and County/District/Regional Municipality (as applicable). O.Reg. 42/96 s. 24(1)(d) under the *Surveyors Act*

PLAN SHEET(S) DEFINING THE UNIT BOUNDARIES

1. MANDATORY FORMS AND NOTES

- Units to be designated with prefix "UNIT" and numbered consecutively on each level beginning with the next consecutive number. O.Reg. 49/01 s. 8(1) & (2)

NOTE THAT no more than one unit to be designated with the same number on each level.

Levels to be numbered consecutively in ascending order, beginning with the number 1. If there are levels below Level 1, they shall be lettered in descending order in alphabetic sequence beginning with the letter A. O.Reg. 49/01 s. 7(1)
- Section or perspective drawings to portray the vertical relationship of all levels. O.Reg. 49/01 s. 5(7)
- Plan part and sheet numbers to be contained in a Table of Sheets/Parts, adjacent to the registration certificate, with sufficient blank rows to accommodate future intended phases. O.Reg. 49/01 s. 19(7) & (8)
- Each Level sheet to be designated by the word "LEVEL" (there may be more than one level illustrated on a page). O.Reg. 49/01 s. 7(2)

2. UNIT LABELLING

- Units to be designated with prefix "UNIT" and numbered consecutively on each level beginning with the next available number. O.Reg. 49/01 s. 8(1) & (2)

Note that no more than one unit to be designated with the same number on each level.
- Levels to be numbered consecutively in ascending order, beginning with the number 1. If there are levels below Level 1, they shall be lettered in descending order in alphabetic sequence beginning with the letter A. O.Reg. 49/01 s. 7(1)
- Each unit shown on the plan must also be listed in Schedule D and be allocated a common interest. *Condo. Act, 1998 s. 7(2)(c) & O.Reg. 48/01 s. 5(5)(a)*
- Section or perspective drawings to portray the vertical relationship of all levels. O.Reg. 49/01 s. 5(7)

3. UNIT BOUNDARIES

- Unit boundaries to be shown by heavier lines. O.Reg. 49/01 s. 8(5)
- Unit boundary definitions (from Schedule C of declaration) to be illustrated in plan views and cross sections. Check that the boundary definitions exist. O.Reg. 49/01 s. 5(4)
- Plan sheets that designate units shall refer to Schedule C of the declaration. O.Reg. 49/01 s. 5(3)

- Underlying easements must be illustrated and labelled unless they affect the entire property. Where an easement affects part of an exclusive use portion, the part so affected will be illustrated and defined by measurements or described as a PART on a reference plan.

Bulletin 2001-1

PLAN SHEET(S) OF EXCLUSIVE USE PORTIONS

1. MANDATORY FORMS AND NOTES

- Plan part and sheet numbers to be contained in a Table of Sheets/Parts with sufficient blank rows to accommodate future intended phases.
- Identification of the Condominium Plan (Including type – Standard).
- Certificate of Surveyor in Form 7, O.Reg. 48/01.

O.Reg. 49/01 s.19(7) & (8)

O.Reg. 49/01 s.11(3)(a)

O.Reg. 48/01 s. 10(4) &
O.Reg. 49/01 s. 11(3)(b)

2. FACE OF PLAN

- Exclusive use portions shall be designated by numbers or letters or by numbers and letters.
- Section or perspective drawings to portray the vertical relationship of all levels.
- Underlying easements must be illustrated and labelled unless they affect the entire property. Where an easement affects part of an exclusive use portion, the part so affected will be illustrated and defined by measurements or described as a PART on a reference plan.

O.Reg. 49/01 s.8(3) & (4)

O.Reg. 49/01 s. 5(7)

Bulletin 2001-1

ARCHITECTURAL/STRUCTURAL PLANS

- Architectural (or drawings sufficient to enable construction of the buildings if Architectural drawings are unavailable or not required by the *Building Code Act, 1992*) and/or Structural Plans of the Buildings(s) are required.
- Architectural and Structural Plans for the phase are to commence with the next available Part after Part IV.
- All architectural and/or structural plans to have the following registration detail:
_____ Standard Condominium Plan No. _____
Part (the next available consecutive part #), Sheet _____ of
_____ Sheets.
- The number of sheets is consistent with the index on the perimeter plan sheet for the phase.

O.Reg. 49/01 s. 12, 13 & 14

O.Reg. 49/01 19(1)(d)&(e)

O.Reg. 49/01 s. 2(4), 13(3)
& 14(3) & Bulletin 2001-1

- Architectural and/or Structural plan sheets shall contain no notes, words or symbols that restrict the right to make copies.
- Only white print (not mylar) copies of Architectural/Structural drawings required.

O.Reg. 49/01 s. 15

O.Reg. 49/01 s.17(1) (c) & (d)