



Condominium Applications: Submission Checklist

	Application type										
	BARE LAND						PHASED			CONVERSION	
	Bare Land Condo		Bare Land Parking		Bare Land (Pylon) Sign		Initial Phase		Subsequent Phases (processed as a type of Condo Conversion)	Traditional Condo Conversion	Condo Re-Division
Conditional Approval	Endorsement	Conditional Approval	Endorsement	Conditional Approval	Endorsement	Conditional Approval	Endorsement				
<input type="checkbox"/> Cover Letter <i>Refer to template/guide for content requirements</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/> Condo Conversion Application form								✓	✓	✓	
<input type="checkbox"/> Tentative/Condo Plan <i>Show building outlines and setbacks from lot boundaries for existing buildings that are intended to remain and for approved developments that have yet to be constructed</i>	✓		✓		✓		✓				
<input type="checkbox"/> Plan of Survey <i>Created by a registered Alberta Land Surveyor</i>		✓		✓		✓		✓	✓	✓	✓
<input type="checkbox"/> Marked-up Condo Plan <i>Indicate what is changing</i>											✓
<input type="checkbox"/> Addressing Correlation List <i>Legal units and their corresponding suite numbers and addresses</i>								✓	✓	✓	✓
<input type="checkbox"/> Abandoned Wells Declaration form with supporting map	✓						✓				
<input type="checkbox"/> Subdivision Authority Conditional Approval letter and enclosures		✓		✓		✓		✓			
<input type="checkbox"/> Documents that confirm how each condition of approval has been fulfilled		✓		✓		✓		✓			
Certificate of Title and Encumbrance(s)											
<input type="checkbox"/> Certificate(s) of Title <i>No more than 30 days older than application submission date</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/> Y <input type="checkbox"/> n/a Deferred Reserve Caveat (DRC)	✓	✓				✓		✓	✓		
<input type="checkbox"/> Y <input type="checkbox"/> n/a All registrations the City of Edmonton is a party to <i>(for example: access easements)</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/> Y <input type="checkbox"/> n/a Unnamed restrictive covenants or easements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Development Permits <i>Documents must be approved (stamped and signed) by City of Edmonton Development Approvals</i>											
<input type="checkbox"/> Site Plan	✓		✓			✓		✓		✓	✓
<input type="checkbox"/> Surface Parking Plan	✓		✓			✓		✓		✓	
<input type="checkbox"/> Underground Parking Plan										✓	