

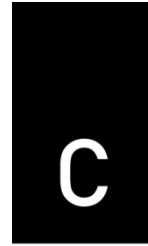


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CONDO
start to finish

SAŠA KRČMAR – SURVEYOR, CONDOMINIUM

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SAŠA KRCDMAR IS A PRINCIPAL WITH KRCDMAR SURVEYORS LTD. AND SPECIALIZES IN CONDOMINIUM DEVELOPMENT.

Mr. Krcmar has 30 years of experience in all aspects of cadastral surveying, coupled with "big picture" industry perspective and business expertise.

He was in high school when he first began working for Krcmar Surveyors Ltd., which was founded in 1981 by his father, Mr. Vladimir Krcmar, OLS. Mr. Krcmar received his Bachelor of Survey Science degree in 1990 from the University of Toronto and worked for the Ontario government in the review and approval of condominium applications for registration, prior to rejoining the family firm. He received his Ontario Land Surveyor's commission in 1997.

In 2005, Mr. Krcmar earned his MBA from the University of Western Ontario's Richard Ivey School of Business, studying land development in Hong Kong and China as part of his business education. In September 2005, along with the Greater Toronto Home Builder's Association, he organized and co-chaired the first Condo: Start to Finish Seminar with Mark Freedman.

Krcmar Surveyors Ltd. celebrates 33 years of professional service in 2014. The firm has grown to also include Mr. Krcmar's siblings – Maja and Tom – becoming one of Toronto's largest and most well respected professional land surveying firms. The last five years have seen the firm involved in nine acquisitions, making Krcmar Surveyors Ltd. the largest private holder of survey records in the GTA.

Krcmar Surveyors Ltd. proudly serves many of the top condominium clients in the city, including Ballantry Homes, Bazis International, Camrost Felcorp, Cityzen Development Group, Daniels Corporation, Dundee Realty Management, Fernbrook Homes, Freed Development Corp, Graywood Developments, Hullmark Developments, Lash Group of Companies, Medallion Corporation, Mizrahi Developments, Pemberton Group, Remington Group, Rockport Group, Tribute Communities, and many other fine companies.

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CONDO: START TO FINISH™

STAGE 1 — PROJECT DESIGN + PRE-DEVELOPMENT

1. Create base survey — prepare accurate plan which details man-made and natural site features; facilitates development planning and design.
2. Confirm boundaries and easements — confirm legal site limits and encumbrances including title certification through statutory land titles absolute application.
3. Consider site-specific impacts — collect additional site details for consultants and government applications.

STAGE 2 — MARKETING + SALES

1. Optimize legal development structure — determine ideal planning and legal strategy for creation of condominium phases.
2. Perform Tarion suite area compliance review — review residential suite areas for regulatory compliance and maintenance fee percentage contribution.
3. Establish numbering — establish municipal and legal numbering of residences.
4. Prepare condominium disclosure package — submit prerequisite condominium disclosure plans and schedules for marketing and sales campaign.

STAGE 3 — URBAN CONSTRUCTION

1. Integrate design information — conduct site survey and integrate design information into construction site coordinate network system.
2. Assess construction layout — calculate design data and integrate working drawings into the construction site coordinate network system.
3. Produce field layouts — create field layouts for underground garage and superstructure focusing on the site and the impact of construction on neighbouring structures.
4. Confirm as-built compliance — confirm municipal zoning bylaw compliance of as-built underground and superstructure.

SURVEYOR'S PERSPECTIVE

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STAGE 4 — PLANNING + LEGAL COMPLIANCE

1. Design legal and planning strategies — formulate legally-compliant development strategy governing future phases and ownership components.
2. Create draft plan of condominium — prepare plan in approved form for municipal planning approval, showing proposed units and common elements.
3. Generate a 3-D strata separation — create component coloured sketches and stratified 3-D reference plan to facilitate multiple legal ownerships and easements.
4. Provide legal descriptions and easements — prepare comprehensive legal descriptions and easements for municipal planning and registration authority approval.

STAGE 5 — CONDOMINIUM PRE-REGISTRATION + OCCUPANCY

1. Verify as-built unit compliance — ensure substantial compliance of as-built units and structures with on-site field confirmation.
2. Assess and confirm occupancy documentation — review occupancy documents for parking and locker numbering, legal/municipal suite numbering, and common expense fee schedules.
3. Resolve draft/site plan conditions and certifications — consult with client, consultants and municipality on condominium draft plan conditions and site plan agreement items.
4. Identify shared facilities for multi-party agreements — provide guidance in developing Reciprocal Easement Operating Agreements (REOA) for shared facilities with multi-ownership developments.

STAGE 6 — CONDOMINIUM REGISTRATION

1. Prepare condominium plan and schedules — confirm that as-built structure and condominium limits substantially conform to the condominium plan and schedules.
2. Obtain record drawings and building certifications sign-off — coordinate architectural/structural record drawings and building completion certificates (Schedule G).
3. Finalize plan's pre-approval and condominium declaration — obtain municipal and land registry office pre-approval of condominium plans and legal condominium declaration.
4. Expedite final package submission and registration — deliver the condominium submission to municipality and land registry office for registration.

STAGE 7 — CONDOMINIUM POST-REGISTRATION

1. Distribute registered condominium plan — provide official registered condominium plan for closings and eventual turnover to newly created condominium corporation board.
2. Define and confirm legal condominium limits for reserve fund — define legal condominium limits and common elements for legislatively-mandated reserve fund audit.
3. Review the shared facilities agreement — provide long-term professional consulting to ensure equitable interpretation of ongoing multi-party obligations.

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SUPPLEMENTAL MATERIALS



BUILDER BULLETIN 22

FLOOR AREA CALCULATIONS

Effective: April 1, 1990

Further to Builder Bulletin 20 and in response to industry requests, the Ontario New Home Warranty Program has developed a set of requirements for the uniform calculation of unit floor area.

The requirement only apply when the floor area is used in the advertising and sales material, or in the Agreement of Purchase and Sale (or construction contract). In other words any printed or advertised reference to a unit's floor area must be calculated in accordance with this Bulletin.

The details of the approval method of floor area calculations vary slightly depending on the type of home to be constructed, and the attached detail sheets describe the approved methods for each of the following:

- » detached houses
- » semi-detached houses
- » row houses
- » high-rise units

The requirements of this Bulletin come into effect April 1, 1990 for homes and condominium units enrolled with the Program after that date.

We would like to thank the Ontario Home Builders Association's Technical Committee, the Toronto Home Builders Association and the many other industry members who assisted the Program in preparing this Bulletin.

Floor Area Calculations Detached Houses

Application of Calculation

For **any reference** to area measurement of a detached house, the measurement **must be calculated** using the following **approved method**. This includes references in:

- Agreement of Purchase and Sale
- Media advertising and
- Sales materials

That is to say, if in the course of selling detached houses, reference is made to an area measurement, then the following method must be used.

However, there is no requirement to specify an area measurement, so if none is mentioned then this definition need not be used.

Either **metric** or **imperial** measurements may be used.

The following notation to purchasers must be included in any materials which specify an area measurement: "Note: Actual usable floor space may vary from the stated floor area."

Calculation

For detached houses, the floor area of the house is the **total area of each floor above grade measured to the exterior face of the outside walls**, less openings to the floor below which

are not associated with stairs. Stairs may be included (the area of treads and landings). However, if the opening in the floor is oversized (larger than the actual area of the stairs), that extra open area (outside the limits of the treads and landings) must be deducted from the floor area calculation.

A tolerance of 2.0% on the total area measurement is acceptable.

The area of the garage is excluded from the floor area calculation, but any finished year-round habitable space above the garage is included. Finished are enclosed atrium or sunroom areas meant for year-round use may be included in the calculation. The area of any open balconies or enclosed balconies (such as Florida rooms) are not to be included in the calculation, **unless these areas are designed to be used as year-round habitable space, and are heated and insulated to Code**. These areas may be shown separately. Example: 2,000 square foot house plus 150 square foot Florida room.

Finished area, where all or part of the area is below the first storey (including walk-outs), may be included in the total floor area figure, but must also be specified separately. Example: 2,000 square foot house **which includes** 800 square foot finished area below the first story. Measurements for this space below the first storey are to the exterior surfaces of foundation walls.

Floor Area Calculations Semi-Detached Houses

Application of Calculation

For **any reference** to area measurement of a semi-detached house, the measurement **must be calculated** using the following **approved method**. This includes references in:

- Agreement of Purchase and Sale
- Media advertising and
- Sales materials

That is to say, if in the course of selling semi-detached houses, reference is made to an area measurement, then the following method must be used. However, there is no requirement to specify an area measurement, so if none is mentioned then this definition need not be used.

However, there is no requirement to specify an area measurement, so if none is mentioned then this definition need not be used.

Ether **metric** or **imperial** measurements may be used.

The following notation to purchasers must be included in any materials which specify an area measurement: "Note: Actual usable floor space may vary from the stated floor area."

Calculation

For semi-detached houses, the floor area of the house is the total area of each floor above grade measured from the centerline of the common wall to the exterior face of the outside wall, less any openings to the floor below which are not associated with stairs. Stairs may be included (the area of treads and landings). However, if the opening in the floor is oversized (larger than the actual area of the stairs), that extra open area (outside the limits of the treads and landings) must be deducted from the floor area calculation.

A tolerance of 2.0% on the total area measurement is acceptable.

The area of the garage is excluded from the floor area calculation, but any finished year-round habitable space above the garage is included. Finished are enclosed atrium or sunroom areas meant for year-round use may be included in the calculation. The area of any open balconies or

enclosed balconies (such as Florida rooms) are not to be included in the calculation, **unless these areas are designed to be used as year-round habitable space, and are heated and insulated to Code**. These areas may be shown separately. Example: 2,000 square foot house plus 150 square foot Florida room.

Finished area, where all or part of the area is below the first storey (including walk-outs), may be included in the total floor area figure, but must also be specified separately. Example: 2,000 square foot house **which includes** 800 square foot finished area below the first storey. Measurements for this space below the first storey are to the exterior surfaces of foundation walls, and to the center lines of demising walls.

Floor Area Calculations Row Houses

Application of Calculation

For **any reference** to area measurement of a row house, the measurement **must be calculated** using the following **approved method**. This includes references in:

- Agreement of Purchase and Sale
- Media advertising and
- Sales materials

That is to say, if in the course of selling row houses, reference is made to an area measurement, then the following method must be used. However, there is no requirement to specify an area measurement, so if none is mentioned then this definition need not be used.

However, there is no requirement to specify an area measurement, so if none is mentioned then this definition need not be used.

Ether **metric** or **imperial** measurements may be used.

The following notation to purchasers must be included in any materials which specify an area measurement: "Note: Actual usable floor space may vary from the stated floor area."

Calculation

For row houses, the floor area of the house is the total area of each floor above grade measured from the centerline of the common wall to the centerline of the common wall or to the exterior face of the outside wall, where appropriate, less any openings to the floor below which are not associated with stairs. Stairs may be included (the area of treads and landings). However, if the opening in the floor is oversized (larger than the actual area of the stairs), that extra open area (outside the limits of the treads and landings) must be deducted from the floor area calculation.

A tolerance of 2.0% on the total area measurement is acceptable.

The area of the garage is excluded from the floor area calculation, but any finished year-round habitable space above the garage is included. Finished and enclosed atrium or sunroom areas meant for year-round use may be included in the calculation. The area of any open balconies or enclosed balconies (such as Florida rooms) are not to be included in the calculation, **unless these areas are designed to be used as year-round habitable space, and are heated and insulated to Code**. These areas may be shown separately. Example: 2,000 square foot house plus 150 square foot Florida room.

Finished area, where all or part of the area is below the first storey (including walk-outs), may be included in the total floor area figure, but must also be specified separately. Example: 2,000 square foot house **which includes** 800 square foot finished area below the first storey.

Measurements for this space below the first storey are to the exterior surfaces of foundation walls, and to the center lines of demising walls.

Floor Area Calculations High-Rise Units

Application of Calculation

For **any reference** to area measurement of a high-rise house, the measurement **must be calculated** using the following **approved method**. This includes references in:

- Agreement of Purchase and Sale
- Media advertising and
- Sales materials

That is to say, if in the course of selling high-rise units, reference is made to an area measurement, then the following method must be used. However, there is no requirement to specify an area measurement, so if none is mentioned then this definition need not be used.

However, there is no requirement to specify an area measurement, so if none is mentioned then this definition need not be used.

Ether **metric** or **imperial** measurements may be used.

The following notation to purchasers must be included in any materials which specify an area measurement: *"Note: Actual usable floor space may vary from the stated floor area."*

Calculation

For high-rise units, the floor area of the house is the **total area of each floor measured as the area bounded by the center lines of demising or party walls separating one unit from another unit, the exterior surface of all exterior walls, and the exterior surface of the corridor wall enclosing and abutting the unit**, less any openings to the floor below which are not associated with stairs. Stairs may be included (the area of treads and landings). However, if the opening in the floor is oversized (larger than the actual area of the stairs), that extra open area (outside the limits of the treads and landings) must be deducted from the floor area calculation. Mechanical shafts or chases directly servicing the unit will be included in the total area of the unit.

A tolerance of 2.0% on the total area measurement is acceptable.

Finished and enclosed atrium or sunroom areas meant for year-round use may be included in the calculation. The area of any open balconies or enclosed balconies (such as Florida rooms) are not to be included in the calculation, **unless these areas are designed to be used as year-round habitable space, and are heated and insulated to Code**. These areas may be shown separately. Example: 2,000 square foot house plus 150 square foot Florida room.

For high-rise units, measurements may be specified for typical units for each model on the middle floor (mid-way between ground and top floor). If this middle floor method is used (rather than calculating measurements of units on each floor) then the following **notation to purchasers** must be included: *"Note: Floor area measurements were calculated on the middle floor, such that units on lower floors may have less floor space due to thicker structural members, mechanical rooms, etc., while units on higher floors may have more floor space."*

For more information regarding this Bulletin, please contact the ONHWP office in your area.

Issue Date: November 15, 1989

Condominium Act, 1998
Loi de 1998 sur les condominiums

ONTARIO REGULATION 48/01

Amended to O. Reg. 300/05

GENERAL

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Construction complete

6. (1) For the purposes of subsection 5 (8),

“has been constructed” means, with respect to each building on the property, constructed at least to the following state:

1. The exterior building envelope, including roofing assembly, exterior wall cladding, doors and windows, caulking and sealants, is weather resistant if required by the construction documents and has been completed in general conformity with the construction documents.

2. Floor assemblies are constructed to the sub-floor.

3. Walls and ceilings of the common elements, excluding interior structural walls and columns in a unit, are completed to the drywall (including taping and sanding), plaster or other final covering.

4. All underground garages, if any, have walls and floor assemblies in place.

5. All elevating devices, if any, as defined in the *Elevating Devices Act*, are licensed under that Act if it requires a licence, except for elevating devices contained wholly in a unit and designed for use only within the unit.

6. All installations with respect to the provision of water and sewage services are in place.

7. All installations with respect to the provision of heat and ventilation are in place and heat and ventilation can be provided.

8. All installations with respect to the provision of air conditioning, if any, are in place.

9. All installations with respect to the provision of electricity are in place.

10. All indoor and outdoor swimming pools, if any, are roughed in to the extent that they are ready to receive finishes, equipment and accessories.

11. Subject to paragraphs 2 and 3, the boundaries of the units are completed to the drywall (not including taping and sanding), plaster or other final covering, and perimeter doors are in place. O. Reg. 48/01, s. 6 (1).

(2) Despite paragraph 2 of subsection (1), with respect to units intended for non-residential purposes that are not ancillary to units intended for residential purposes, the lowermost floor does not have to be in place if it is at grade. O. Reg. 48/01, s. 6 (2).

(3) Despite paragraphs 3 and 11 of subsection (1), with respect to units intended for non-residential purposes that are not ancillary to units intended for residential purposes, wall or ceiling coverings, interior perimeter doors, interior partitions or walls between units or between units and common elements do not have to be in place. O. Reg. 48/01, s. 6 (3).

DEVELOPER'S GUIDE

TTC Submission Requirements for Developments Adjacent or Connecting to TTC Structures or Right-of-Way

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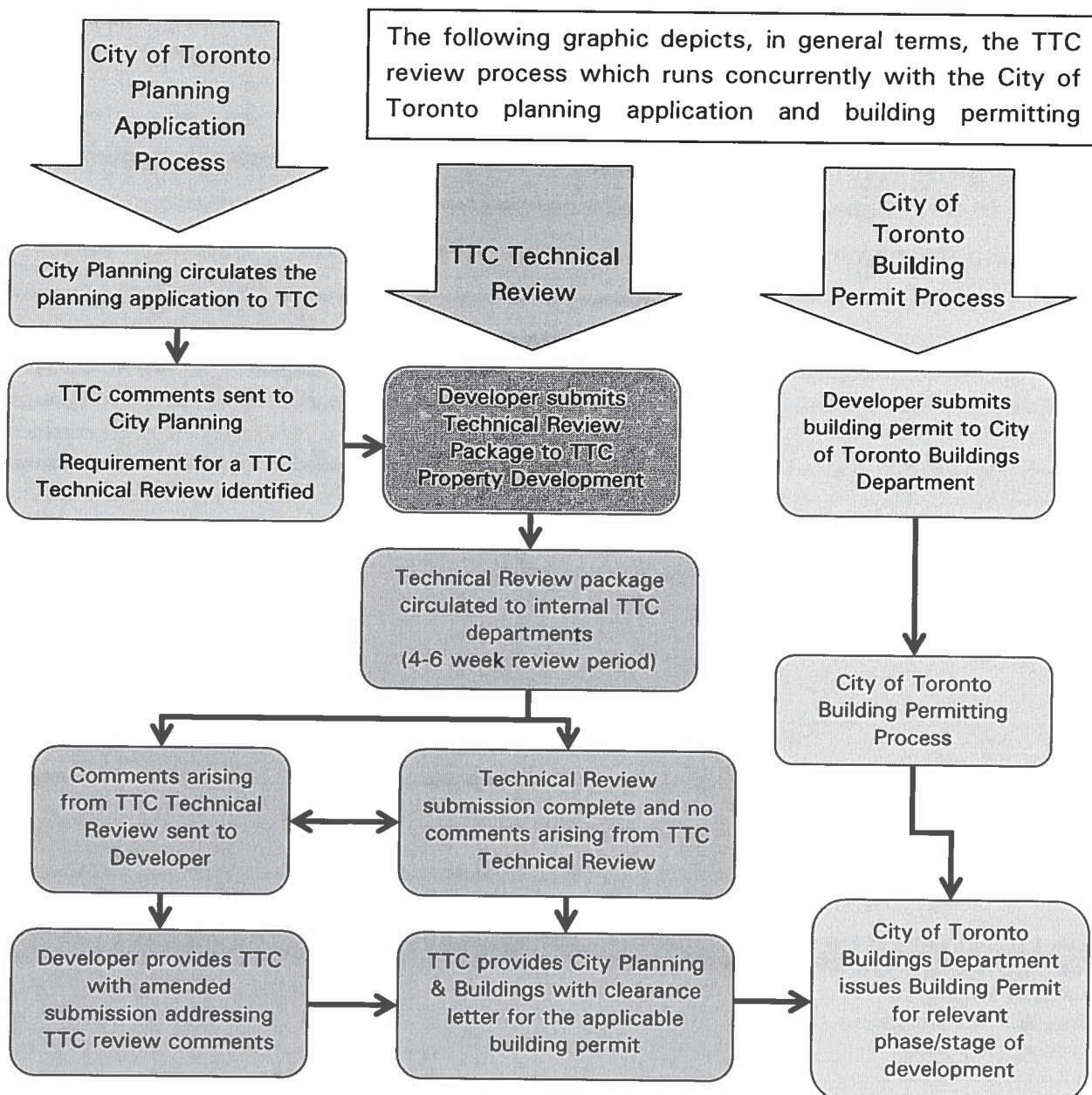
Appendices

- 1.0 Non-Disclosure Agreement**
 - 2.0 Requirements for Reference Plans and Other Survey Plans Near TTC Subsurface Structures**
 - 3.0 Monitoring Plan – Review and Alert Levels and Action Protocol**
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-

1.0 Purpose of a TTC Review

The Toronto Transit Commission (TTC) reviews development proposals which are located ***within 60 metres of a TTC structure or right-of-way (R-O-W)***. This review ensures that a proposed development will not adversely impact TTC's current and future operations or impact the integrity of TTC's facilities, property, and structures.

The TTC review of a development proposal is broken down into two separate review types: TTC Planning Review - examining transportation/urban planning and TTC Technical Review – examining the technical engineering aspects of the proposal. This review process follows the municipal approval process running concurrently with the City Planning & Building permitting process.



As a result of the Planning or Technical Review, modification of the development proposal may be required in order to bring the development into conformance with TTC requirements, and/or reduce or eliminate any impact(s) on TTC operations, facilities, property, and/or structures. For developments that are subject to a TTC Technical Review, written responses to comments will be required, explaining rationale or indicating agreement to make changes. Upon receipt of technical documents that address technical comments satisfactorily, TTC will provide written notice to the Developer. The City of Toronto requires TTC's written notice of the satisfactory completion of the Technical Review prior to entering into a site plan agreement and prior to issuing a shoring/building permit for the proposed development.

2.0 Expediting TTC Reviews

Prior to the submission of a planning application it is recommended that the developer contact the TTC's Development Officer at 416-397-8045, to discuss the proposal and potential impacts upon TTC property, facilities, and/or structures.

The following steps are suggested to expedite the TTC Planning and Technical review processes:

1. Contact the TTC's Development Officer or the local Planning or Buildings Department for preliminary information regarding the location of the development site in relation to the TTC 60m Development Review Zone and the need for a TTC Technical Review.
2. Obtain TTC technical information, including TTC facility location, structural, electrical, and mechanical drawings in relation to the development site. A pre-condition to obtaining the TTC facility drawing information is the execution of a Non-Disclosure Agreement by the Developer and the TTC regarding the release of the TTC facility information in a form and content similar to that attached as Appendix I. Please call the TTC's Engineering Department at (416) 393-4434 to request the required drawings.

Note: TTC facility drawings are the property of the TTC and shall not be reproduced or transmitted to any other party without the consent of the TTC. TTC facility drawings may be obtained at a cost of \$25.00 plus HST for each of the first six and \$5.00 plus HST for each additional drawing. (Drawings will be released in PDF file format only. CADD files are not distributed and/or are not available). Payment by cheque or credit card is required prior to receipt of the documents.

3. A preliminary meeting with the TTC's Development Officer is recommended as it provides the Developer an opportunity to meet with TTC staff to discuss the proposed development and determine constraints, if any, to the design and construction of the development.

3.0 Planning Review

The TTC's Planning Review is the first step in the review of a development proposal and is coordinated by the TTC Service Planning Department. The TTC Planning Review does not require a fee payment and is triggered by TTC's receipt of a planning application from City of Toronto Community Planning. Many development applications received will not require a Technical Review because they are located outside of the TTC's 60m review zone, but other conditions may be placed on the development to support transit ridership and mitigate impacts on transit operations. The TTC Planning Review examines the impacts of the proposed development on TTC facilities and operations. Planning considerations can include station/terminal accessibility, proposed use types, building placement, traffic impacts, urban design, access, and pedestrian connections. The TTC Planning Review will also confirm the necessity for a TTC Technical Review and set out the Technical Review level if one is required.

Comments included in the TTC Planning Review will follow the City Planning process and will set out conditions for the proposed development. The conditions will include the requirements for specific agreements, land transfers, station access requirements, and/or easements which may be required by the TTC. The requirement for a given agreement between the Developer and the City of Toronto and/or the TTC will vary depending upon the complexity of the proposal. The following sets out, in general terms, the type, purpose, and approximate timing of typical agreements. Other agreements not listed below may also be required depending upon the proposal.

3.1 Land Transfer or Exchange Agreements:

The TTC may require a Developer to enter into a Land Transfer Agreement with the City when land is required for TTC facilities within the development site. In some cases this agreement may be requested when TTC or City lands are required by the Developer in order to facilitate the development.

Note: The TTC requires 3.0 metres of land around all TTC facilities. This land will be requested by the TTC in either strata or fee simple, and will be owned by the City on behalf of the TTC. The lands around the TTC facilities will provide the TTC future access for the operation, maintenance, expansion, and reconstruction of the TTC facilities.

3.2 Construction Agreement:

Development proposals requiring a Level 3 and above TTC technical review will generally require a Construction Agreement. A Construction Agreement is established between the Developer, TTC and/or the City of Toronto and sets out the specific requirements, and parameters of the construction of the development. This agreement must be executed prior to the release of the first building permit and start of any excavation and shoring work. In some circumstances this agreement may be required prior to demolition works on the site.

3.3 Reciprocal Maintenance and Operating Agreement:

Development proposals requiring a Level 3 and above Technical Review may require Reciprocal Easement and Operating agreements. The Reciprocal Easement and Operating Agreement is necessary where a development is adjacent or connects to a TTC facility or structure. This agreement may also be required if the development is built over top of a TTC structure or facility and where there are any encroachments into the TTC right-of-way. This agreement will outline the requirements for TTC access to the structures and facilities including access over or through the development parcel in order to facilitate the maintenance, rehabilitation, or replacement of these features. This Agreement is required prior to the issuance of the full building permit for the development and goes into effect upon completion and occupancy of the development.

3.4 Entrance Connection Agreement:

An Entrance Connection Agreement is required for developments which propose direct pedestrian connections to a TTC station. The provision of an Entrance Connection refers to all aspects of a transit connection, including but not limited to the design, construction, the supply and installation of fare collection equipment, electrical services, stairs, elevators, escalators, security features, wayfinding and signage, and other elements or components of an Entrance Connection as applicable. Entrance Connection proposals are required to undergo a TTC Technical Review as further outlined in Section 7.4 ***Entrance Connection Review Submissions***.

Please contact the TTC's Development Officer at 416-397-8045 for further details regarding Entrance Connection Agreements and obtain a copy of the TTC's Entrance Connection Guide.

4.0 Technical Review

The TTC Technical Review consists of the review of the construction documents (plans and specifications) for the proposed development as submitted to the City of Toronto through the building permitting process. The focus of the Technical Review is the impact that the construction of the project will have on TTC operations and facilities. Also, the Developer shall consider and incorporate CPTED (Crime Prevention through Environmental Design) principles at areas of interaction between the Development and TTC to prevent possible adverse impact from the development on the personal security of TTC employees and customers. The Technical Review may include the review of the demolition, shoring/excavation, foundation, structural, superstructure, and mechanical/electrical components of the development. This review is required to be fully completed prior to the issuance of a building permit for the applicable phase or stage of development.

The length of time required for the Technical Review will depend upon the size, complexity, and degree of impact of the project upon the TTC structures and facilities. Generally the TTC requires a **4-6 week** review period for each complete submission. The review and acceptance of a development proposal by the TTC does not exempt the development from

compliance with applicable codes and standards, local by-laws, and other governing regulations.

The TTC has adopted a flat rate fee approach towards Technical Reviews. For most Technical Reviews the cost to review a development proposal by TTC staff will be a fixed cost that will be determined through the Planning Review process. The technical review zone is identified on TTC Development Review Zone drawings which can be viewed at the local Planning Department office.

4.1 Technical Review Classification

The following table outlines the six levels of technical review (plus a "Special Case" category) and their associated review fee in regards to development proposals within 60 metres of the TTC structure or right-of-way:

Level of Review	Type of Review	Fixed Rate Fee	
		Exc. HST	Inc. HST
1	Development within 60 metres, no perceived impact on TTC structures	\$1,000.00	\$1,130.00
2	Development within 60 metres, potential impact on TTC structures	\$4,000.00	\$4,520.00
3	Founded near TTC structures with perceived impact on TTC structures	\$8,000.00	\$9,040.00
4	Founded near TTC structure with potential significant impact on TTC structures	\$20,000.00	\$22,600.00
5	Over top of or within 1 metre of a TTC structure and/or connecting to TTC structure	\$27,000.00	\$30,510.00
6	Severe complexity, fixed fee review not considered practical, cost reimbursable	Cost Reimbursable	
Special Case	Developments adjacent to or overtop of planned or future TTC facilities/Rights-Of-Way	Varies depending upon complexity of proposal	

The developer must submit a cheque based on the Technical Review level either prior to or along with the initial Technical Review submission. Upon receipt of a submission, with the appropriate cheque, the TTC will initiate the technical review and confirm the review level classification based on the more detailed drawings.

For level 5 & 6 Technical Reviews the developer may pay the Technical Review fee in separate instalments of no less than \$9,000 at a time. The first instalment must be paid prior to or along with the first submission of the Technical Review. The total fee must be paid prior to the TTC final clearance of the proposal.

Note: Significant changes in the development proposal or construction methods may result in a re-categorization of the review level. The TTC reserves the right to change the fee category if a revised design results in greater impacts upon TTC facilities or structures. In the event the fee category changes at a subsequent stage in the process, an adjustment will

be made and the developer must pay or the TTC will refund the cost difference between the technical reviews. The TTC may provide documentation to substantiate the cost difference.

5.0 Cost Reimbursable Technical Reviews

Level 6 Technical Reviews which examine complex proposals will be undertaken on a cost reimbursable basis. In the event of a cost reimbursable review, an estimate of the cost of the review will be developed by the TTC and provided to the developer in advance of the commencement of the Technical Review. At the time a technical review is initiated a deposit amount will be requested from the Developer to cover the review fees.

The determination of the need for a cost reimbursable review is at the sole discretion of the TTC. It is intended that cost reimbursable reviews would be the exception rather than the rule and would only be utilized in extraordinary cases where multiple complex reviews are expected to be required prior to final approval.

6.0 Costs Not Covered By Technical Review Fees

The flat rate technical review fee, as identified through the development review classification only applies to the cost of the technical review. The following is a list of some of the costs which may be encountered in addition to the technical review fee. There may be additional costs which have not been included in the list.

- Cost of TTC power cuts, electrical or fire system load tests, including supervisory costs.
- Final connections to TTC electrical, communications, fire alarm systems.
- Flag duties for TTC operations.
- TTC safety/training requirements.
- Cost of operational diversions or other impacts on TTC operations.

7.0 Technical Review Submission Requirements

7.1 Level 1 & 2 Reviews – Developments Within 60-Metres of TTC Structures or R-O-W

The following drawings/documents may be required for review. All documents must be signed and sealed by the appropriate professional. Actual requirements will be determined through a meeting with TTC Staff:

1. A site plan of the development with the centreline or reference line of the TTC structure or R-O-W located and the relevant distances between the TTC and developer's structure shown clearly.
2. Architectural drawings, structural drawings, foundation drawings and excavation shoring drawings.

Note: The actual submission requirements will be determined through the initial discussions between the Developer and TTC.

3. Plan and cross-sections of the development locating the TTC structure/R-O-W and founding elevations relative to the development, including any underground storage tanks and associated piping.
4. A National Fire Protection Association (NFPA) 130 review to ensure design requirements outlined in the document "Standard for Fixed Guideway Transit and Passenger Systems", latest edition are met in relation to TTC's infrastructures.
5. A Study indicating the relationship of the development's air in-take/discharge to TTC's at-grade vent shaft openings and station entrance openings. TTC vent/exhaust shafts are required to be located at a minimum distance of 12 metres from building entrances or exits and are used as emergency ventilation in-take or exhaust vents for high temperature smoke in the event of a fire. This is to be considered in the design of any adjacent buildings.
6. A geotechnical investigation report showing up-to-date geotechnical conditions at the site of the development.
7. An impact assessment statement from the structural and/or geotechnical consultant stating the effects of the Development on the TTC Structures.
8. Acknowledgement that noise, vibration, electro-magnetic interference and atmospheric emissions from TTC's operations have been considered in the design of the project, and appropriate mitigation measures applied.
9. Electrolysis and Stray Current Study, completed by a Professional Engineer.
10. Up-to-date surveys which are signed and sealed by an Ontario Land Surveyor. Please see Appendix II for the requirements for reference plans and other survey plans near TTC subsurface structures.

7.2 Level 3 & 4 Reviews – Developments Founded Near TTC Structures or R-O-W

Applies to developments that have the potential to change the loading conditions on the TTC structure, create unbalanced lateral earth pressure on the TTC structure, undermine the TTC structure, or to affect TTC operations.

In addition to the Level 1 & 2 submission requirements, TTC requires the following drawings/documents. Actual requirements will be determined through meeting with TTC staff. All documents must be signed sealed by the appropriate professional.

1. A structural analysis or calculations by the developer's consultant of the effects of all applicable loadings, including construction loading, on the TTC structure, demonstrating that the TTC structure will not be adversely affected by the development, including solutions to mitigate any impact on TTC structures. The documentation must include identification of the affected TTC structural units.

Note: The review of all submitted structural analysis or calculations will be focusing on design assumptions, structural model, loads, load combinations, and codes that were used and final results with discussion and/or recommendations. The review will be focused on the portions of the development that might affect TTC structures. TTC will not accept any responsibility for the accuracy and adequacy of the calculations, which will remain the sole responsibility of the developer.

2. Documentation showing that the excavation support system and permanent structure adjacent to the TTC property are designed for "at-rest" earth pressures. The "at-rest" horizontal earth pressure must be measured either by in-situ methods (K_0 stepped blade, self boring pressuremeter, dilatometer or cone penetration test) or through laboratory testing of undisturbed samples (triaxial testing).
3. Pressuremeter testing, or other suitable in-situ testing, must be carried out to confirm the Elastic modulus of the soil (E and E_r) and variation with depth for use in modelling to confirm that there are no impacts to the TTC structure.
4. Structural drawings including caisson/foundation plans, sections and details, floor plans, column and wall schedules and loads on foundation for the development. Show the relationship of the development to TTC's structure in both plan and section.
5. Shoring design criteria and description of excavation and shoring methods.
6. Ground water control plan, including the determination of the short-term (during construction) and long-term effects of dewatering on the TTC structure, and provision of assurances that the influence of dewatering will have no impact on the TTC structure.
7. Monitoring Plan for movement of the shoring and TTC structure prior to and during construction of the development, including Action Protocol. A generic sample document that shows the values of Review and Alert levels and corresponding Action Protocol is attached to this Guide as Appendix III.

8. Site servicing plans which show the utility installations proposed through or adjacent to TTC property. This plan shall show TTC utility connections where associated municipal connections are to be modified.
9. Landscaping plans and details including potential impact on subway structures.
10. At the discretion of TTC, and depending upon the nature of the development itself, Mechanical and Electrical drawings may also be required.
11. A pre-construction Condition Survey of the TTC structure, including a Survey to confirm locations of existing walls and foundations of the TTC structure. A post-construction Condition Survey as a means of observing any new structural or non-structural deficiencies or damage to TTC structures will be required upon completion of the development. The requirements for the Condition Surveys are shown in Appendix IV.
12. Crane locations, loadings with other pertinent details, such as, axle loads and configuration, outrigger loads and configuration, size of the spread for each outrigger, lifting area diagram, maximum/minimum loads on each leg/outrigger.

Additionally, the Developer shall verify the existing TTC structures for all possible vehicle loads as per TTC Design Manual and the Codes and Standards referenced therein.

7.3 Level 5 & 6 Reviews – Developments Over Top of or within 1 metre of a TTC Structure and/or Connecting to TTC Structure

In addition to the Level 1-4 submission requirements, the TTC may require the following additional drawings/documents:

1. Ontario Building Code (OBC) compliance review, specifically including Section 3.13 Rapid Transit Stations, and including a plan depicting egress routes from the station.
2. Drawings showing provision for make-up air to the station if existing sidewalk entrances are removed by the development.
3. Drawings/documentation of construction method, hoarding, construction access, and haul routes.
4. Details of remedial work to TTC structures in order to support roof at wall openings, including structural calculations, drawings and construction sequencing.
5. Details regarding the replacement/repair of the waterproofing system of the affected TTC structure, including TTC expansion joints, using equal or compatible with the existing waterproofing system.

7.4 Entrance Connection Technical Review Submissions

Entrance Connection proposals will require a separate technical review from that of the main development. Technical Reviews for Entrance Connections do not require an additional Technical Review fee and are included as part of the Entrance Connection fee. However the technical review does require the submission of detailed plans and specifications relating to the connection. The following is a list of submission requirements regarding the Entrance Connection technical review.

1. Details of stairs, doors, sprinklers and ventilation for the development connection.
2. Architectural finish materials selection, including samples.
3. Wayfinding and signage plans and specifications, developed in co-ordination with TTC Architectural Design; including development connection to TTC and concept for general wayfinding within building.
4. Drawings of Collector Booth, fare collection equipment, CCTV, intercom, fire alarm, easier access elevator, all designed in conformance with TTC Design Standards, including accessibility requirements, as applicable to the subject proposal.
5. As-built reproducible drawings and electronic files for TTC documentation records. The electronic file and the drawings are to be in Microstation V8 (.dgn) format ("CADD Standards and Procedures Manual", current edition is available for reference).
6. The Developer may also be required to initiate an Electrical Load Study to determine if power is available to meet its requirements. The Load Study shall be undertaken for a period of time deemed to be adequate by the Developer's Professional Engineer. In addition to evaluating the general power availability for the facility, the Load Study shall evaluate the portion of the electrical system that may be impacted by the connection of the new load. The Load Study report shall evaluate also the impact of seasonal load on the system, if required. The Load Study shall specify the point of recommended connection for the proposed new load. The Load Study shall also specify the main breaker to be installed in the TTC switchboard as part of the new service by the Developer. The Load Study report shall be sealed and signed by the Professional Engineer.

7.5 Special Case Technical Reviews

Development proposals which are within 60 metres of a planned TTC facility or right-of-way will also be required to undergo a TTC technical review. The technical review process will be similar to a development which is in proximity to an existing TTC facility. However the level of review, review fee, and submission requirements will vary depending upon the type of development and the status and stage of the planned TTC infrastructure. The technical review requirements will be determined on a case by case basis following the process as outlined above in Section 1.0 ***Purpose of a TTC Review***.

7.6 Technical Review Drawing & Report Submission Requirements

Level 1-6 Technical Reviews require the following number of documents to constitute a complete application and resubmissions to review comments.

- ☐ Plans & Property Surveys:
 - ☐ Two (2) complete sets of full size plans and surveys.
 - ☐ Minimum seven (7) complete sets of half size plans and surveys (The required number of sets will be confirmed during preliminary discussions between TTC and the Developer).
- ☐ Reports:
 - ☐ Nine (9) copies of all required reports according to level of review.
- ☐ Electronic Format:
 - ☐ Two (2) CD's containing all plans, Property Surveys, and reports in PDF format.
 - ☐ One (1) CD containing digital files of the Property Surveys. The digital files of the surveys are required to be in Microstation (.dgn) format or AutoCAD version 2004 or earlier.

Note: The requirements shown above apply to all submissions including supplemental submissions and responses/resubmissions to review comments.

8.0 TTC Contact for Review Process

All submissions, responses and contact for the TTC Technical Reviews are through the TTC's Property Development Department. Please contact the Development Officer of the TTC's Property Development Department at 416-397-8045 to initiate the Technical Review process.

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement is entered into as of the _____ day of _____ 20__ ("Effective Date"), between Toronto Transit Commission, having a place of business at 1900 Yonge Street, Toronto, Ontario M4S 1Z2 (hereinafter referred to as "TTC") and, _____ having a place of business at _____ (hereinafter referred to as "Company").

WHEREAS the Company has requested certain Confidential Information from the TTC in order to assist the Company with respect to a potential development in and around TTC property and referred to as _____; located at _____ and described as _____ ("Purpose").

WHEREAS in furtherance of such Purpose the TTC wishes to provide the Company with certain Confidential Information subject to the terms and conditions set forth below.

NOW THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged by both parties, the parties covenant and agree as follows:

CLAUSE 1. DEFINITIONS

- 1.1 In this Agreement, "Confidential Information" means all information not in the public domain, including, but not limited to, computer aided drafting and designs, drawings, photographs, surveys, product designs, prototypes, specification, maintenance, procedures, technical, product and marketing materials and information, secrets, processes, data and know how, improvements, inventions, techniques, marketing plans, strategies, forecast, and customer list, whether disclosed in writing, orally, or in machine readable form.

CLAUSE 2. USE AND DISCLOSURE OF CONFIDENTIAL INFORMATION

- 2.1 The Company shall:

2.1.1 Use the Confidential Information solely for the sole Purpose as stated above;

2.1.2 Hold the Confidential Information in confidence and shall not sell, assign, transfer or otherwise disclose the Confidential Information, or any information or materials derived therefrom, to any third party without the prior consent of the TTC, save and except as otherwise provided herein;

2.1.3 Employ at least the same degree of care to protect the secrecy and confidentiality of the Confidential Information as it uses to protect its own confidential and proprietary information and materials, but in no event less than reasonable care; and

2.1.4 Restrict the release, access and use of the Confidential Information to those employees and officers who must have access to the Confidential Information to carry out the Purpose, acting in good faith, save and except as otherwise provided herein;

2.1.5 Ensure that each person to whom Confidential Information is disclosed to in accordance with Clause 2.1.4 is advised, prior to the disclosure, of the confidential nature of the Confidential Information.

2.2 The Company shall not:

2.2.1 Remove any proprietary, copyright, trade secret or other proprietary rights legend from any form of Confidential Information; or

2.2.2 Make any public announcement of disclosure concerning the contents of this Agreement beyond the disclosures authorized hereunder without the prior written consent of the TTC.

2.3 Immediately upon written request by the TTC, the Company shall return all copies of the Confidential Information then in its possession to the TTC or certify that all copies in its possession or control have been destroyed.

2.4 In the event of a breach of any of the foregoing provisions, the Company agrees that the harm suffered by the TTC would not be compensable by monetary damages alone and accordingly, that the TTC shall, in addition to other available legal or equitable remedies, be entitled to an injunction against such breach.

CLAUSE 3. EXCEPTIONS

3.1 Notwithstanding anything to the contrary herein, the Company's confidentiality obligations shall not apply to Confidential Information that:

3.1.1 Is known to the Company at the time of disclosure;

3.1.2 Is independently developed by the Company provided that the Company can show that such development was accomplished without the use of or any reference to the Confidential Information;

- 3.1.3 Becomes known to the Company from another source without confidentiality restriction on subsequent disclosure or use, provided that such source is not in breach of its obligations of non-disclosure;
- 3.1.4 Is or becomes a part of the public domain through no wrongful act of the Company;
- 3.1.5 The TTC agrees, in writing, to the such disclosure; or
- 3.1.6 Is subsequently publicly disclosed by the TTC.

CLAUSE 4. DISCLOSURE BY LAW

- 4.1 Should Company be required by law or policy or be requested by legal process or regulatory authority to disclose any Confidential Information, the Company shall provide the TTC with prompt written notice of such requirement or request so that the TTC may seek an appropriate protection order or pursue such other action, remedy or assurance necessary to preserve the confidentiality of the Confidential Information, or waive compliance with any of the provisions of this Agreement, or both; and the Company will fully co-operate with and not oppose the TTC in respect of such matters. If, in the absence of either a protective order or a waiver by the TTC, the Company, in the reasonable opinion of reputable legal counsel, are required by law to disclose any Confidential Information or stand liable for contempt or to suffer other censure or penalty on any failure to so disclose, the Company may, without liability hereunder, disclose that portion, and only that portion, of the Confidential Information that is required to be disclosed.

CLAUSE 5. GENERAL PROVISIONS

- 5.1.1 The Company acknowledges and agrees that the TTC does not make any representation or warranties with respect to the accuracy of the Confidential Information and the Company accepts responsibility for verifying the accuracy and completeness of any Confidential Information supplied by the TTC and accepts all responsibility associated with the misuse, misinterpretation or misapplication of the Confidential Information, or any part thereof. The Company agrees to indemnify and hold the TTC harmless from any damages or losses arising from any errors or inaccuracies contained in the Confidential Information, and from any misuse, misinterpretation or misapplication of the Confidential Information, or any part thereof.

- 5.1.2 In the event of any inconsistencies between Confidential Information supplied by electronic means and Confidential Information supplied in hard copy format, the hard copy format shall govern.
- 5.1.3 This Agreement may not be assigned by either party in whole or in part, without the other party's written consent.
- 5.1.4 If any provisions, or portion thereof, of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable, such determination shall not impair or affect the validity, legality or enforceability of the remaining provisions of this Agreement, and each provision, or portion thereof, is hereby declared to be separate, severable and distinct.
- 5.1.5 Any notice herein required or permitted to be given by either party to the other shall be in writing and shall be delivered by hand, sent by registered mail (except during a postal disruption or threatened postal disruption), or by courier to the applicable address as set out on page 1 of this Agreement.
- Any such communication delivered by hand or courier shall be deemed to have been validly and effectively delivered upon receipt. Any such communication sent by registered mail shall be deemed to have been validly and effectively delivered on the third business day following the date of mailing.
- 5.1.6 A term or condition of this Agreement can be waived or modified only by written consent of both parties. No failure or delay in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any right, power or privilege hereunder.
- 5.1.7 No single or partial exercise of any right or remedy under this Agreement shall preclude any other or further exercise of any other right or remedy in this Agreement or as provided at law or in equity. Rights and remedies provided in this Agreement are cumulative and not exclusive of any right or remedy provided at law or in equity.
- 5.1.8 This Agreement constitutes the complete and exclusive statement of the terms and conditions between them with respect to the subject matter hereof and supersedes all prior and contemporaneous oral or written statements which are inconsistent herewith.
- 5.1.9 Title to the Confidential Information and any copies thereof shall remain in the disclosing party.

5.1.10 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario, Canada.

5.1.11 This Agreement may only be modified by written agreement of both parties.

5.1.12 Both parties' obligations of confidentiality shall continue for a period of 3 years following the last disclosure of Confidential Information.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals duly attested to by the hands of their proper signing officers duly authorized in that behalf.

Toronto Transit Commission

Company

Date: _____

Date: _____

By: _____
Authorized Signature

By: _____
Authorized Signature

Susan Reed Tanaka
Manager - Engineering
Engineering & Construction Branch
Toronto Transit Commission

Name (print or type)

Title (print or type)

Appendix II – Requirements for Reference Plans and Other Survey Plans near TTC Subsurface Structures

A) Universal

- Publish coordinates of property corners in 3 degree MTM NAD27 74 adjustment (as per existing City Control network).
- Publish any other coordinates required by the province or by the municipality.
- Show TTC reference lines (RL) both existing and proposed.
- Show TTC RL ahead & back chainages at RL PI's.
- Show TTC RL chainages at RL intersections with street lines and other property lines.
- Show ties to property corners from RL intersections with street lines.

B) Depiction of TTC underground structures - General

- Show outlines of existing subsurface TTC structures in plan, profile and section views.
- Show expansion joints and wall outlines in plan view.
- Show expansion joints, floor slab outlines and roof slab outlines in profile view.
- Show wall outlines, floor slab outlines and roof slab outlines in section view.
- Label TTC structure Unit numbers in all views and label RL chainages at all expansion joints.
- Show TTC structure plan views at various elevations as required.
- Show TTC structure profile views and section views as required.
- Show relationship of TTC underground structures to property lines.

C) Depiction of TTC structures – less than 3m from adjacent property lines & structures both existing & proposed

- Show TTC structures based on field survey.
- Survey interior faces of structures and compile exterior faces of structures from construction drawings (cite drawing numbers).
- For an example of a surveyed TTC structure see 66R-24268.

D) Depiction of TTC structures – greater than 3m from adjacent property lines & structures both existing & proposed

- Show TTC structures based on mathematical compilation.
- Compile both interior and exterior faces of structures from construction drawings (cite drawing numbers).
- For an example of a compiled TTC structure see 013-YX-086

E) Determination of Less Than 3m or Greater Than 3m status

- Use “less than” if there is any doubt or possibility of being less than 3m (this mitigates the risk of rejection during TTC review).
- In the alternative, prior to formal submission of plans, submit request to TTC Engineering for determination of status.
- Allow three weeks for status determination.

F) Currency

- All plans to be up-to-date and signed by the same Ontario Land Surveyor.

Rev02 2011/03/31

Appendix III - Monitoring Plan – Review and Alert Levels and Action Protocol

The Monitoring Plan for the Shoring and Subway structures shall include the value of the Review Level and the Alert Level and the corresponding Action Protocol. Note that the Review Level and the Alert Level for differential movement of the structural units of the TTC structure are 2mm and 3mm, respectively. The Action Protocols are shown below.

Review Level: If the displacement of the Shoring or the Subway structures reaches the value of the Review Level, the Developer shall conduct a review of the work completed with the area noted for the movement, and the Developer shall assess whether it is necessary to alter the method or sequence of construction.

Alert Level: If the displacement of the Shoring or the Subway structures reaches the value of the Alert Level, the Developer shall contact TTC immediately, and make the works secure and cease further work in the "affected" area. The Developer shall conduct a review of the monitoring and the work completed within the area of movement, and issues the results and comments to TTC. The Developer shall develop a remedy that is satisfactory to TTC. TTC will allow the Developer to resume work in the "affected" area only when the Developer has implemented corrective measures.

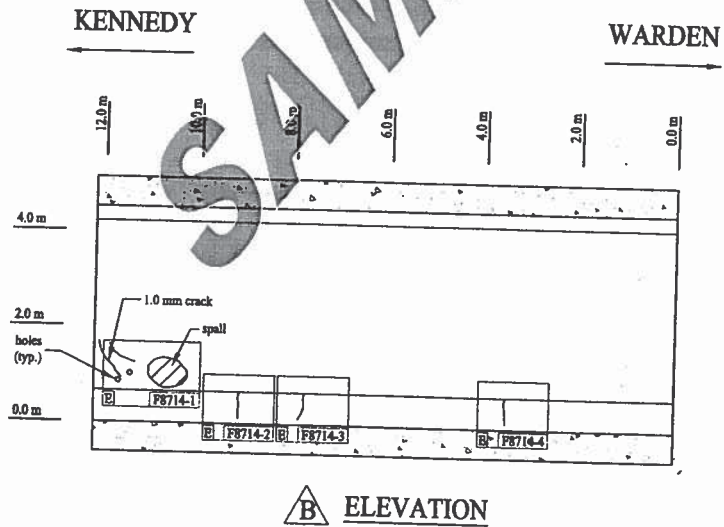
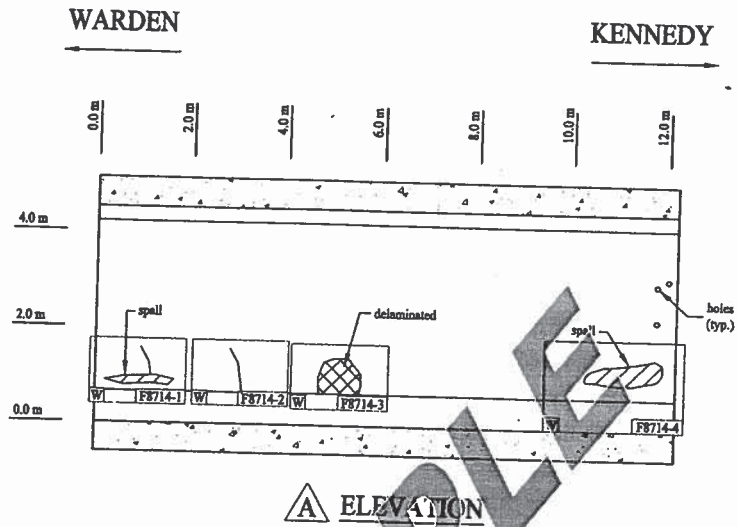
APPENDIX IV - REQUIREMENTS FOR CONDITION SURVEY OF TTC STRUCTURES

The Condition Survey of the TTC structures shall include a survey to confirm locations of existing walls, roof and foundations of the structures. The extent of the Condition Survey shall include one TTC structural unit (12m) beyond each end of the excavation for the Development structure.

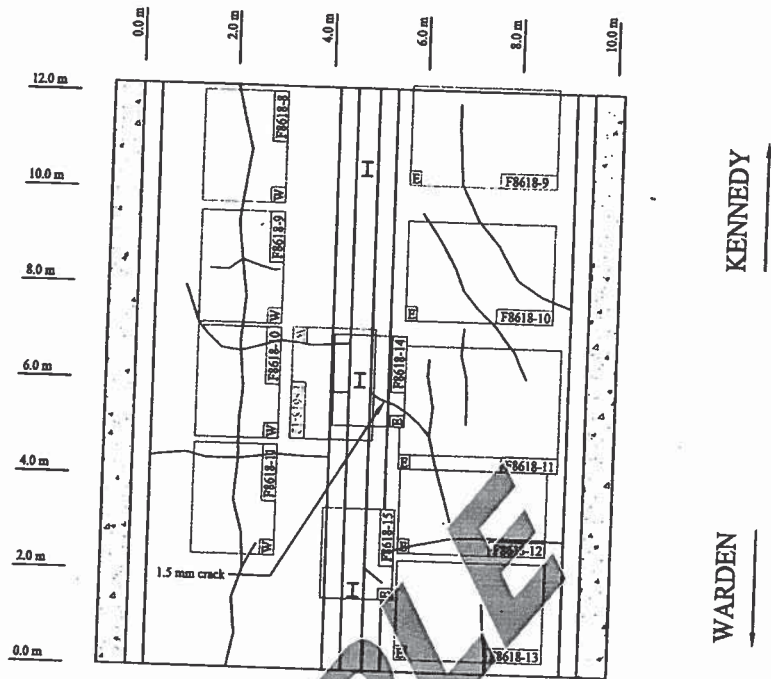
The Condition Survey report shall include sketches showing the locations and type of the "defects, in addition to a photographic record – see attached sample Sketches. In addition to a hard copy of the report, provide a CD with all of the actual photographs – original JPG or TIFF files – to allow for zooming in, and for post-processing, if necessary, to improve visibility. Show all photograph locations on the plans.

Measure the size of the cracks with a gauge and identify them in the written text of the report – see sample illustrations on following sheets.

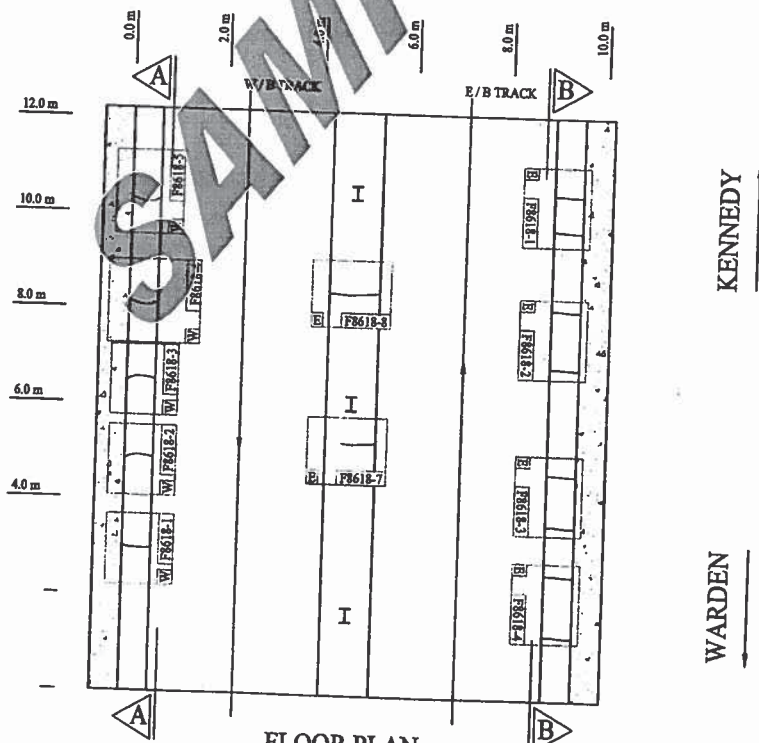
Standard industry practice is to follow MTO guidelines for structure inspections, which TTC does as well. According to MTO, the cracks are defined as hairline only if they are smaller than or equal to 0.3mm. Between 0.3mm and 1mm they are defined as medium and bigger than 1mm are called wide. If no cracks are mentioned up to 1mm as indicated in the survey, that means that TTC would not be able to capture crack width changes from let's say 0.3mm to 0.9mm as a result of construction, which may be significant to the durability of our structures. All cracks over 0.3mm should be indicated and shown in the survey.



Unit Number: F8714



REFLECTED CEILING PLAN

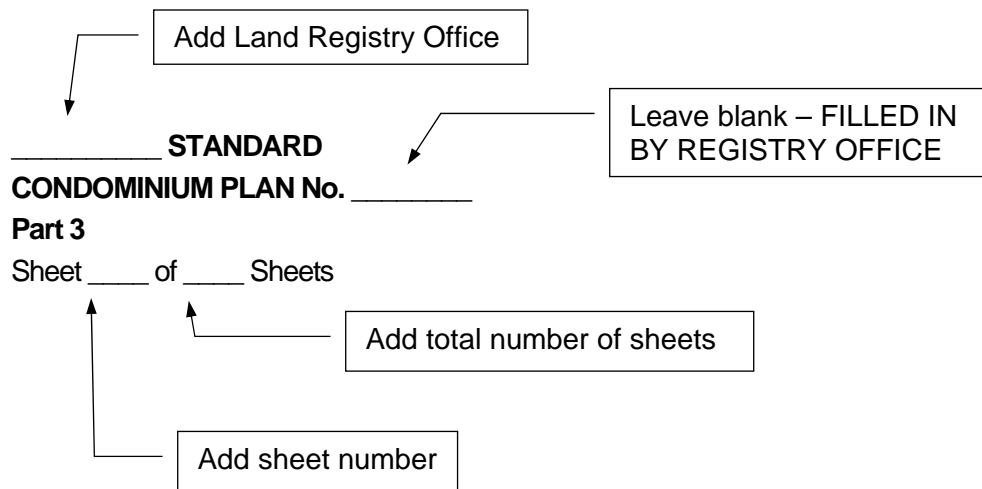


FLOOR PLAN

Unit Number: F8618

SCHEDULE "A" – ARCHITECTURAL RECORD DRAWINGS LABELLING DETAILS

INSERT LABEL IN UPPER RIGHT HAND CORNER OF EACH ARCHITECTURAL SHEET



For example (the 5 most common registry offices in the GTA):

- **TORONTO** STANDARD CONDOMINIUM PLAN No. ____
- **YORK REGION** STANDARD CONDOMINIUM PLAN No. ____
- **DURHAM** STANDARD CONDOMINIUM PLAN No. ____
- **PEEL** STANDARD CONDOMINIUM PLAN No. ____
- **HALTON** STANDARD CONDOMINIUM PLAN No. ____

SCHEDULE "B"

Please find below sample labels for the 5 most common registry offices in the GTA:

TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 1 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 2 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 3 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 4 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 5 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 6 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 7 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 8 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 9 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 10 OF __ SHEETS

SCHEDULE "B"

<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 1 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 2 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 3 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 4 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 5 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 6 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 7 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 8 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 9 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 10 OF __ SHEETS</p>

SCHEDULE "B"

DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 1 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 2 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 3 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 4 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 5 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 6 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 7 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 8 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 9 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 10 OF __ SHEETS

SCHEDULE "B"

PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 1 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 2 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 3 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 4 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 5 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 6 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 7 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 8 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 9 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 10 OF __ SHEETS

SCHEDULE "B"

HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 1 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 2 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 3 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 4 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 5 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 6 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 7 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 8 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 9 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 10 OF __ SHEETS

SCHEDULE "C"

Interpretation: ONTARIO REGULATION 49/01 made under the Condominium Act, 1998

ARCHITECTURAL PLANS

Interpretation

12. In sections 13 and 14, drawings are current to a certain date if they incorporate or include change orders, change directives, supplemental instructions and all other changes of which the person who prepared the drawings knows as of that certain date. O. Reg. 49/01, s. 12.

Architectural plans

13. (1) In the case of a corporation that is not a common elements condominium corporation or a vacant land condominium corporation, the architectural plans shall be,

- (a) copies of the architectural drawings of the buildings on the property prepared by a person who holds a certificate of practice as defined in the *Architects Act* that are current to the date of registration; or
- (b) drawings that, as of the date of registration, contain sufficient information to enable the buildings to be constructed and that show all changes made to the date of registration, if copies of the architectural drawings described in clause (a) are unavailable or inadequate for the purposes of construction or if the building code made under the Building Code Act, 1992 or its successor does not require those drawings for the buildings. O. Reg. 49/01, s. 13 (1).

(2) In the case of a common elements condominium corporation or a vacant land condominium corporation, the architectural plans shall be,

- (a) copies of the architectural drawings of the buildings and structures included in the common elements prepared by a person who holds a certificate of practice as defined in the *Architects Act* that are current to the date of registration; or
- (b) drawings that, as of the date of registration, contain sufficient information to enable the buildings and the structures included in the common elements to be constructed and that show all changes made to the date of registration, if copies of the architectural drawings described in clause (a) are unavailable or inadequate for the purposes of construction or if the building code made under the Building Code Act, 1992 or its successor does not require those drawings for the buildings and structures. O. Reg. 49/01, s. 13 (2).

(3) Each sheet of the architectural plans shall show the identification of the condominium plan in accordance with subsection 27 (2) except for the number assigned as part of the name of the corporation under subsection 27 (3). O. Reg. 49/01, s. 13 (3).

Copies

15. The architectural and structural plans shall not include any notes, words or symbols that indicate that the right to make or distribute copies is in any way restricted. O. Reg. 49/01, s. 15.

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K R C M A R

SCHEDULE "A" – STRUCTURAL RECORD DRAWINGS LABELLING DETAILS

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INSERT LABEL IN UPPER RIGHT HAND CORNER OF EACH STRUCTURAL SHEET

Diagram illustrating the layout of a structural drawing label with callouts for specific fields:

- STANDARD CONDOMINIUM PLAN No.** (Callout: Add Land Registry Office)
- Part 4**
- Sheet ____ of ____ Sheets** (Callout: Add sheet number)
- Leave blank – FILLED IN BY REGISTRY OFFICE**
- Add total number of sheets**

For example (the 5 most common registry offices in the GTA):

- **TORONTO** STANDARD CONDOMINIUM PLAN No. ____
- **YORK REGION** STANDARD CONDOMINIUM PLAN No. ____
- **DURHAM** STANDARD CONDOMINIUM PLAN No. ____
- **PEEL** STANDARD CONDOMINIUM PLAN No. ____
- **HALTON** STANDARD CONDOMINIUM PLAN No. ____

K R C M A R

SCHEDULE "B"

Please find below sample labels for the 5 most common registry offices in the GTA:

TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 1 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 2 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 3 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 4 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 5 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 6 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 7 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 8 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 9 OF __ SHEETS
TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 10 OF __ SHEETS

SCHEDULE "B"

<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 1 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 2 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 3 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 4 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 5 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 6 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 7 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 8 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 9 OF __ SHEETS</p>
<p>YORK REGION STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 10 OF __ SHEETS</p>

SCHEDULE "B"

DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 1 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 2 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 3 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 4 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 5 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 6 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 7 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 8 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 9 OF __ SHEETS
DURHAM STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 10 OF __ SHEETS

SCHEDULE "B"

PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 1 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 2 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 3 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 4 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 5 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 6 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 7 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 8 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 9 OF __ SHEETS
PEEL STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 10 OF __ SHEETS

SCHEDULE "B"

HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 1 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 2 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 3 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 4 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 5 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 6 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 7 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 8 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 9 OF __ SHEETS
HALTON STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 10 OF __ SHEETS

SCHEDULE "C"

Interpretation: ONTARIO REGULATION 49/01 made under the Condominium Act, 1998

STRUCTURAL PLANS

Interpretation

- 12.** In sections 13 and 14, drawings are current to a certain date if they incorporate or include change orders, change directives, supplemental instructions and all other changes of which the person who prepared the drawings knows as of that certain date. O. Reg. 49/01, s. 12.

Structural plans

- 14.** (1) In the case of a corporation that is not a common elements condominium corporation or a vacant land condominium corporation, the structural plans shall be copies of the structural engineering drawings of the buildings on the property prepared by a person who holds a certificate of authorization as defined in the Professional Engineers Act that are current to the date of registration. O. Reg. 49/01, s. 14 (1).
- (2) In the case of a common elements condominium corporation or a vacant land condominium corporation, the structural plans shall be copies of the structural engineering drawings of the buildings and structures included in the common elements prepared by a person who holds a certificate of authorization as defined in the Professional Engineers Act that are current to the date of registration. O. Reg. 49/01, s. 14 (2).
- (3) Each sheet of the structural plans shall show the identification of the condominium plan in accordance with subsection 27 (2) except for the number assigned as part of the name of the corporation under subsection 27 (3). O. Reg. 49/01, s. 14 (3).

Copies

- 15.** The architectural and structural plans shall not include any notes, words or symbols that indicate that the right to make or distribute copies is in any way restricted. O. Reg. 49/01, s. 15.

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C

CONDO
start to finish

SURVEYOR'S
PERSPECTIVE

KRCMTR

SEVEN STEPS FROM START TO FINISH

Krcmar's condominium specialists have been helping developers transform the Toronto skyline for more than 30 years, inspiring us to develop our **Condo: Start to Finish™ Process—Surveyor's Perspective.**

Our goal is to help developers succeed. We hope this information will guide you through the condominium development process and make your next project a success.

FINISH

7

Condominium Post-Registration

6

Condominium Registration

5

Condominium Pre-Registration +
Occupancy

4

Planning + Legal Compliance

3

Urban Construction

2

Marketing + Sales

1

Project Design + Pre-Development

START

CONDO: START TO FINISH™ PROCESS

1

PROJECT DESIGN + PRE-DEVELOPMENT

Early-stage research helps clarify title matters and reveal problematic easements or encroachments prior to a land purchase. As the condominium surveyor, Krcmar's preliminary project tasks include eliminating "surprises" at the pre-design and pre-development stage, and assisting developers with due diligence investigation, land acquisition and government applications.

- 1. Create a base survey**—prepare an accurate plan detailing man-made and natural site features that facilitates development planning and design.
- 2. Confirm boundaries and easements**—confirm legal site limits and encumbrances, and obtain title certification through statutory Land Titles Absolute.
- 3. Consider site-specific impacts**—collect additional site details for consultants and government applications, assessing site-specific impacts.

1. CREATE A BASE SURVEY

The developer's project-consulting team gathers site information for design, planning, construction and governmental applications. Krcmar creates a current and detailed "as-is" base survey to facilitate fact-based planning and design. The plan includes confirmed perimeter boundary dimensioning, utilities and site features (natural and man-made) that may affect the design of the proposed development.

2. CONFIRM BOUNDARIES AND EASEMENTS

"Absolute" title status is statutorily mandated for all condominium developments, and the process of conversion to government-certified title officially confirms boundaries and easements. The developer is exposed to objections from concerned neighbours during the statutory notification process. Early application enables more time to handle the certification process, resolve title issues and address potential disputes with affected neighbours.

3. CONSIDER SITE-SPECIFIC IMPACTS

Krcmar gathers additional site and neighbourhood data for consultants and government applications involving site-specific impact assessments. Potential issues that impact site design include municipal/private easements, public road/lane widening dedication, "top-of-bank" conservation authority and regional flood plain requirements, setbacks and potential green-space dedication, building-height and setback precedents, airport height restrictions, site-area calculations, existing tree inventory and buffering, Ministry of Environment Record of Site Condition (RSC) applications and more.



MARKETING + SALES

2

Behind the glitzy ads and lifestyle-driven promotions for pre-construction residential condominium units is an array of government-regulated marketing and sales activities that require enormous developmental team preparation and coordination. To ensure a successful project launch, Krcmar joins the professional team at the earliest project meetings to provide guidance on vital condominium legal development structures and sales strategy implementation.

- 1. Optimize legal development structure—**determine an ideal planning and legal strategy for the creation of condominium phases.
- 2. Perform Tarion compliance review—**review residential suite areas for regulatory compliance and maintenance-fee percentage contributions.
- 3. Establish numbering—**establish municipal and legal numbering of residences.
- 4. Prepare condominium disclosure package—**submit prerequisite condominium disclosure plans and schedules for marketing and sales campaigns.

1. OPTIMIZE LEGAL DEVELOPMENT STRUCTURE

The consultant team develops the optimal legal structure for the standard or multi-phase project to maximize developer flexibility and control in design, construction and future phase consideration. The official documentation will disclose the details of the proposed phasing and legal structure to purchasers, and facilitate the future creation of separate ownership entities and access/service arrangements between these future entities.

2. PERFORM TARION-COMPLIANCE REVIEW

Developers engage Krcmar to verify that residential suite areas provided by the architect are Tarion-compliant. These officially validated suite areas, coordinated with municipal and legal numbering, assist in the establishment of unit sale price and form the basis for maintenance fee percentages. Note that Tarion area-calculation methodology does not govern residential condominium conversions and commercial/industrial condominiums.

3. ESTABLISH NUMBERING SCHEME

Krcmar consults with the architect and the client to establish official project numbering formats for legal uses (unit closings, mortgages and title) and municipal identification (mail delivery, door plate, painted parking, locker tag, etc.). Legal numbering is statutorily mandated (skipping culturally unpopular numbers such as 4 or 13 is not allowed), but municipal numbering is entirely at the developer's discretion. Industry numbering conventions are utilized to minimize discrepancies at sales, construction and unit closings.

4. PREPARE THE CONDOMINIUM DISCLOSURE PACKAGE

Developers rely on the advice and expertise of their professional team to ensure regulatory compliance and avoid the risk of non-binding purchase and sales agreements. Krcmar contributes directly to the disclosure materials, providing legal disclosure sketches and specialized schedules. Disclosure documents are closely examined for consistency, compliance and accuracy to avoid significant project omissions that can potentially trigger 10-day re-disclosure requirements. The final disclosure package provides comprehensive project information that enables purchasers to make an informed and binding purchase decision.

3

URBAN CONSTRUCTION

Accurate construction survey computations and construction layout positioning are crucial to achieving the precise vertical and horizontal building placements required to meet strict design specification tolerances. Krcmar provides the essential information for guiding the location installation of all aspects of the building structure, from foundation to rooftop. Information accuracy is ensured by integrating survey and design information with construction plans, assessing and producing construction field layouts, and confirming as-built compliance with municipal zoning bylaws.

- 1. Integrate design information**—conduct site surveys and integrate design information into the construction site coordinate network system.
- 2. Assess construction layout**—calculate design data and integrate working drawings into the construction site coordinate network system.
- 3. Produce field layouts**—create field layouts for underground garage and superstructure, focusing on the site and the impact of construction on neighbouring structures.
- 4. Confirm as-built compliance**—confirm municipal zoning bylaw compliance of as-built underground and superstructure.

1. INTEGRATE DESIGN INFORMATION

Determination of unique building requirements is critical to project success. Krcmar's specialized construction expertise is instrumental in integrating design information with construction layout planning. Starting with site reconnaissance, Krcmar conducts a field survey to establish accurate legal boundaries, assess construction-related factors and install the control network.

Working design drawings from architectural, structural and shoring consultants are analyzed for early detection and resolution of discrepancies, and to plan layout logistics. A preliminary building check ensures municipal compliance of the proposed building placement and a pre-design evaluation of the impact on neighbouring buildings will reveal if underpinning support is required.

2. ASSESS CONSTRUCTION LAYOUT

Assessing the construction layout requirements for the site includes calculating data and integrating working drawings into the construction site coordinate system, and positioning the underground garage, grid lines and exterior piles. Krcmar's computation specialists translate the 2-D drawings of the proposed underground garage and superstructures into actual 3-D ground models.

Krcmar assesses the scope of work based on the nature of the development and site-specific requirements, setting additional control points around the site to provide reference for layout and calculating the positioning of columns, walls, elevator shafts and caissons.

3. PRODUCE FIELD LAYOUTS

Construction field layouts for the underground garage and superstructure commence with the layout of property lines, excavation, shoring system, grid lines and footings. This is followed by the layout of specified structural elements and/or gridlines at pre-determined floors as construction of the superstructure is performed.

In addition to the site itself, construction layouts focus on the impact of construction on neighbouring structures. Shoring and excavation support systems that extend onto adjoining public or private lands necessitate formal approval from appropriate parties.

4. CONFIRM AS-BUILT COMPLIANCE

Krcmar performs ongoing as-built survey returns and tolerance checks to verify conformity to design specifications (elevators and slab edge) and adherence to horizontal and vertical construction tolerances. The crucial final steps include verification, review and reporting that the final as-built structure and building setbacks comply with municipal zoning bylaws.

These final steps ensure that delays or registration complications as a result of unintended building encroachments are avoided. Depending on the municipal building permit process, Krcmar specialists may perform a final two-stage as-built structure survey, beginning with the foundation or underground garage, followed by an additional survey for the completed fully clad superstructure.



PLANNING + LEGAL COMPLIANCE

4

Planning and legal strategies, originally described in sales and marketing disclosure materials, are now finalized and implemented to achieve compliance and approval from municipal and provincial regulatory authorities. In the case of multiple future ownerships, sophisticated legal and planning tools will establish legal ownerships and rights amongst entities. Krcmar collaborates with the development team and the project's legal team to shape effective strategies for fulfilling the client's objectives for their property.

- 1. Design legal and planning strategies—** formulate a legally compliant development strategy governing future phases and ownership components.
- 2. Create draft plan of condominium—** prepare the draft plan in approved form for municipal planning approval, showing proposed units and common elements.
- 3. Generate a 3-D strata separation—** create coloured-component sketches and a stratified 3-D reference plan to facilitate multiple legal ownerships and easements.
- 4. Provide legal descriptions and easements—** prepare comprehensive legal descriptions and easements for municipal planning and registration authority approval.

1. DESIGN LEGAL AND PLANNING STRATEGIES

Krcmar helps client formulate and implement development strategies that comply with strictly regulated provincial and municipal requirements governing the creation and structuring of new condominium land ownership entities. This approach considers the nature and complexity of the project, proposed ownership components, long-term client site interest and the client's timing and financing needs. Solutions involve specialty reference plans, component sketches and legal descriptions, providing a comprehensive legal and planning result.

2. CREATE A DRAFT PLAN OF CONDOMINIUM

The Planning Act requires that a draft plan of condominium submission be made to the local municipality's planning department for review to ensure compliance with the approved site plan. The municipality comments on the nature and design of the development and issues conditions that must be satisfied or resolved as a prerequisite for condominium registration. Early draft plan submission can avoid costly delays, as the application review process and condition issuance can sometimes exceed six months.

3. GENERATE A 3-D STRATA SEPARATION

Multi-phase condominium developments involve the creation of stand-alone parcels of 3-D land and their access rights and easements. 3-D parcel boundary descriptions use complex, stratified 3-D reference plans that define legal interest in the land, based on as-built structure verification and design drawings. Krcmar has simplified this process through early preparation of simplified, multi-sheet 3-D coloured-component sketches that assist clients, consultants and governmental staff to visualize and identify proposed stand-alone parcels for legal documents, plans and approvals.

4. PROVIDE LEGAL DESCRIPTIONS AND EASEMENTS

Stand-alone parcels within complex developments require solid legal structures that provide legal independence between the parcels and operational sharing of site elements. Krcmar's condominium legal experts determine the appropriate legal tools (e.g., *Schedule A* legal descriptions, unitizing, standard easement transfers), in combination with a stratified 3-D reference plan, condominium plan and declaration, to establish a comprehensive legal framework to preserve rights for all parties, including the developer's right to complete future phases.

5

CONDOMINIUM PRE-REGISTRATION + OCCUPANCY

Upon building completion and prior to purchaser occupancy, inspections confirm the building's compliance with municipally approved building drawings and the draft plan of condominium. Residential, parking, locker units and exclusive-use common elements are examined for substantial compliance. Occupancy documentation is confirmed as part of the condominium pre-registration, and the development team works towards a multi-party agreement for operating the site's shared facilities.

- 1. Verify as-built unit compliance**—ensure substantial compliance of as-built units and structures with on-site field confirmation.
- 2. Assess and confirm occupancy documentation**—review occupancy documents for parking and locker numbering, legal/municipal suite numbering and common-expense fee schedules.
- 3. Resolve draft/site plan conditions and certifications**—consult with client, consultants and municipality on the condominium draft plan conditions and site plan agreement items.
- 4. Identify shared facilities for multi-party agreements**—provide guidance in developing Reciprocal Easement and Operating Agreements (REOA) for shared facilities with multi-ownership developments.

1. VERIFY AS-BUILT UNIT COMPLIANCE

As-built units and structures are measured and confirmed by Krcmar for substantial compliance with the approved site plan and draft plan of condominium drawings, and for accurate final condominium plan depiction. Residential unit information is reviewed for consistent and accurate identification (size, configuration, maintenance fees and numbering), parking minimum-size deficiencies are identified for resolution (re-classification or variances), locker re-design or loss (purchaser allocation, unit-count and occupancy maintenance fee calculations) and additional specialty and service units (shared service units, sign units and communications units) are identified. Early field verification is a Krcmar quality-assurance priority, with regular site inspections until building construction completion.

2. ASSESS AND CONFIRM OCCUPANCY DOCUMENTATION

Potential material discrepancies between disclosure and final condominium plans and documentation are identified and resolved during the pre-occupancy process, including field inspections and architectural drawing review. Budget changes for disclosed inflation increases may affect final *Schedule D Maintenance Fee* documentation.

3. RESOLVE DRAFT/SITE PLAN CONDITIONS AND CERTIFICATIONS

Satisfaction of the municipal draft plan and site plan conditions is a prerequisite for condominium registration, and for obtaining the municipality's final condominium registration clearance. Krcmar and the development team deliver the requisite certificates and actively intercede on behalf of the client to resolve municipal staff concerns that could delay registration.

4. IDENTIFY SHARED FACILITIES FOR MULTI-PARTY AGREEMENTS

Multi-phase developments often share building structures, facilities and services that are managed under a reciprocal easement and operating agreement covering maintenance, repair and replacement. Krcmar coordinates with the client and the development team for shared facilities identification and equitable cost-allocation formulas, leveraging our intimate knowledge of the building and ownership limits.



CONDOMINIUM REGISTRATION

6

From start to finish, Krcmar “quarterbacks” the efforts of the development team toward achieving a successful and timely condominium completion. Registration generally takes place when 75% of residential suites are in occupancy and requires substantial building completion (*Schedule G* certification), satisfaction of all municipal and land registry office conditions and requisitions, and record architectural/structural drawings completion.

- 1. Prepare condominium plan and schedules**—confirm that as-built structure and condominium limits substantially conform to the condominium plan and schedules.
- 2. Obtain record drawings and building certifications sign-off**—coordinate architectural/structural record drawings and building completion certificates (*Schedule G*).
- 3. Finalize the plans pre-approval and condominium declaration**—obtain municipal and land registry office pre-approval of condominium plans and legal condominium declaration.
- 4. Expedite final package submission and registration**—deliver the condominium submission to the municipality and land registry office for registration.

1. PREPARE CONDOMINIUM PLAN AND SCHEDULES

Prior to commencing the formal registration process, Krcmar performs final site inspections covering the outstanding construction and legal details, including multi-component operational easements, potential building canopy and cornice encroachments, and building signage elements. The condominium plan and schedules are meticulously verified for as-built structure conformance.

2. OBTAIN RECORD DRAWINGS AND BUILDING CERTIFICATIONS SIGN-OFF

Municipal and land registry office approval is required for both building architectural/structural record drawings and architectural/engineering *Schedule G* building substantial-completion certificates. Krcmar coordinates with design consultants on timing, content, and format of materials to avoid delays at pre-approval and condominium registration.

3. FINALIZE PLANS PRE-APPROVAL AND LEGAL DECLARATION

The final hurdle for the condominium registration process typically is obtaining pre-approval for the condominium plans and declaration from the municipal planning and land registry office. Krcmar works closely with the client and project lawyer to finalize the condominium plan, declaration and associated schedules for pre-approval submission. Each approval authority examines the submitted condominium plan and declaration, and supplies pre-approval requisitions for developer satisfaction prior to condominium registration approval.

4. EXPEDITE FINAL PACKAGE SUBMISSION AND REGISTRATION

The formal condominium registration process involves coordinating two independent approval submissions: the final condominium plans are submitted to municipal planning for official planning approval, and the condominium declaration and architectural/structural record drawings are provided to the land registry office. With planning approval executed on condominium plans, the condominium is officially registered and assigned the next sequential condominium corporation number within the land registry office. Closings and title transfers for unit purchasers are typically completed 20–30 days following the condominium registration.

7

CONDOMINIUM POST-REGISTRATION

This stage involves ongoing support for the developer and project consultants, as well as helping the newly formed condominium corporation board understand legal condominium limits, units and common elements, and interpret obligations defined in the shared facilities agreement and other multi-party arrangements.

- 1. Distribute the registered condominium plan**—provide the official registered condominium plan for closings and eventual turnover to the newly created condominium corporation board.
- 2. Define and confirm legal condominium limits for reserve fund**—define legal condominium limits and common elements for the legislatively mandated reserve fund audit.
- 3. Review the shared facilities agreement**—provide long-term professional consulting to ensure equitable interpretation of ongoing multi-party obligations.

1. DISTRIBUTE REGISTERED CONDOMINIUM PLAN

Official registered condominium plans are provided to the client and the client's lawyer by Krcmar to enable unit closings, satisfy statutory turnover obligations and facilitate a legislatively mandated reserve fund audit. The land registry office creates Property Identification Numbers (PINs) for each residential, parking and locker unit, subsequently reviewed by the purchasers' lawyer to confirm the accuracy of the newly created title and parcel register. Closings and title transfers for unit purchasers follow thereafter.

2. DEFINE AND CONFIRM LEGAL CONDOMINIUM LIMITS AND RESERVE FUND

A legislatively mandated reserve fund audit, performed by a professional engineer, may require Krcmar's expertise to ascertain the extent of common elements and to confirm the legal condominium corporation limits, particularly in multi-phase projects.

3. REVIEW THE SHARED FACILITIES AGREEMENT

The complexity inherent in a condominium's multiple ownership components sharing a single structure—particularly with 3-D stratified limits—can pose a management challenge for inexperienced condominium boards and property managers. Krcmar's extensive building and legal easement knowledge and our involvement throughout the entire documentation process and creation of shared facilities arrangements make us an invaluable long-term resource for the condominium board.



