

To: DECLARANT

From: KRCMAR SURVEYORS LTD.

Re: **Notice to Register a Condominium (Form 24) - Suggested Timeline In Accordance with the *Condominium Act, 1998* under Section 33.1 of the Act (Form 24)**  
**Significant Change to the *Construction Lien Act* as of July 1, 2011**

Effective July 1, 2011, according to the *Construction Lien Act*, the developer is required to publish notice of their intention to register a condominium in a construction trade newspaper (e.g. *Daily Commercial News*) at least 5 and not more than 15 business days prior to submitting the final condominium plans to the approval authority (usually planning department).

A specific sequence should occur to meet the 5 to 15 days timeline. The Notice (Form 24) must not be published too early as it will need to be re-published within the given timeframe, incurring an extra cost to the developer. Publishing 17 days before submission is just as bad as publishing only 3 days before submitting the plans for approval by the approval authority.

Our suggested timeline, commencing when pre-approval (marked up check prints, Declaration, Form J) is received from the Land Registry Office (LRO) is the following:

- Surveyor will advise client immediately upon LRO pre-approval and developer should submit the Notice (Form 24) for publication at this time.
- Days 1 and 2 – Plan revisions per Registry Office requisitions to be undertaken. (*approximately 2 days*)
- Days 3, 4 and 5 – Revised original mylars will be sent to client for authorized signing officer's signature. (Timing is dependent on when signed final plans are returned to surveyor from client.) (*approximately 2-3 days*)
- Day 6 – Mylar and white print duplicate copies (as required) of final plan will be made. (*approximately 1 day*)

A minimum of 4 working days since receiving the marked up prints, will have elapsed before the plan is ready for submission to the approval authority. Our experience is this process typically occurs closer to 6 working days. Client should provide confirmation of publication date to surveyor to ensure that at least 5 working days have elapsed (we recommend 6 days). At that time, final plans will be submitted to the approval authority (planning). We feel this procedure ensures that the 15 days are not exceeded and that there is minimal delay in meeting the 5 day minimum.

The statutory form of notice (Form 24 under O. Reg 174/11) that developers are required to complete and publish is attached hereto. Please have the person in your organization that oversees the publishing of notices within construction trade newspapers familiarize themselves with this form and have them submit it in a timely manner, when required.

FORM 24  
 NOTICE OF INTENTION TO REGISTER A CONDOMINIUM in accordance with the  
*CONDOMINIUM ACT, 1998 UNDER SECTION 33.1 OF THE ACT*

*Construction Lien Act*

Name of declarant:  
 .....

Address for service:  
 .....

Concise overview of the land (include reference to the lot and plan number and the parcel number(s)):  
 .....  
 .....  
 .....

*(Complete for each contractor who supplied services or materials to an improvement during the 90-day period preceding the date on which the description is to be submitted for approval under subsection 9 (3) of the Condominium Act, 1998)*

Name of contractor:  
 .....

Address:  
 .....

Address for service (if known):  
 .....

*(Add the name, address and address for service of other contractors if applicable)*

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