



OAKVILLE

Rental Housing Demolition & Conversion Application

The Town of Oakville’s Rental Housing Protection By-Law 2023-102 (hereafter referred to as by-law) allows the Town to regulate the demolition and conversion of residential rental properties, six (6) or more units.

Before submitting your application, please:

- Review the by-law to determine whether it applies to your proposal: [Rental Housing Demolition & Conversion By-Law](#)
- Submit a Rental Housing Demolition and Conversion Declaration and Screening Form to help confirm the requirements for this application. See: [Planning Applications \(oakville.ca\)](#)
- Contact Town Planning Services at planningapps@oakville.ca

Box 1 – Applicant Information

Last Name:

First Name:

Mailing Address:

Email:

Telephone:

Applicant is: Owner Agent Lawyer Architect Contractor Other

Box 2 – Subject Site & Property Owner Information

Site Address:

Legal description:

Present use of site:

Proposed use of site:

Is the building(s) registered as a condominium? Yes No

Is the building(s) registered as a life-lease property? Yes No

Number of existing dwelling units:

Number of existing rental units:

Registered owner as it appears on the deed/transfer:

Mailing address of registered owner:

Email address:

Telephone:

The personal information on this form is collected under the authority of the Municipal Act. The information is used to process your Building Permit Application. Questions about this collection can be directed to Director of Building Services, Town of Oakville, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3, Phone: 905-845-6601.



OAKVILLE

Box 3a – Project Information

Select which type of residential rental property this application applies to. If required, include any additional information on the space provided below.

- Demolition (including interior renovations or alterations)
- Conversion to Condominium
- Conversion to Co-Ownership
- Conversion to Freehold Ownership
- Conversion to Non-Residential Use
- Other:

Include any additional information/notes:

Box 3b – Information about Rental Units

Number of rental units by bedroom type:

Room Type	Existing	Proposed
Bachelor		
1-Bedroom		
2-Bedroom		
3-Bedroom		
4-Bedroom		
Other		
Total		

Are all existing rental units being demolished or converted by the proposal?

Yes No

If no, how many existing units will be demolished or converted?

Room Type	Number
Bachelor	
1-Bedroom	
2-Bedroom	
3-Bedroom	
4-Bedroom	
Other	
Total	



OAKVILLE

Box 4 – Related Planning Applications

Are you also applying, or have you currently applied for related Planning Applications for this project? Yes No

If yes, check all applicable boxes, and provide file number, where available.

Check	Application Type	File Number
<input type="checkbox"/>	Building Permit	
<input type="checkbox"/>	Demolition Permit	
<input type="checkbox"/>	Ontario Heritage Act Approval	
<input type="checkbox"/>	Draft Plan of Condominium	
<input type="checkbox"/>	Official Plan Amendment	
<input type="checkbox"/>	Zoning By-Law Amendment	
<input type="checkbox"/>	Minor Variance	
<input type="checkbox"/>	Site Plan Control	
<input type="checkbox"/>	Draft Plan of Subdivision	
<input type="checkbox"/>	Consent	
<input type="checkbox"/>	Other, please specify:	

The personal information on this form is collected under the authority of the Municipal Act. The information is used to process your Building Permit Application. Questions about this collection can be directed to Director of Building Services, Town of Oakville, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3, Phone: 905-845-6601.



OAKVILLE

Box 5 – Existing Rental Unit, Rental Rates

Provide the following information related to the existing rental rates.

Unit Type	Average Market Rent (AMR)*	Affordable Rent Threshold - 80% AMR	Number of Units 80% or less than AMR	Number of Units Above 80% AMR	Total Units**
Apartment					
Bachelor	\$1,161	\$929			
1-Bedroom	\$1,542	\$1,234			
2-Bedroom	\$1,887	\$1,510			
3-Bedroom +	\$2,058	\$1,646			
Townhouse					
1-Bedroom	-	-			
2-Bedroom	-	-			
3-Bedroom +	\$1,730	\$1,384			
Other	-	-			

*Based on CMHC Market Rental Report (October 2022).

** Ensure that the totals for all rows are noted and that the grand total comprises 100% of the existing rental units for the property.

Do the above rents include utility charges for heat, hydro and water?

Yes No

Is parking included? Yes No

Are TV service fees included? Yes No

The personal information on this form is collected under the authority of the Municipal Act. The information is used to process your Building Permit Application. Questions about this collection can be directed to Director of Building Services, Town of Oakville, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3, Phone: 905-845-6601.



OAKVILLE

Please complete the relevant section below, based on who is responsible for signing this form (agent, or land owner).

Authorization of Agent

I/We _____ act as agent and authorize _____ to sign the application form on my/our behalf, for the lands known as _____

Name of Land Owner (first, last):

Signature: _____ Date: _____

Name of Land Owner (first, last):

Signature: _____ Date: _____

Signature of Signing Officer of Corporation:

Signature of Signing Officer of Corporation:

Declaration of Land Owner

I/we _____, declare that:

1. As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is accurate and agree with all parts of the submission of application.
2. I acknowledge that it is an offence to include false or misleading information in the application.
3. I acknowledge that it is an offence to demolish or convert residential rental property if the proposed work is subject to the Rental Housing Protection By-Law.

Name of Land Owner (first, last):

Signature: _____ Date: _____

Name of Land Owner (first, last):

Signature: _____ Date: _____

Applicants Signature

Signature of Applicant: _____ Date: _____

The personal information on this form is collected under the authority of the Municipal Act. The information is used to process your Building Permit Application. Questions about this collection can be directed to Director of Building Services, Town of Oakville, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3, Phone: 905-845-6601.



OAKVILLE

Definitions

Affordable Rent: in respect to a rental unit means that the rent is 80% or less than the Average Market Rent (AMR).

Average Market Rent or AMR: in respect of a Rental Unit, means rent that is at or below the average market rent by type of unit in the Town of Oakville as established annually by the Canada Mortgage Housing Corporation (CMHC) and published in the Region of Halton's Annual Housing Report for the calendar year concerned.

Conversion or Convert: means converting a residential property to a purpose other than a residential rental property and includes: (a) conversion as a result of a consent to sever land under Section 53 of the *Planning Act*; (b) conversion to non-residential use, or living accommodations other than dwelling units, or a co-ownership, condominium or building organized as a lease life projects, or a freehold or other forms of ownership of dwelling units; (c) conversion to Co-ownership occurs when the first lease or sale of an interest in Residential Rental Property or of a share in a corporation owning or leasing any interest in Residential Rental Property takes place that carries with it the right to occupy a specific unit in the Residential Rental Property.

Co-ownership: meaning (a) an equity co-operative or other co-ownership form of housing where the residential property is (I) ultimately owned, leased or held, directly or indirectly, by more than one person where any such person, or a person claiming under such person, has the right to present or future exclusive possession of a Dwelling Unit in the residential property; (b) Does not include: (i) A condominium. (ii) A residential building that is organized as a Life Lease Project. (iii) A non-profit housing co-operative under the *Co-operative Corporations Act*, R.S.O, 1990, c. C. 35. **See By-Law 2023-102 for full definition.**

Demolition or demolish: to do anything in the removal of a building or any material part thereof and includes (but is not limited to) interior renovations or alterations that will result in a change to the number of: (a) Dwelling units; or (b) Dwelling units by bedroom type.



OAKVILLE

Dwelling Unit: one (1) or more habitable rooms designed, occupied or intended to be occupied as living quarters as a self-contained unit or set of rooms located in a building or structure that: (a) Is operated as a single housekeeping unit, used or intended to be used as residential premises for one or more persons; and (b) Contains at a minimum, sanitary facilities, accommodation for sleeping, and one (1) kitchen that are intended for the use of the unit only.

Related Buildings or Related Group of Buildings: includes (a) Buildings that are under the same ownership and on the same parcel of land as defined in section 46 of the Planning Act; or (b) Buildings that form part of the same application under this ByLaw or under a Related Application.

Rental Unit: includes (a) A Dwelling Unit used, or intended for use, for residential rental purposes, including: a Dwelling Unit that has been used for residential rental purposes and is vacant, and/or a Dwelling Unit in a Co-ownership that is or was last used for residential rental purposes. (b) Does not include a Dwelling Unit that is: in a condominium registered under section 2 of the *Condominium Act*, 1998 or a predecessor of that section, or in a building organized as a Life Lease Project where the right to occupy the Dwelling Unit is based on a life lease interest.

Residential Rental Property: a building, or Related Group of Buildings containing one or more Rental Units, and includes all common areas and services and facilities available for the use of its residents.

For the full definitions of these terms, please refer to the Rental Housing Demolition and Conversion By-Law 2023-102.