



OAKVILLE

Rental Housing Demolition and Conversion

Declaration of Use and Screening Form

Please Note: The information collected in this declaration form will help determine whether the Town's Rental Housing Demolition and Conversion By-Law, (By-Law 2023-102) controlling the demolition and conversion of rental housing applies to your proposal, and whether a permit is required.

Please complete all required sections below, after reviewing the Definition Section at the end of this document.

This declaration and screening form must be submitted, regardless of whether a Rental Housing Demolition and Conversion Application is required.

All applicants must sign the Declaration Section, and return this form to planningapps@oakville.ca

Property Owner Information

Last Name:

First Name:

Business Mailing Address:

Business Phone Number:

Business Email:

Project Details

Address (Street Name):

Building Number(s):

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.



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Starting with **Box 1**, fill in the required information. Based on your response in **Box 1**, follow instructions for which **Box** to complete next.

Box 1 – Dwelling Information

Based on the definitions on page 6:

- Does the subject land have 6 or more dwelling units? Yes No
- Does the subject land have 1 or more rental units? Yes No

If you answered **yes to both** of these questions, proceed to **Box 2**.

If you answered **no to either** of these questions, proceed to the **Declaration Section** of this form, as the by-law does not apply to this proposal.

Box 2 – Building Information

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

If you answered **yes to either** question, proceed to the **Declaration Section** as the by-law does not apply to this proposal.

If you answered **no to both questions**, proceed to **Box 3**.

Box 3 – Information Regarding Changes

- Do any parts of the building(s) proposed for demolition, interior renovations or conversion contain a whole or part of an existing dwelling unit?
Yes No

If you answered **no**, proceed to the **Declaration Section**, as a permit under this by-law is not required.

If you answered **yes**, the by-law likely applies, and a permit may be required.

Please follow the directions below:

- If your proposal involves **interior renovations affecting existing dwelling units**, proceed to **Box 4**.
- If your proposal includes an **application for consent** (i.e. application for land division), proceed to **Box 5**.

Personal information on this form is collected under the authority of the Municipal Act for the purpose of responding to your application. Questions regarding this collection should be directed to the Clerk at the Town of Oakville (905) 845-6601.



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Box 4 – Information Regarding Interior Renovations or Alterations

Regarding the changes to existing dwelling units:

- a) Will the total number of existing dwelling units be changed as a result of the renovation/alteration work? Yes No
- b) Will the work result in a change to the number of units, in any category by bedroom type (i.e. will 2 bedroom change to 1 bedroom)? Yes No
- Please fill out the information in the table below to confirm the number of units, and any changes.

Bedroom Type	# of Existing Dwelling Units by Bedroom Type	Proposed # of Existing and Renovated Units by Bedroom Type
Bachelor		
1 bedroom		
2 bedroom		
3 bedroom		
4 bedroom		
Other		
Total # of units		

If you answered **yes to either a) or b)** you require a permit under the by-law. Please **submit a Rental Housing Demolition and Conversion Application.**

If you answered **no to both questions**, proceed to the **Declaration Section**, as a permit under this by-law is not required.



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Box 5 – Application for a Consent

Regarding the application for a consent (i.e. application for land division) under s.53 of the *Planning Act*?

- a) Will each parcel of land created from the consent contain 6 or more dwelling units? Yes No
- b) Will all parcels created from the consent contain either 6 or more dwellings units or no dwelling units existing at the time of the consent application?
Yes No

If you answered **yes to either** a) or b) proceed to complete the **Declaration Section** as a permit under the by-law is not required.

If you answered **no to both questions**, a permit under the by-law is required. Please **submit a Rental Housing Demolition and Conversion Application**.



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Declaration Section

Based on the information above, I believe that a **Rental Housing Demolition and Conversation Application**:

- Is required
- Is not required

I, _____ certify that:

1. The information contained on this form and attachments is true and to the best of my knowledge.
2. If applicable, I have the authority to represent the Corporation or Partnership.

Date:

Signature:



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Definition Section

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.



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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.