



APPLICATION TO AMEND A CONDOMINIUM DECLARATION AND / OR PLAN

Includes Registering a Supplementary Plan

| | | | | |
|--|-------|--------------|--------------|---------------|
| Applicant | | | Client ref # | |
| Contact person | | LTO client # | | LTO account # |
| Mailing address | | City | Terr./Prov. | Postal code |
| Phone | Email | | | |
| Condominium name (e.g., Whitehorse Condominium Corporation No. 95) | | | | |
| Parcel number related to registration | | | | |

Required Documents

| Documents to be registered | Extra titles | Registration fee |
|---|--------------|------------------|
| For applications for exclusive use amendments (<i>Condominium Act, 2015</i> , ss. 200(2)), submit: | | |
| 1 An explanatory plan that <ul style="list-style-type: none"> ▪ shows the amendment, ▪ is in a form acceptable under the <i>Land Titles Act, 2015</i>, and ▪ a certificate of the corporation in the prescribed form stating that <ul style="list-style-type: none"> ▫ the eligible voters have passed a unanimous resolution to approve the amendment, and ▫ the reference plan or explanatory plan conforms to the resolution. | | |
| 2 An amended declaration with <ul style="list-style-type: none"> ▪ new schedules, as applicable ▪ a certificate of the corporation (unanimous resolution) | | \$3 |
| For applications for declaration and/or plan amendments (<i>Condominium Act, 2015</i> ss. 205(1)), submit: | | |
| 1 An amended condominium plan (see below for supplementary condominium plan requirements) and Transform Approval Certificate (TAC) | | |
| 2 An amended declaration with <ul style="list-style-type: none"> ▪ new schedules, as applicable ▪ a certificate of the condominium corporation (special resolution or as required by <i>Condominium General Regulation</i>, s. 7) | | \$3 |
| 3 If applicable, a transfer of land in a form acceptable under the <i>Land Titles Act, 2015</i> , for any real property added to the plan | | |
| 4 If a condominium on leasehold land that includes a term, condition or restriction in the ground lease that is also included in the declaration, the written consent of the public authority (<i>Condominiums on Leasehold Land Regulation</i> ss. 14(5)) | | |
| 5 If the application is to amend a plan for a condominium on leasehold land, the written consent of the public authority (<i>Condominiums on Leasehold Land Regulation</i> ss. 14(6)) | | |

| | | | |
|---|--|---------------------|-------------------------|
| 6 | If applicable, any document required by the registrar to resolve the continuity or priority of interests | | |
| *See <i>Condominium Act, 2015</i> ss. 205(1) for more detailed requirements | | | |
| For applications to register a supplementary plan to develop a subsequent phase (<i>Phased Development Regulation</i> s. 9), submit: | | | |
| 1 | A supplementary condominium plan that <ul style="list-style-type: none"> ▪ complies with s. 6 and 7 of the <i>Condominium Act, 2015</i> and ▪ shows the following in relation to the subsequent phase of the phased development: <ul style="list-style-type: none"> ▫ the units ▫ any common property ▫ any exclusive use common property ▫ any common assets ▫ any exclusive use common assets, and ▪ a Transform Approval Certificate (TAC) | | |
| 2 | An amended declaration, and <ul style="list-style-type: none"> ▪ if applicable, amended schedules if the development of the subsequent phase would change the amount or allocation of the common expenses, or change the unit entitlements or the voting rights | | \$3 |
| 3 | A statutory declaration of the developer | | |
| 4 | A written statement by the developer that notice of the proposed registration of the supplementary condominium plan was delivered as required by ss. 9(2) of the Regulation. | | |
| Note: for condominiums registered before October 1, 2022, applications to register a supplementary plan must also register a Phased Development Disclosure Statement. | | | |
| Certificates of title and other services | | Extra titles | Registration fee |
| 1 | Copy of Certificate of Title | \$3 X _____ | |
| 2 | Copy of Common Property Certificate | \$3 X _____ | |
| 3 | Copy of Common Assets Certificate | \$3 X _____ | |
| Total fees | | \$ | |

Mail
PO Box 2703 (J-2A)
Whitehorse, YT Y1A 2C6

Phone
867.667.5612

Drop off
2134 2nd Ave, Whitehorse, YT

Personal information in this form is collected under section 15(c)(i) of the *Access to Information and Protection of Privacy Act* (ATIPPA), and under the *Condominium Act, 2015*, the *Land Titles Act, 2015* and the Regulations under both of those Acts, for the purpose of carrying out the activities of the Land Titles Office, such as creating condominiums, registering the title to land and compilation of public registers. ATIPPA does not apply to the information in public registers kept by the Land Titles Office. Any person is entitled to access to the information contained in the public registers and may make copies or extracts of the information. If you have questions related to the collection of this information, contact the Deputy Registrar of Land Titles at 867-667-5612, or toll free, within Yukon 1-800-661-0408, ext. 5612.