

INFORMATION SHEET FOR PURCHASERS

Procedures following registration of Plan of Subdivision

1. **Municipal Addresses** – Addresses are usually issued following draft approval and prior to M Plan registration.
2. **Legal Description and PIN Number** – These are available shortly after the registration of the plan.
3. **Inhibiting Order** – The municipality places an Inhibiting Order on each lot until the R Plans, all easements and covenants are registered. The order will be lifted prior to registration of transfer to purchaser. A Solicitor's Undertaking may be given to complete same.
4. **Closings** – Please note that the completion of works for which provision is made in the subdivision agreement (asphalt, drainage) are completed following registration. Full security has been posted for these works and there is not a contractual provision between the Vendor and Purchaser permitting a delay or deferral of closing pending completion of specified works. At closing, owners association fees, a portion of realty taxes and the security deposit specified in the Agreement of Purchase and Sale will be collected.
5. **Design Review** – Submission of home designs for Design Review approval should be forwarded to Sunset Lakes Developments as soon as they have been completed. The following is a link to design review information. Please note that design review approval does not include or warrant compliance with any municipal zoning by-law, building code or legal requirement. The onus for such compliance remains with the owner.

<http://www.sunsetlakes.ca/design-review-information>

6. **Septic System Applications** – Applications for a septic permit are to be submitted to the Rideau Valley Conservation Authority. Permits are issued within 10 business days.

<http://www.rvca.ca/>
7. **Building Permit Applications** – Applications for a building permit are submitted to the City of Ottawa. Permits not requiring additional information are usually issued within 15 business days.

http://ottawa.ca/en/residents/social-services/rural-connections/building-permits-and-approvals#P25_518
8. **Lot Clearing** – No clearing or construction on the lot will be permitted prior to closing.
9. **Lot Grading and Drainage Plans** – The engineering drawings are approved prior to registration and usually attached to Agreements of Purchase and Sale.