



## Form 1: Application for Waste Collection Services for Condominium Corporations

By submitting this form, you consent to the information submitted being used to determine eligibility for Waste Collection Service by Norfolk County staff and/or its waste collection contractors. Individual dwellings units or lots on a Private Road must apply for waste collection services through the developer or a condominium corporation, or property manager.

### Location Details

Norfolk Condominium Plan Number: \_\_\_\_\_

Condominium Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Development:  New Development  Existing Development

Expected date of completion with occupancy: \_\_\_\_\_

Total # of units: \_\_\_\_\_ # of units occupied to date: \_\_\_\_\_

### Conformity Checklist

The submitted application shall meet the guidelines below which represent minimum design standards required for municipal waste collection services found in the Technical Guidelines for Waste Collection Services at Condominium Corporations (check boxes).

#### Access & Roadway Design:

- Internal roadway width is at least 6 m throughout the development.
- Turning radius is minimum 12 m; cul-de-sacs have 15 m curb radius, no center island, and no snow storage.
- Overhead clearance of 3 m from all structures, wires, balconies, and trees.
- Private roadways are paved, structurally adequate for a 30-tonne collection vehicle, and maintained in good repair.
- Roadways allow continuous collection (no reversing onto municipal or private streets).

- Adequate snow storage and winter maintenance (plowing two lanes, salting/sanding).
- Laneways/Back Alleyways conform to the same road width and turning radius requirements

**Obstruction & Access**

- Access routes remain free of parked vehicles, construction equipment, and snow.
- No temporary roads or dead ends without proper turnaround (cul-de-sac or equivalent).

**Waste Set-Out Requirements**

- Each dwelling unit has its own collection point at or beside the driveway (within 2.4 m of roadway).
- No common collection points or comingled waste areas.
- Adequate space for carts and bulky items at set-out locations.

**Ownership & Identification**

- Each dwelling unit is responsible for its own waste (individual set-out).
- Addresses clearly displayed for all units, including those accessed via laneways.

**Mixed Dwelling Unit Types in one Condominium Corporation (if present)**

- Entire development meets criteria

**Site Plans/ Drawings**

- Site plans or as built drawings included with submission

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Details**

Name of Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Mailing address (if different from location address):  
\_\_\_\_\_

**Relationship of applicant to property:**

- Developer
- Property Manager
- Condominium Corporation
- Other: \_\_\_\_\_

By signing below the applicant acknowledges that they have read and understood the implications of the Technical Guidelines for Waste Collection Services at Condominium Corporations and the Application for Waste Collection Services document and also certify that the information they have provided is accurate to the best of their knowledge.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

