



Strata Conversion Application

Office use only:

Application No.

Received:

Property owner information (please print):

Property Owner:

Mailing Address:

City/Town, Province:

Postal Code:

Day Phone:

Email:

Fax:

As the registered owner of the property (or properties) listed below, I hereby authorize this application.

Owner signature

Date

ALL REGISTERED PROPERTY OWNERS MUST SIGN THE APPLICATION.

☐

Please check (4) if there is more than one property owner. If yes (4) please list separately on page.

Authorized Agent information (please print):

Authorized Agent:

Mailing Address:

City/Town, Province:

Postal Code:

Day Phone:

Email:

Fax:

Description Of Property:

Lot: Block: District Lot: Plan: PID:

Civic Address:

Size Of Parcel:

Development Information:

Check If Duplex ☐ OR Detached Dwellings ☐

Number of Existing Dwelling Units:

Number of Proposed Dwelling Units:

Date Of Initial Construction Of Each Dwelling:

SCRD Building Permit No. of Each Dwelling:

Existing Land Use, Including Any Auxiliary Buildings:

Description Of Proposed Common Property & Amenities:

Water Supply (eg. community or private source):

Sewage Disposal (eg. community or independent septic system):

Form Of Tenure Of Each Dwelling (eg. rented, owner- or family-occupied):

Required Documentation:

Please check (4) below. In order to be processed, an application for a strata conversion must be accompanied by the following:

- ☐ Site Plan showing lot lines and dimensions, adjacent roads and road allowances, any easements or restrictive covenant areas, location and dimensions of all buildings, vehicular access, parking provision, proposed strata lots, limited common property, and scale and north arrow.
- ☐ Current BC Building Code compliance report prepared by qualified professional.
- ☐ A copy of a state of title certificate, or a copy of a Land Title Search providing proof of ownership no more than 30 days prior to the date of application.
- ☐ Copy of SCRD building permits for existing dwellings or proof of date of construction (eg. tax assessment notices, original dated photos etc.)
- ☐ Copies of all charges indicated on title (restrictive covenants, easements etc.)
- ☐ Confirmation that any tenant has been provided with written notice of the proposed strata conversion at least 30 days prior to application.

NOTE: Depending on the scale and complexity of the application, additional information, including development approval information pursuant to the *Planning & Development Procedures and Fees Bylaw*, may be required. Such information may include building and elevation plans, written confirmation that alternative accommodation for any tenant has been obtained, confirmation of approved sewage disposal system and water system.

Applicant Declaration:

I/we acknowledge that the Sunshine Coast Regional District, and its officers and employees, have not made any representation as to the property uses permitted if this application is successful. I/We believe to the best of my/our knowledge, based on my/our independent review, that this development permit application is consistent with the intended use of the property (or properties) listed in this application.

I/we am/are aware that, regardless of discussions with or representations by Sunshine Coast Regional District officials or employees, payment of the application fee does not guarantee or constitute approval of the development permit and that the application may not proceed for a variety of reasons.

I/we declare that all statements made on this application, and all statements made in support of this application, are true. I/we agree to comply with all provisions of the respective zoning bylaw, official community plan and any other applicable provincial legislation.

Applicant signature

Date

The personal information you provide on this form is being collected under the authority of Section 895 of the *Local Government Act* and Section 32 of the *Freedom of Information and Protection of Privacy Act*. This information will be used to determine eligibility for a development permit and for enforcement of applicable laws. This information may be circulated to persons or authorities as necessary for the review process. Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information please contact the Information and Privacy Coordinator, 1975 Field Road, Sechelt, British Columbia, V0N 3A1, (604) 885-6800.

Remaining Property Owners' Signatures:

Additional property owner information (please print):

2nd Property Owner:

As the registered owner of the property (or properties) listed above, I hereby authorize this application.

Signed:

Dated:

Additional property owner information (please print):

3rd Property Owner:

As the registered owner of the property (or properties) listed above, I hereby authorize this application.

Signed:

Dated:

Additional property owner information (please print):

4th Property Owner:

As the registered owner of the property (or properties) listed above, I hereby authorize this application.

Signed:

Dated: