



Strata Title Conversion

Information Package

Planning Department

Regional District of Central Kootenay

Box 590, 202 Lakeside Drive , Nelson, BC V1L 5R4

Phone: 250.352.1536 | Toll Free: 1.800.268.7325 (BC)

Email: plandept@rdck.bc.ca

rdck.ca



What is a Strata Title Conversion (STC)?

STC is the process of converting an existing, previously occupied building to Strata Title.

Who can apply for a STC?

Property owners or their authorized agent

How long does it take?

We do our best to ensure applications are dealt with promptly. It typically takes a two to three months

How much does the application cost?

Applications cost \$600 plus \$100 per unit

What documents do I need to apply?

- Application Form
- Certificate of title
- Non-financial charges registered on title
- Application Fee
- Site Disclosure Statement
- Site Plan
- Landscape Plan
- Proposal Summary
- Engineer or Architects Report
- Servicing Requirements
- Relocation of Existing Tenants Plan
- Agent Authorization (if applicable)

How do I get a STC?

1. Pre-Application Check in

We encourage you to check in with us before you apply. We can discuss your proposal's feasibility and review application requirements.

2. Submit Application

Complete and submit the STC application. Include required documents, plans and fees. Drop off your application in person or email it to plandept@rdck.bc.ca

3. Review and Referrals

We review the application and ensure all documents are

included. Then then we refer it to other groups for their feedback such as:

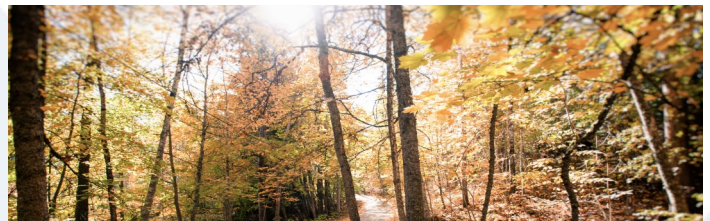
- The Building Department
- Your area's Advisory Planning and Heritage Commission (APHC)
- Other agencies and parties like Interior Health, Provincial Ministries, adjacent Municipalities and First Nations
- Neighboring property owners

4. Decision

A staff report will be presented to the Rural Affairs Committee (RAC), who will then make a recommendation to the Board. The Board may approve or the strata plan with or without conditions. The Board's decision is final and cannot be appealed

6. Endorsement

Once all relevant conditions have been satisfied, the board will issue its endorsement of the Strata Plan



Helpful Links

www.rdck.ca/landusebylaws

www.rdck.ca/webmap

www.rdck.ca/planningproceduresbylaw

www.rdck.ca/developmentapplication

Contact Information

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Website: rdck.ca

Address: Planning Department

Regional District of Central Kootenay

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This information package reflects the background and process when this document was created. It may be subject to changes at any time. For details of all regulations, and to determine whether the process has changed, please consult the relevant Bylaws, the Local Government Act and the Planning Department.



Strata Title Conversion Application

It is recommended that the applicant consult Planning Services staff before submitting an application. A pre-application meeting may be scheduled by providing the Planning Department with a detailed proposal summary and a concept plan of the proposed development.

OWNER(S) INFORMATION	
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

**If there are additional owners registered on title, please attach their information on a separate sheet*

AGENT INFORMATION (IF APPLICABLE)
Name:
Mailing Address:
Phone:
Email:

NOTICE OF COLLECTION OF PERSONAL INFORMATION
The personal information on this form is being collected in accordance with Section 26 of the <i>Freedom of Information and Protection of Privacy Act (FIPPA)</i> and will be collected, used or disclosed only in a manner consistent with the administration of the management of development of the Regional District of Central Kootenay. If you have any questions about the collection, use or disclosure of this information, please contact the Regional District of Central Kootenay Privacy Officer at 250-352-6665 (toll free 1-800-268-7325), foi@rdck.bc.ca , or RDCK Privacy Officer, Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4

APPLICATION INFORMATION		
Civic Address:		Electoral Area:
Legal Description:		Parcel Identifier (PID):
Zoning:	Official Community Plan Designation:	
Existing Land Use and Structures:		
Are there any restrictive covenants registered on the subject property:	No	Yes
<ul style="list-style-type: none"> If yes, please ensure copies are submitted with application package 		
Are there any registered easements or right-of-ways over the subject property:	No	Yes
<ul style="list-style-type: none"> If yes, please ensure copies are submitted with application package 		
Is the property in the Agricultural Land Reserve:	No	Yes
Is there a watercourse on/adjacent to the property:	No	Yes
If yes, Watercourse name:		

AGENT AUTHORIZATION	
As owner(s) of the land described in this application, I/we hereby authorize: _____ to act as agent in regard to this land development application.	
Owner Signature:	Date:
Print Owner Name:	
Owner Signature:	Date:
Print Owner Name:	

**If there are additional owners registered on title, please attach their authorization on a separate sheet*

REQUIRED DOCUMENTATION		
	Certificate of Title	A copy of the property(s) Title, issued not more than 30 days prior to the application date. Copies of titles can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If a title is not submitted, the RDCK will obtain a copy for a fee of \$17.
	Copy of Non-Financial Charges on Title (if applicable)	A copy of all non-financial charges (covenants, easements, right-of-ways, etc.) registered on the subject property(s) title. Copies of these documents can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If the documents are not submitted, the RDCK will obtain a copy for an additional fee of the cost of the documents.
	Application Fee	An application fee as set out in Schedule 'A' of the <i>RDCK Planning Procedures and Fees Bylaw</i> . The fees are as follows: <ul style="list-style-type: none"> • \$600 for application • \$100 per unit
	Site Disclosure Statement or Site Disclosure Form	Review <u>Schedule 2</u> of the <i>Environmental Management Act</i> to determine whether a Site Disclosure Statement is required, or if the Site Disclosure Form is sufficient.
	Site Plan	Drawn to scale and shall include the following (if applicable): <ul style="list-style-type: none"> • North arrow and scale • Address, Legal Description and PID • Dimensions and boundaries of property lines, right of way, covenant areas and easements • Location and dimensions of existing and proposed structures and setbacks to parcel lines, right of ways, covenants and easements • Location of existing access roads, driveways, parking spaces, pathways, screening and fencing • Natural and finished grades of site, at buildings and retaining walls • Location of any physical or topographic constraints (ie: watercourses, slopes, hazard areas, etc) on or adjacent to the property • Location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drainage on or adjacent to the property
	Proposal Summary	The summary must include a description of development, including the number of units.
	Landscape Plans	Drawn to scale and shall include the existing and proposed landscaping, screening and fencing.

	<p>Qualified Professional Structural Engineer or Architect's Report</p>	<p>The report must evaluate the condition of the building, compare construction methods to the requirements of BC Building Code, and identify any areas where the building does not meet the health and safety requirements of the BC Building Code. This report shall address the following (if applicable):</p> <ul style="list-style-type: none"> • Age of all buildings or structures, physical condition and state of repair • General condition and repair of foundation • Heating, plumbing and electrical systems and fixtures • Roof structure and condition • Elevator or other mechanical lift • Fire and sound separations • Common amenities if applicable • Compliance with egress and exiting requirements • Methodology used to evaluate the building and source of information on which the report is based • Disclosure of any direct or indirect interest the writer of the declaration may have in the building or ownership
	<p>Servicing Requirements</p>	<p>A current (dated not more than 12 months prior to application date) Compliance Letter and Septic Report addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). For large projects, a community sewage disposal system with appropriate permit from the Province will be required.</p> <p>Additionally, proof of an adequate supply of potable water must be submitted. This can be obtain by the following means:</p> <ul style="list-style-type: none"> • A letter from the owner/operator of the community water system confirming that all units can be or are currently connected to the water system and that fees have been paid for connection to the water system • Proof of application for a water license(s) • Proof of application for an amendment to an existing water license suitable for diversion, which entitles each unit to at least 2,270 litres (500 imp. gal.) of water per day • A well log or pump test for each unit confirming a yield of at least 15 litres (3 imp. gal.) per minute of water
	<p>Relocation of Existing Tenants Plan</p>	<p>A list of the names and mailing addresses of the persons occupying the units, together with copies of any lease agreements and the proposal/intentions regarding the relocation of persons who may be affected by the proposed Strata Title Conversion</p>

**Additional material or more detailed information may be requested by the Regional District upon review of an application.*

DECLARATION

I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

Signature of Owner or Authorized Agent

Date

Print Name of Owner or Authorized Agent