



Regional District of Okanagan-Similkameen

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OKANAGAN-SIMILKAMEEN

Strata Title Conversion Application

It is recommended that applicants consult Development Services staff prior to submitting an application.
 This application will not be accepted unless it is complete and the required fee and plans are attached.

APPLICANT:		OWNER(S):	
Name:		Name:	
Address:		Address:	
City/Town:		City/Town:	
Province:	Postal Code:	Province:	Postal Code:
Day Phone:	Fax:	Day Phone:	Fax:
Cell Phone:		Cell Phone:	
Email:		Email:	

AGENT AUTHORIZATION:	
If the registered owner(s) of the subject property elects to have someone act on their behalf in submission of this application this section must be completed:	
As owner(s) of the land described in this application, I/we hereby authorize _____ to act as applicant in regard to this land development application.	
Signature of Owner:	Date:
Signature of Owner:	Date:

NOTICE OF COLLECTION OF PERSONAL INFORMATION:
The personal information you provide on this form is being collected under the authority of Section 895 of the <i>Local Government Act</i> and Section 32 of the <i>Freedom of Information and Protection of Privacy Act</i> . This information will be used to determine eligibility for a development variance 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 <i>Freedom of Information and Protection of Privacy Act</i> . If you have any questions about the collection of this information please contact the Freedom of Information Officer at the Regional District Okanagan-Similkameen for information.

PROPOSAL SUMMARY:

An outline of the type of development or land use proposed, including will:

- demonstration of substantial compliance with current zoning bylaw;
- the relocation of persons occupying a residential building on the subject property;
- a rental vacancy report; and
- explanation of community / neighbourhood benefit and impact of proposal.

REQUIRED DOCUMENTATION:

All plans and drawings referred to in this section should be submitted with one full scale and one reduced (11 x 17) copy suitable for black and white reproduction. When possible, Adobe PDF versions should also be included.

- Certificate of Title** – to provide proof of ownership, copies of titles should be dated no more than 30 days prior to the date of application. Copies of titles are available from the Land Titles Office, or through a Government Agent’s Office, a notary, lawyer or search company.
- Location Map** – showing the area in which the subject property is situated.
- Site Plan** – drawn to scale and showing dimensions, shall include the following (as applicable):
 - North arrow and scale;
 - Dimensions and boundaries of property lines, rights-of-way, and easements;
 - Location and dimensions of existing structures and setbacks (including projections and overhangs) to parcel lines, rights-of-ways, easements;
 - Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
 - Calculations showing compliance with the relevant zoning regulations, such as parcel coverage and density; and
 - Existing covenant areas (if applicable).
- Building Report** - written report by a Professional Engineer or Architect, that provides a *BC Building Code* review that specifically addresses, for each subject building, the following:

<input type="checkbox"/> fire separation;	<input type="checkbox"/> structural integrity;
<input type="checkbox"/> soundproofing;	<input type="checkbox"/> mechanical review;
<input type="checkbox"/> building’s state of repair;	<input type="checkbox"/> life expectancy of the building;
<input type="checkbox"/> building’s general workmanship;	<input type="checkbox"/> assessments of the condition of the roof and the exterior and interior surfaces and details of the building.
<input type="checkbox"/> projected major increases in maintenance costs due to the condition of the building; and	

If the building does not comply with the current *BC Building Code*, the professional shall identify the work that is required to bring the building up to code. This report will be retained as public record.
- Subdivision Plan** – A Plan of Strata Subdivision prepared by a British Columbia Land Surveyor may be submitted for final approval when all conditions imposed by the Board are resolved to the satisfaction of the Approving Officer.
- Floor Plan** – floor plans of all levels of the existing building(s).

Additional material or more detailed information may be requested by the Regional District upon reviewing the application.

STRATA TITLE CONVERSION APPLICATION DECLARATION:

I, (full name) _____ hereby certify that:

I am the registered owner of the land herein described; or

I have been designated as the representative or agent of the owner

and that the information on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for strata title conversion, and that I have:

1. personally delivered written notification of my intention to stratify the subject land and premises to all tenants of said premises on the _____ day of _____, 20____.
(must be delivered at least 10 days prior to application being presented to the Board for consideration); and
2. reviewed and acted upon all items set out in the Regional District of Okanagan-Similkameen Strata Conversion Policy.

Signature of Owner or Authorized Agent

Date