



DEVELOPMENT SERVICES APPLICATION PACKAGE

Guide to

STRATA TITLE CONVERSION

This handout is prepared for your convenience as a general guide to application requirements for a Strata Title conversion of a previously occupied building in the City of Port Coquitlam. Changes to the information may be made where circumstances warrant. Please consult the bylaws and other documents including the *Strata Property Act*; *Community Charter*; *Local Government Act*; *Land Title Act*; and the City of Port Coquitlam Official Community Plan, Zoning Bylaw, 2008, No.3630, Strata Lot Delegation Bylaw No. 3532, Parking and Development Management Bylaw No. 3525, Development Procedures and Fees Bylaw No. 3632, Subdivision Servicing Bylaw No. 2241, Tree Bylaw No. 3474, Soil Removal and Deposit Bylaw No. 3331 and other municipal legislation and policies as may be applicable for specific requirements. You may view municipal documents on the City of Port Coquitlam web site, www.portcoquitlam.ca, at the Terry Fox library or you may obtain copies at City Hall. For more information, please contact the Planning Division at 604-927-5442.

Last updated Dec 2008

INTRODUCTION

This handout describes the specific requirements for municipal review of a Strata Title application to allow for subdivision of land into two or more strata lots by the deposit of a strata plan at the Land Title Office. The Strata Property Act requires submission of the proposed strata plan for a previously occupied building to the City for consideration. A decision regarding approval is made by the Director of Development Services.

The Director may:

- 🌱 approve the strata plan, or approve the strata plan subject to terms and conditions, or
- 🌱 refuse to approve the strata plan, or refuse to approve the strata plan until terms and conditions imposed by the approving authority are met.

The Director must not approve the strata plan unless the building substantially complies with applicable municipal bylaws and the BC Building Code. In making this decision, the Director must consider:

- 🌱 the priority of rental accommodation over privately owned housing in the area,
- 🌱 any proposals for the relocation of persons occupying a residential building,
- 🌱 the life expectancy of the building,
- 🌱 projected major increases in maintenance costs due to the condition of the building, and
- 🌱 any other matters that, in its opinion, are relevant.

The City requires, as practice, the registration of a restrictive covenant to ensure a duplex unit may not be developed with a secondary suite. This covenant is required by the City as a condition of its approval of a Strata Title application.

PROCESS FOR A STRATA TITLE APPLICATION

Pre-Application

Prior to submitting an application, submit a preliminary enquiry to the Building Division and the Engineering & Operations Department concerning potential upgrade requirements as safety, fire hazard and servicing requirements must be met for a strata title conversion.

Submit Application

Please submit a complete Strata Title Conversion application to the Planning Division. The building must comply with Bylaw and Code requirements as identified in the preliminary enquiry.

Building Inspection

Contact the Building Division at 604-927-5444 to arrange an inspection to certify compliance of the building with the Building Code. There will be an additional fee for this inspection.

Staff Review

Staff will review the merits of the application and forward a report to the Director of Development Services with a recommendation. The Director of Development Services will either approve the application, or request additional information and/or conditions, or reject the application.

Legal Documents

Complete any legal documents required for the application. If the application is to strata title an existing duplex then the approval will be subject to registration of a restrictive covenant to ensure secondary suites may not be located in the units.

INFORMATION REQUIRED FOR A STRATA TITLE APPLICATION

- A **completed** Strata Title Application **form**.
- The Strata Title Application **fee**, payable to the City of Port Coquitlam
- A **Certificate of Title** to verify ownership and legal description of the property.
- A **Letter of Authorization** or valid Option to Purchase, if the applicant is different from the registered owner shown on the Certificate of Title.
- A copy of a **letter sent to all tenants** of the building, advising them of the strata title application in progress and advising them that there will be no change in tenancy for a period of at least six months.
- The proposed **plan of strata subdivision** prepared by a British Columbia Land Surveyor in accordance with the provisions of the Strata Property Regulations.

If the building and site plans of the property to be strata-titled are not on file in the Building Division, the following additional information must be submitted:

- Site Plan, showing location of existing building(s) and proposed strata lots.
- Floor plans of all levels of the existing building.
- Plans of any renovations or expansion of the existing building.
- Location and type of existing landscaping.

FEES & CHARGES FOR A STRATA TITLE APPLICATION

Applications shall be accompanied by a non-refundable fee of \$200.00 per strata lot to be created, up to a maximum fee of \$3,000.00. *(For example, the strata title application fee for a duplex is \$400.00).*

A separate fee is required for the Building Division inspection and an additional fee is charged if more than one inspection is required.

Additional charges will apply for legal document preparation and registration, if required. Applicants may wish to use drafts provided by City solicitors to assist in reducing legal costs; however, it is the applicant's responsibility to seek independent legal advice in respect of any document or agreement you may request that is provided by the City.

CONTACT INFORMATION

Planning Division

#200 2564 Shaughnessy St.
604-927-5442
planning@portcoquitlam.ca

Engineering & Operations Department

#200 2564 Shaughnessy St.
604-927-5420
engineering@portcoquitlam.ca

Building Division

#200 2564 Shaughnessy St.
604-927-5444
building@portcoquitlam.ca

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
APPLICATION FOR STRATA TITLE SUBDIVISION**

File No: _____

Application Date: _____

TO BE COMPLETED BY APPLICANT - Please print clearly

Applicant's Name: _____ Registered Owner: _____

Applicant's Address: _____ Owner's Address: _____

Postal Code: _____

Applicant's Phone: _____ Applicant's Email: _____

Primary contact:

Contact's Name: _____ Contact's Position: _____

Contact's Address: _____

Contact's Phone: _____ Contact's Email: _____

Legal Description of Property (ies) _____

PID _____

Civic Address: _____

Present OCP Land Use Designation: _____

Present Zoning of Property: _____

Present Use of Property: _____

Proposed Use of Property: _____

Number of proposed Strata Title Lots: _____

Square Footage of each Strata Title Property: _____

Initial	Comment	Submission Requirements
_____	_____	Current Certificate(s) of Title
_____	_____	Letter of Authorization or copy of option to purchase
_____	_____	A copy of letter sent to all tenants
_____	_____	Proposed Strata Subdivision Plan
_____	_____	Architectural Plans <i>(if applicable)</i>

The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____

Print Name _____

Note: Any documentation or information relating to the application that is in the custody or control of the City is subject to the *Freedom of Information and Protection of Privacy Act* (B.C.).

OFFICE USE: Application Fees (per Development Procedures and Fees Bylaw, 2008, No. 3632)

DATE: _____ Non-refundable fee _____
RECEIPT NUMBER _____