

# STRATA CONVERSION APPLICATION

**Please return application to the Planning Department along with:**

- Application Fee of \$250.00       Current Certificate of Title, obtainable from the Land Title Office

**Policy Regarding the Approval of Strata Conversions**

1. Applications for strata conversions of three or more residential units shall not be considered if the vacancy rate for apartment units, as computed on April and October of each year by the Canada Mortgage and Housing Corporation is less than four percent;
2. Duplex applications will be considered independently of the vacancy rate;
3. Strata conversions shall be completed within eighteen months of approval, after which time the approval lapses unless an extension is granted upon request by the owner; and
4. Retain the existing policy whereby the applicant is required to enter into a restrictive covenant, approved by the Municipal Solicitor, preventing the eviction of tenants by reason of the conversion of the building into strata lots.

**APPLICANT (Please Print)**

|                                 |  |     |             |  |
|---------------------------------|--|-----|-------------|--|
| <b>APPLICANT (Please Print)</b> |  |     |             |  |
| Name                            |  |     |             |  |
| Address                         |  |     | Postal Code |  |
| Phone                           |  | Fax | E-mail      |  |

**OWNER (Please Print)**

|                             |  |     |             |  |
|-----------------------------|--|-----|-------------|--|
| <b>OWNER (Please Print)</b> |  |     |             |  |
| Name                        |  |     |             |  |
| Address                     |  |     | Postal Code |  |
| Phone                       |  | Fax | E-mail      |  |

**PROPERTY DESCRIPTION/ADDRESS**

|                   |
|-------------------|
|                   |
| Legal Description |
|                   |
| Address           |

**PROJECT DESCRIPTION**

|        |
|--------|
|        |
|        |
|        |
| Zoning |

- In making this application the owner agrees to permit access to the property at all reasonable times by Saanich Staff, members of council or consultants authorized by Saanich, for purposes of conducting inspections of the property.
- The name, address and phone number of the applicant will be made available to the public request.

**CERTIFICATION**

I hereby certify that the information is true to the best of my knowledge

**SIGNATURE OF APPLICANT**

**DATE**

**AUTHORIZATION**

Required if applicant is not the registered owner; strata titled developments require a written endorsement from strata council(s)  
I hereby consent to the application herein

**SIGNATURE OF OWNER**

**DATE**

*This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7. t. 250-475-1775, e. [foi@saanich.ca](mailto:foi@saanich.ca)*

**STAFF USE ONLY**

**Project Name:** \_\_\_\_\_

**Project No:** \_\_\_\_\_

**Case No:** \_\_\_\_\_