



STRATA CONVERSION APPLICATION

STAFF USE ONLY

Project Name:

Project No:

Case No:

Please return application to the Planning Department along with:

Application Fee of \$250.00

Current Certificate of Title, obtainable from the Land Title Office

Building Report (see back page for more Information)

Plans (see back page for more Information)

Policy Regarding the Approval of Strata Conversions

1. Applications for strata conversions of three or more residential units shall not be considered if the District of Saanich primary rental market vacancy rate, as computed in October of each year by the Canada Mortgage and Housing Corporation, is less than four percent.
2. Section 1 above will not apply to applications for strata conversion of Small-Scale Multi-Unit Housing units, as defined in the Zoning Bylaw, 2003.
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.
4. When applicable, require applicants to enter into a restrictive covenant, approved by the Municipal Solicitor, preventing the eviction of residential tenants by reason of the conversion of the building into strata lots.

APPLICANT (Please Print)

Name:

Address:

Postal Code:

Phone:

Fax:

Email:

OWNER (Please Print)

Name:

Address:

Postal Code:

Phone:

Fax:

Email:

PROPERTY DESCRIPTION/ADDRESS

Legal Description:

Address:

PROJECT DESCRIPTION

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

BUILDING REPORT

Architect or Engineer Substantial Compliance Report reviewing the compliance of all buildings in the case of strata conversion of a single-family dwelling, secondary suite, garden suite, houseplex, commercial or industrial building, etc. with respect to the current British Columbia Building Code. If the building(s) does not comply with the current BC Building Code, the work that is required to bring the building(s) into code compliance needs to be identified.

A current report to the following criteria: age of each building, physical condition and state of repair of each building, its heating, plumbing and electrical fixtures and equipment, elevators, roof drainage and its general condition and repair of the structure and its foundations and provide an assessment of substantial compliance to Saanich Regulations. In addition, the report must verify the building(s) life expectancy for a minimum of 35 years.

**Additional materials or detailed information may be requested by the District of Saanich upon review.*

PLANS

Strata Plan, providing the following information:

- The size, shape, and siting of all existing and proposed accessory and amenity buildings;
- Existing building footprint with setbacks noted (including accessory buildings);
- Location and description of common property and limited common property;
- Location and number of strata units proposed; and
- Location and dimensions of all off-street parking and loading spaces, garbage receptacle areas, maneuvering aisles and access driveways from streets and lanes.

TENANT INFORMATION

Copies of lease agreements and confirmation of their terms.

Names and mailing addresses of the tenants occupying the units together with any proposals by the Owner / Developer to relocate those tenants who may be affected by the conversion from rental tenure to condominium status.