

Strata Conversion Application Checklist

NOTE: The following checklist outlines the requirements for a complete submission for all applications. Please ensure you have included all “Must Have Items” to avoid any delays with the processing of your application. Please note that further submission materials listed in the “Staff May Also Request” section may be required during the application process. Incomplete applications will not be accepted.

Must Have Items:

Complete Application Form

The ‘[Development Application Form](#)’ must be fully completed and signed by all property owners.

Floor Plans

Floor plans for all levels of the building(s) and individual unit types, for existing and proposed buildings.

Site Plan/Proposed Strata Plan Prepared By BC Land Surveyor

The plan should include:

- North Arrow and Scale.
- Location and dimensions of all lot lines.
- Location of all existing and proposed strata lots and/or buildings, common property and limited common property.
- Location of all watercourses including creeks, streams, rivers, and ditches .
- Location and dimensions of proposed buildings and setbacks to existing lot lines, right-of-ways, easements, and covenants.
- Location and number of parking stalls.

State of Title

A current State of Title (dated within the last 30 days) including any associated charges (e.g. covenants).

Staff May Also Request:

BC Company Search

If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.

Reports & Plans Prepared by a Qualified Professional

Including but not limited to: Engineer, Qualified Environmental Professional, or Landscape Architect.