



MOUNTAINS OF OPPORTUNITY

# CRANBROOK

# Application for Strata Conversion

This application form and accompanying checklist must be completed **in full** by the registered owner of the land or by the authorized agent acting on behalf thereof. This will assist the City in its processing of the application. PLEASE PRINT

## PROPERTY INFORMATION:

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel Identifier Number (PID): \_\_\_\_\_

Property Size: \_\_\_\_\_ (dimensions or area of parcel area)

OCP Land Use Designation: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

## REGISTERED OWNERS:

Registered Property Owner Name:  
\_\_\_\_\_

Day Time Telephone Number: \_\_\_\_\_

Alternate Number (Cell / Pager): \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## APPLICANT OR AUTHORIZED AGENT:

Contact Name:  
\_\_\_\_\_

Day Time Telephone Number: \_\_\_\_\_

Alternate Number (Cell / Pager): \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Received: _____	Date Deemed Complete: _____
File No: 3300.20. _____	City Official: _____

OFFICE USE ONLY

## STRATA INFORMATION:

Please provide the following information with as much detail as possible. If you require more space please attach a separate sheet to the application.

Number of Buildings on the Property: \_\_\_\_\_ Proposed Number of Strata Units to be created: \_\_\_\_\_

Description of Buildings (*Apartment/Townhouse; Number of Floors; Type of Construction ie woodframe*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Units to be Created (*How many; One Bedroom/Two Bedroom; Type of unit/facility to be provided*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description and size of Common Property to be Created:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of On Site Parking Stalls: \_\_\_\_\_ Number of Recreational Vehicle Stalls: \_\_\_\_\_

Location: \_\_\_\_\_ Location: \_\_\_\_\_

Type and Location of Amenity Space:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT NOTICE: AN APPLICATION WILL NOT BE DEEMED COMPLETE UNTIL ALL OF THE INFORMATION REQUIRED UNDER THE LOCAL GOVERNMENT ACT IS PROVIDED AND THE APPROPRIATE FEE HAS BEEN REMITTED. THE FOLLOWING ITEMS MUST ACCOMPANY THE STRATA CONVERSION APPLICATION:**

- Application Fee** **Total Provided:** \_\_\_\_\_
- 4 Units or Less \$100. plus \$25. / unit
  - More than 4 Units \$300. plus \$25. / unit
- Current Certificate of Title** (no less than 10 days old)
- Site Plan**
- Proposal for Tenant Relocation / Assistance**
- Preliminary Building Report**  
(which includes but is not limited to: the age of the building, construction, method used, statement of building condition, life expectancy, need for repair, planned improvement undertaken and / or completed)
- Other Information Identified by City Staff**  
(The applicant is advised to discuss the proposed application with City Staff prior to making application to determine what additional information is required.)  
**NOTE: The City reserves the right to request additional information once the application has been reviewed.**

<b>REGISTERED OWNER OF PERSON ACTING ON THE REGISTERED OWNER'S BEHALF</b>	
I, (full name) _____ hereby certify that: (please check one)	
a) <input type="checkbox"/> I am the registered owner of the land described above; or	
b) <input type="checkbox"/> I have been designated as the representative or agent of the owner (written consent attached). and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the fact relating to this application for strata title conversion.	
_____	_____
<b>Signature</b>	<b>Date</b>

Personal information contained on this form is collected under the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

**Please Note: The land owner in the process of submitting or authorizing this application hereby recognizes and accepts that this material will become available to the public as part of the application, review and approval process.**

\_\_\_\_\_  
Land Owner's Initials

**I / We hereby authorize site access to City of Cranbrook Staff conducting site / building inspections during this application process.**

\_\_\_\_\_  
Owner/Agent Name                      Signature of Applicant                      Date