

**APPLICATION FOR STRATA CONVERSION OF
PREVIOUSLY OCCUPIED BUILDINGS**

Please Print

Date: _____ File: _____

Name of Applicant/Authorized Agent: _____

Name of Property Owner: _____ Same as Applicant: ☐

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

This is an application for (check one box):

☐ **Strata Conversion of a Duplex** – A building consisting of two dwelling units, each of which is occupied or intended to be occupied as the residence of one family.

☐ **Strata Conversion of a Multiple Family Dwelling** – Any building consisting of three or more dwelling units, each of which is occupied or intended to be occupied as the residence of one family.

☐ **Other Strata Conversions**

SUBJECT PROPERTY INFORMATION

Plan: _____ Lot: _____ Block: _____ District Lot: _____

Additional Legal Description Information (if applicable): _____

Civic Address: _____

Zoning: _____ OCP Sector: _____

Development Permit Area(s) No. (if applicable): _____

Number of Units to be Strata Titled: _____



Briefly describe the existing building(s) and use of the subject property:

ALL BUILDINGS MUST MEET THE FOLLOWING BASIC CRITERIA:

1. Compliance, or substantial compliance, with the BC Building Regulations which adopt the National Building Code.
2. Compliance, or substantial compliance, with the City of Merritt's current Zoning Bylaw.

**APPLICANTS ARE REQUIRED TO PROVIDE THE FOLLOWING INFORMATION
ALONG WITH THIS APPLICATION:
(Please check boxes when complete)**

- ☐ Written authorization from the owner (if applicant is not the owner) ☐ *Not applicable*
- ☐ Certificate of Title
- ☐ A list of names and telephone numbers of all tenants currently occupying the building(s)
- ☐ A statement of the rental accommodation vacancy rate from the Central Mortgage and Housing Corporation (CMHC). If the rate is less than 3%, the City will not approve applications for conversion of buildings of three (3) or more units. ☐ *Not applicable*
- ☐ If the building is co-operatively owned with an accompanying lease, the applicant must advise and provide proof of the term of lease. In addition, 100% of the owners must agree to the conversion to strata ownership. ☐ *Not Applicable*
- ☐ A statement describing the proposed relocation measures of the persons occupying the building(s). The applicant must provide documentation that these undertakings meet the requirements of the laws governing tenant evictions and relocations. ☐ *Not Applicable*
- ☐ An inspection report completed by a Structural Engineer certifying the structural adequacy, including the current age and projected life expectancy, of the building(s).

ELABORATE ON THE MAIN

A Building Code Compliance Analysis completed by an Architect certifying compliance of the building(s) with the current BC Building Code and Fire Code and any projected major maintenance costs due to age and/or condition of the building(s).

- ☐ A site plan to scale showing the location of the building(s) on the lot (indicating front, rear and side setbacks), the location of any accessory buildings (i.e. garages, carports, storage buildings) and the number of parking spaces provided.

*Please note that final Strata Plans must be completed by a British Columbia Land Surveyor. These plans are not required to be submitted with this application if the applicant wishes submit the plans as a condition of approval. However, if it is possible, submission of the strata plans along with this application is preferred.

- ☐ Any as built drawings for construction including sewer, water, mechanical, plumbing and electrical that are available. ☐ *Not Available*

PLEASE INDICATE THAT, AS THE APPLICANT, YOU WILL COMPLY WITH THE FOLLOWING:

(Please check the appropriate boxes)

For Existing Duplex Conversions Only – The applicant is prepared to enter into a covenant under Section 219 of the Land Title Act which will restrict the use of the building on the original lot to two (2) single family dwelling units only – i.e. each unit to be occupied by only one (1) family as defined in the City of Merritt's Zoning Bylaw.

Yes ☐ No ☐ Not Applicable ☐

For Existing Multiple Family Dwelling Conversions Only – The applicant is prepared to enter into a covenant under Section 219 of the Land Title Act, which will prevent eviction of tenants from their unit(s).

Yes ☐ No ☐ Not Applicable ☐

All tenants affected by any proposed strata conversion must be advised by the owner that an application for a strata conversion has been made to the City under the Provisions of the Strata Property Act.

Yes ☐ No ☐

If strata units are placed for sale on the open market, the present tenant(s) will be given first refusal to purchase prior to giving any notice to the tenant(s) to vacate the said strata unit(s).

Yes ☐ No ☐ Not Applicable ☐

Tenants will be provided with information from the “Guide for Landlords and Tenants” under the “Residential Tenancy Act” in order to advise all tenants of their rights with respect to termination of their tenancy in the event that they are not given the opportunity or do not wish to purchase the strata unit which they occupy.

Yes ☐ No ☐ Not Applicable ☐

Tenants of the building proposed to be stratified will be provided with a letter, at least 10 days prior to the matter being presented to Council for their consideration, advising the tenants the date and time of the Council meeting at which the application is to be considered and that any tenant(s) who deem their interest to be affected by such strata conversion may appear before Council and express their views regarding such conversion.

Yes ☐ No ☐

If illegal suites(s) are found in the building(s) the suites(s) must be vacated within a reasonable time following Council’s conditional approval of the application.

Yes ☐ No ☐

All building conversions shall have water meters installed as a condition of approval.

Yes ☐ No ☐

APPLICATION PROCESS

- Applications will be reviewed by the Planning and Development Services Manager, Building & Safety Inspector and Fire Inspector. If deemed necessary, applications may also be reviewed by the Provincial Electrical Inspector, Gas Inspector or Public Health Inspector. On site inspections may be scheduled and conducted by any of the reviewing parties if necessary.
- Merritt City Council is the Approving Authority for all applications involving the conversion of previously occupied buildings into strata titled units. A report will be prepared for Council’s consideration; however, Council may consider any other information that is relevant to the application.

- All conversions must be completed within twelve (12) months from the date of approval or the approval lapses, unless the applicant substantiates a request in writing to the Approving Authority for consideration of one (1) six (6) month extension.

APPLICATION FEES

Duplex Conversions:	\$500 Application Fee
Multiple Family Dwelling Conversions:	\$1000 Application Fee
Other Conversions	\$1000 Application Fee

Payment must accompany the application.

Applicants are responsible for all costs required to prepare any plans/surveys, reports and in registering restrictive covenants. Should any priority agreements be involved, the applicant is responsible for the additional disbursements and legal costs.

Draft formats of restrictive covenants will be provided by the City of Merritt for reference purposes only.

If you require further information, please contact City Hall at (250)378-4224

****Please submit your application to the Planning & Development Services Manager****

I hereby declare the information contained herein is, to the best of my knowledge, factual and correct.

(Signature of Owner/Agent)

(Date)

The personal information collected on this form is collected under the authority of the Local Government Act and will be used solely for the purposes of processing this application.