

## Application for Strata Title Conversion

A Strata Title Conversion (STC) application is submitted to allow for subdivision of existing buildings into two or more strata lots by the deposit of a strata plan at the Land Title Office. The Strata Property Act requires submission of the proposed strata plan for a previously occupied building to the City for approval prior to submission to the Land Title Office. For more information about STC requirements, visit [www.portcoquitlam.ca/business](http://www.portcoquitlam.ca/business).

### TO BE COMPLETED BY APPLICANT

*I/We hereby make application and provide drawings under the provisions of the pertinent Bylaws for permission to deposit a strata plan at the Land Title Office for the following building(s) and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the deposit of a strata plan, if approved.*

Application Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Address (incl. postal code): \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

**Applicant (Primary Contact)** ☐ Owner (same as above)

Applicant Name: \_\_\_\_\_

Applicant Address (incl. postal code): \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

### STRATA TITLE CONVERSION DETAILS

Legal Description of Property: \_\_\_\_\_

PID: \_\_\_\_\_

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

Present Use of Property: \_\_\_\_\_

Present Zoning of the Property: \_\_\_\_\_

Present OCP Designation: \_\_\_\_\_

Number of Proposed Strata Title Lots: \_\_\_\_\_

# CITY OF PORT COQUITLAM

## STRATA TITLE CONVERSION APPLICATION CHECKLIST

*The following materials are required as part of the Strata Title Conversion Application. All requirements must be submitted in order to process a Strata Title Conversion Application.*

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application form with fee.		
Certificate(s) of Title	Current Certificate(s) of Title: <input type="checkbox"/> Dated within 6 months of application date. <input type="checkbox"/> Include description of any restrictions on title.		
Letter of Authorization	If registered owner is not the applicant, include the following authorization documentation: <input type="checkbox"/> Letter from the owner authorizing agent to act on their behalf <u>OR</u> <input type="checkbox"/> Copy of an Option to Purchase <u>OR</u> <input type="checkbox"/> Copy of Purchase under Registered Agreement.		
Letter to Tenants	A copy of the letter sent to all tenants in the building, advising them of the strata title application in progress and advising them that there will be no change in tenancy for a period of at least six months.		
Plan for Strata Subdivision	The proposed plan of strata subdivision prepared by a British Columbia Land Surveyor in accordance with the provisions of the Strata Property Regulations.		

*If the building and site plans of the property to be strata-titled are not on file in the Building Division, the following additional information must be submitted:*

Site Plan	Showing location of existing building(s) and proposed strata lots.		
Floor Plans	For all levels of the existing building.		
Renovation Plans	Plans of any renovations or expansion to the existing building.		
Landscaping	Location and type of existing landscaping.		

## APPLICANT ACKNOWLEDGEMENT

*The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.*

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Note: Any documentation of information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.)*

## FOR OFFICE USE ONLY

Permit #: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
☐ Cheque    ☐ Cash    ☐ Visa    ☐ MC    ☐ AMX    ☐ Interac    CSR Initials: \_\_\_\_\_