



DISTRICT OF WEST KELOWNA

COUNCIL POLICY MANUAL

Pages: 1 of 1

Approval Date: 2008-DEC-16

SECTION: DEVELOPMENT SERVICES
SUBJECT: STRATA BUILDING CONVERSION

Scope:

This policy outlines the method for processing an application for the Strata Conversion of an existing building, pursuant to Part 14, Section 242 of the *Strata Title Property Act*.

Policy:

Council may consider application for the conversion of existing buildings into strata lots of previously occupied buildings. All approvals will be by Council resolution after consideration of all relevant information.

Procedure:

The application for conversion of existing buildings must meet the following conditions:

- a) Submit Schedules A, B & C (copies attached) of the application for Strata Conversion;
- b) Submit application fees established as outlined in the District of West Kelowna Subdivision Fees and Charges Bylaw No. 0008 and amendments thereto;

The following materials may be required to accompany the application:

- a) The owner/developer provides a vacancy rate study prepared by an independent agency which indicates the vacancy rate of rental accommodation in the District of West Kelowna.
- b) A structural engineer's report certifying the structural adequacy of the building to be converted, along with the engineers estimate of the usable life of the building.
- c) A complete report from the Development Services Department shall accompany the application stating the status of the existing building and providing a list of any deficiencies;
- d) An 'as built' plan of the plumbing, electrical and mechanical services within the proposed Conversion, if required by the Development Services Department.
- e) A plan showing that the owner/developer has provided adequate playground and common landscaped area to serve the needs of the buildings to be converted.
- f) The owner/developer's plan for the resettlement of the present tenants of the building to be converted.
- g) Submit a drawing of the proposed strata plan.

All applications submitted for approval must be complete and provided to the Development Services Department for their review before proceeding to Council.

If the applicant has met all requirements and Council has approved the application, a strata plan mylar must then be provided to the Mayor and Clerk for their required signatures.

Previous Revision/s: none



**City of
West Kelowna**
3731 Old Okanagan Hwy
West Kelowna, BC V4T 0G7
Tel: 778.797.8820

STRATA CONVERSION

Application

SCHEDULE "A"

BUILDING & REGULATORY SERVICES

I/WE THE UNDERSIGNED MAKE APPLICATION TO THE CITY OF WEST KELOWNA COUNCIL AS PROVIDED IN PART 14, SEC. 242 OF THE STRATA PROPERTY ACT TO PERMIT THE PROPOSED STRATA CONVERSION AS DESCRIBED BELOW ON THE FOLLOWING PROPERTY:

APPLICANT INFORMATION	DESCRIPTION OF PROPERTY
Name(s): _____	Civic address: _____
Address: _____	_____
City: _____ Postal Code: _____	Legal Description: _____
Phone: _____ Fax: _____	_____
E-mail: _____	_____
Owner Authorization	
I, the undersigned, being the owner of the property described, apply for a Strata Conversion as detailed in this application.	
_____ Signature of Owner	_____ Date

SUBMISSIONS
<input type="checkbox"/> Current Vacancy Rate Within the Municipality: _____
<input type="checkbox"/> The proposal of the owner/developer for the relocation of persons occupying the building: _____
<input type="checkbox"/> The life expectancy of the building: _____
<input type="checkbox"/> The projected major increases in maintenance cost due to the condition of the building: _____
<input type="checkbox"/> A drawing of the proposed Strata Plan

FEES AND CHARGES:	
a) Application and Building Inspector's Report	\$100.00 + GST
b) Strata Conversion of 1 st Lot	\$500.00
c) Strata Conversion of Each Additional Lot	\$100.00



**City of
West Kelowna**
3731 Old Okanagan Hwy
West Kelowna, BC V4T 0G7
Tel: 778.797.8820

NOTICE OF STRATA CONVERSION APPROVAL

SCHEDULE "B"

REGULATORY & PROPERTY SERVICES DEPARTMENT

APPLICATION NUMBER: _____	RESOLUTION OF COUNCIL DATED: _____
----------------------------------	---

To Issue a Strata Conversion Approval:
Name: _____
Address: _____

PROPERTY TO WHICH CONVERSION REFERS:
Civic Address: _____
Legal Description: _____

CONDITIONS OF APPROVAL:

LAPSE OF APPROVAL:
Subject to the conditions of approval, if the applicant has not substantially commenced the subdivision with respect to which the approval was issued within 6 months of the date it was approved, the approval lapses.

_____	_____
Date	Director of Corporate Services



**City of
West Kelowna**
3731 Old Okanagan Hwy West
Kelowna, BC V4T 0G7
Tel: 778.797.8820

STRATA CONVERSION REQUIREMENTS

SCHEDULE "C"

BUILDING & REGULATORY SERVICES

REQUIREMENTS

- Correct Zoning
- ALR referrals (*if required*)
- Correct Number of Paved Parking Stalls Available
- Correct Fire Separation Has Been Provided Between Units
- Building Complies with the following requirements of Part 9 of the BCBC
 - Health and Safety
 - Structural
 - Draintile and Dampproofing
 - Plumbing
 - Exterior Windows and Doors
 - Roofing
 - Insulation
 - Oil Interceptor
 - Strata Mylar Plans Provided by a BC Certified Surveyor

An existing building will not be considered for a Strata Conversion by the City unless the building substantially complies with the applicable bylaws of the municipality and the BC Building Code.

An inspection of the building must be carried out by the City's Building Department as part of the application for a Strata Conversion. The Building Official, when carrying out this inspection, will review the above items. However this list may not cover all required items and should only be referred to as an overall guide.

Date: _____ Inspected By: _____