

APPLICATION FORM

Strata Conversion Application	
<input type="checkbox"/> Residential building(s) with 4 or less dwelling units	<input type="checkbox"/> Industrial building(s)
<input type="checkbox"/> Residential building(s) with more than 4 dwelling units	<input type="checkbox"/> Institutional building(s):
<input type="checkbox"/> Commercial building(s)	

APPLICANT

Development Application Primary Contact:

Full Legal Name:	
Corporate Owner: (if applicable)	
Mailing Address:	
City:	Postal Code:
Primary Contact No.:	Secondary Contact No.:
Email/ Fax:	

Registered Owner(s) of the Property(ies):

Full Legal Name:	
Corporate Owner: (if applicable)	
Mailing Address:	
City:	Postal Code:
Phone:	Cell:
Email / Fax:	

NOTE: Separate Owner's Authorization Form is required.

PROPERTY(IES) DESCRIPTION

Legal Description:		
Civic Address:		
Current Zoning:		Total number of units:
Number of units currently rented	Number of units currently owner occupied	Number of units currently vacant
Description of proposal:		

APPLICATION REQUIREMENTS

Only complete applications will be accepted. Applications and materials submitted must be clear, legible, and precise. All measurements to be provided in metric.

Applicant initial	Required Item	Staff initial
	Completed Application Form	
	Fee	
	Current State of Title (must be printed within last 30 days)	
	Any Registered Easements, Covenants, Rights-of-Way etc.	
	Owner's Authorization Form (if applicable)	
	Surveyor's Certificate showing the location of the building(s) on the lot and distances to lot boundaries	
	Floor plans and section plans showing rooms and strata lot boundaries (if applicable)	
	Any proposal for relocation of tenants (if applicable)	
	Physical & digital copies (USB stick* or FTP site) of all application materials.	

***Note that USB sticks will not be returned as they become property of City of Kelowna.**

COUNCIL POLICY NO. 148

In accordance with Council Policy No. 148 the following additional requirements must be adhered to:

- The applicant shall advise, in writing, all tenants affected by any proposed strata conversion that an application for a strata conversion has been made to the City of Kelowna.
- The applicant shall advise all tenants of their rights under the *Residential Tenancy Act*, as amended, with respect to the termination of their tenancy in the event that they are not given the opportunity or do not wish to purchase the unit which they occupy.
- The applicant of any strata conversion application which requires the approval of Council shall provide all tenants with a letter, at least 10 days prior to the matter being presented to Council, advising the tenants of the date and time of the Council meeting at which the application is to be considered and that any tenants who deem their interest to be affected by such strata conversion may appear before Council and express their views regarding such conversion.

APPLICANT CONFIRMATION

A As applicant or approved agent, I confirm that I have read all relevant City of Kelowna bylaws and policies and that this application is in conformance (unless a bylaw amendment forms part of this application.)

I have attached to this application the required plans and specifications of the proposed development in accordance with the application checklist.

I accept responsibility for processing delays caused by incorrect or insufficient submission materials.

I understand that this application form is a public document and that any and all information contained in it, including personal information as that term is defined in the Freedom of Information and Protection of Privacy Act of B.C., is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing. I am aware that I am responsible to display and remove the development sign.

I understand that I am responsible for obtaining development authorizations and permissions from Telus, FortisBC Gas & Electric, and Shaw Cable and for providing the File Manager with copies of responses from these utilities.

B I further acknowledge that **Development Cost Charges (DCC's)** may be payable at the time of subdivision or Building Permit for the construction of new dwelling units, commercial, institutional or industrial development.

Applicant Signature: _____ **Date:** _____

FEES:

For completion by One Window Staff:

Fees submitted:		Received by:		Date:	
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Fees are as per City of Kelowna Development Application Fee Bylaw No. 10560 (kelowna.ca/bylaws). Acceptance of fees does not imply or guarantee application approval.



Community Planning
1435 Water Street
Kelowna, BC V1Y 1J4
250-469-8626
kelowna.ca

Development Services
1435 Water Street
Kelowna, BC V1Y 1J4
250-469-8960
24-hour Inspection Line:
250-469-8977

Owner's Authorization Form

Application Number _____

PROPERTY INFORMATION

Municipal Address(es): _____

Legal Description(s): _____

Project Description: _____

Registered Owner Name(s): _____

Address: _____

City: _____ Province: _____ Postal Code _____

Telephone: _____ E-mail Address: _____

Please be advised that I/we, the registered owner(s) of the above mentioned property(ies),

(select one)

- ☐ will apply for all applications related to the above mentioned project.
- ☐ authorize the following agent to apply for all applications related to the above mentioned project on my/our behalf:
- ☐ authorize the following agent access to property information related to the above address on my/our behalf

Agent Name:		Agent Company:	
Mailing Address:			
City:	Prov:	Postal Code:	
Telephone:		Cell:	
Email Address:			

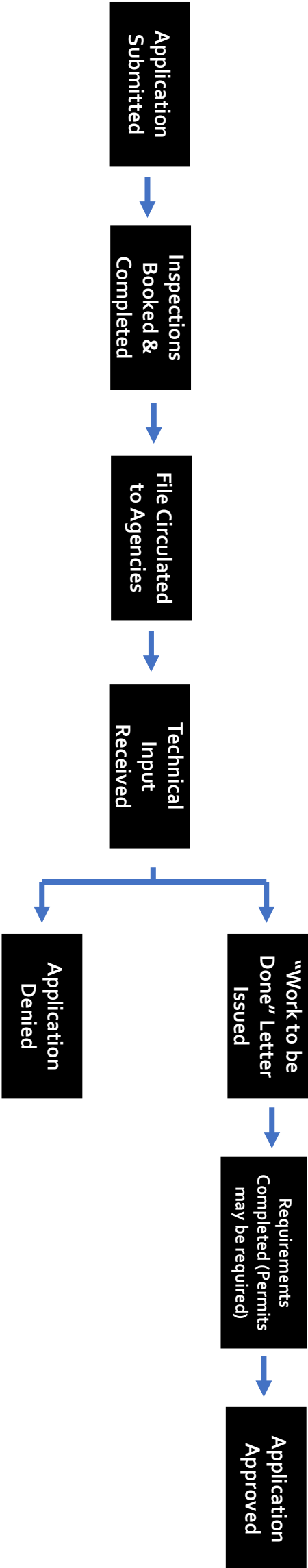
I/We agree to immediately notify the City of Kelowna, in writing, of any changes regarding this information.

Owner's Name(s) (printed): _____

Owner's Signature(s): _____

Date: _____

City of Kelowna Development Process: Stratification of Previously Occupied Buildings (Four Units or Less)



Tenant Notification Form

(Council Policy No.148)



This form must be filled out and submitted with your stratification approval package.

I, _____, the applicant for Application No. ST _____

at _____ have conducted the required tenant notification
(address)

in accordance with Council Policy No. 148.

- ☐ I have advised all tenants, in writing, that an application for a strata conversion has been made to the City of Kelowna under the provisions of Section 242 of the *Strata Property Act*. ***Include a copy of the letter provided to the tenants.***
- ☐ I have provided all tenants with the "Guide for Landlords & Tenants in British Columbia" published by the Residential Tenancy Branch to advise them 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 unit which they occupy.

Proposals for relocating tenants (if applicable):

Applicant Signature: _____ Date: _____

On the back of this form, list all the units that were notified.

City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250 469-8600
FAX 250 862-3330
kelowna.ca

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