



KITIMAT

A Marvel of Nature and Industry

Strata Conversion Application

Community Planning and Development

270 City Centre, Kitimat, BC V8C 2H7

T: 250-632-8900

www.kitimat.ca

Central File #: _____

APPLICANT INFORMATION

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

OWNER INFORMATION *(if different from above)*

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

PROPERTY INFORMATION

Civic Address(es): _____

Legal Description(s): _____

Parcel Identifier(s): _____

Is the property 800 metres or closer to a provincial highway? Yes No

Zoning (*Kitimat Municipal Code*): _____

Lot Size (m²/ha/acre): _____

Is the property serviced by municipal water? Yes No

Is the property serviced by sanitary sewer? Yes No

PROJECT INFORMATION *(attach additional pages if necessary)*

Describe the current use and development: _____

Describe the proposed use and development: _____

Describe the reason strata conversion is required: _____

APPLICATION ACKNOWLEDGMENT

Personal Information provided on this form is collected under the authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act.

Should there be any change in ownership or legal description of the property, I undertake to notify the Community Planning and Development Department immediately to avoid any unnecessary delay in processing the application. I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, and supporting plans, relevant property title charges, documents and/or drawings as required.

Applicant or Authorized Representative Signature Date

AUTHORIZATION OF APPLICANT

By signing this application, I authorize the above applicant to apply for this strata conversion application, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner regarding this application.

Applicant or Authorized Representative Signature Date

APPLICATION CHECKLIST

This checklist must be followed and submitted with your application form. If the application is incomplete, it will affect the processing time of the pending application. Please complete the application by initialing in the box under “Copies Attached” to verify completion of each submittal requirement. District staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

FORMS AND FEES REQUIRED

Document	Details	Notes	Copies Attached	Accepted by Staff
Application Form	Application form must be completed and signed at the time of submission.			
Application Fee	Application fee paid and receipt provided.			
Title Certificate	Documentation of current ownership, including relevant property title charges (i.e. covenant).	The title search must be completed within 30 days of submission. Available from Land Title Office.		

DRAWINGS AND DOCUMENTS

Document	Details	Notes	Copies Attached	Accepted by Staff
Site Plan	Overhead view of proposed development in context of buildings and property lines to scale.	Use the metric system when showing dimensions of buildings, property lines, setbacks, height, etc.		
Proposed Strata Plan	Extent of common property, private property, and proposal for the relocation of persons occupying the residential buildings.			
Rationale Letter	Statement of intent outlining the rationale behind the application and how the District may benefit or be impacted from the strata conversion.			