

5. Attachments

The *BC Strata Property Act* requires that you provide the following documents in support of your application.

- Sketch plan of site showing the building(s) to be converted to strata title, access, services, and scale. Measurements should be in metres. Preferred size is 28 cm x 43 cm (11" x 17").
- Proposed Strata Plan. This must include a plan showing: structures on the property; extent of common property; and extent of private property.
- A report by a licenced professional (Architect, Engineer, or Code Compliance Consultant) that determines: work to be completed to bring the building(s) into compliance with the current *BC Building Code*; life expectancy of the building(s); and any projected changes in maintenance costs due to the condition of the building(s).
- Any proposals for the relocation of persons occupying residential building(s).

The following information may also be requested.

- Copy of (1) State of Title Certificate, or (2) Certificate of Indefeasible Title, for subject property. Copies are available from the Land Title Office, and should be dated no more than thirty days prior to application date.
- Technical Information and reports listed below.

6. Declarations

a. Property Owner

Where the applicant(s) is/are not the registered property owner(s), the following statement must be signed by the registered owner(s) or the owner's(s') agent.

This application is made with my/our full knowledge and consent.

Name(s)	Date	
Mailing Address (incl Postal Code)	Authorized Signature(s)	
Phone	Email	Fax

b. Applicant

I/We declare that statements and information submitted in support of this application are, to the best of my/our knowledge, true and correct.

Signature(s)	Date	
Phone	Email	Fax

FOR OFFICE USE:

Yes No Application Details Attached?	Fee Paid (Date)	Initials of Official
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Yes No Building Permit Required?	Yes No Bldg Permit Application Rcvd?	
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Circulation: Building Engineering Fire Planning Mayor & Council

Department Comment Required by: _____ (Date)