

## Sunshine Coast Regional District

### Guide to Strata Conversion Applications

This handout is a general guide to the strata conversion process in the Sunshine Coast Regional District.



#### Inside:

- Prior to submitting an application.
- Requirements for submitting an application.
- Initial Staff Review and Processing.
- Approval.

The SCRDR will consider applications for the conversion of previously occupied duplexes and parcels with two dwellings as permitted under Section 242 of the *Strata Property Act*.

Essentially, a Strata Conversion divides a single legal parcel with 2 or more dwelling units into 2 or more strata lots with common property or limited common property. The existing dwellings may be a duplex or detached houses and must conform to current zoning bylaws or be legally non-conforming.

#### Prior to Submitting an Application



Prior to submitting an application, applicants are advised to discuss their proposal with Planning staff who will inform you about the review process.

It is also recommended that you speak with the SCRDR Building Division to determine if any building upgrades will be required. This may impact your decision to proceed with the application, based on projected costs of the necessary building updates.

Written notice must be provided to any tenants at least 30 days prior to submitting the application.

#### Requirements for Submitting an Application

When you are ready to proceed, fill out a “Strata Conversion Application” form which is available from the Planning and Development Division or on the SCRDR website. Planning staff can assist you in the completion of the application form, but you must provide the following information:

- The property owner’s name and address – if the applicant is applying on behalf of the property owner, a letter of authorization must be signed by the property owner(s) and submitted with the application. Note that all registered owners of the property must sign the application.
- The full legal description, street address or location and size of the property.
- A description of the existing use, number of existing dwellings, date of initial construction of each dwelling unit and their SCRDR building permit numbers.
- A full description of the proposed development, including number of proposed dwellings, common property & amenities, water supply, sewer system and form of tenure.

- A detailed Site Plan.
- Confirmation that any tenant has received written notice of the application at least 30 days prior.

Depending on the complexity of the application, additional information may be required.

**A recent State of Title Certificate must accompany all applications.** If a certificate is not provided, a title search can be obtained by the applicant through the SCRDR Office, for a nominal fee.

To complete the application you must pay the Strata Conversion application fee and a receipt is issued. A copy of the fee schedule is available from the Planning and Development Division.

#### Initial Staff Review and Processing



A staff member of the Planning and Development Division will be assigned to review your application. and prepare a report that summarizes the application, outlines any comments or concerns and includes recommendations for consideration of issuance. A site inspection will be done by planning staff to verify the information and to collect information about the site and its context.

The following information must be confirmed prior to approval:

- Dwelling units are in compliance with applicable zoning bylaw provisions.
- Building Department is satisfied that the dwelling units are in compliance with applicable BC Building Code provisions, such as fire separation; heating; ventilation; smoke alarms; and plumbing.
- Building Inspector estimates life expectancy and projected maintenance costs of dwellings
- Approved sewage disposal system
- Approved water supply

Planning staff will also consider the priority and needs of providing rental accommodation when considering the application.

Written confirmation that alternative accommodation for any tenant has been found may also be required, in addition to any other information that the Manager of Planning & Development requires under Section 242 (8) of the *Strata Property Act*.

## Approval

Strata Conversions are to be approved by the Manager of Planning and Development.

Applicants will be notified of approval and any conditions that apply, or of non-approval.

### Disclaimer:

The information that is provided in this brochure is intended as a reference for those seeking permit guidelines only. It is recommended that you contact an SCR D Planning Staff to discuss the information directly affiliated with your application as the content of this brochure is subject to change.



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