



Strata Conversion Application

Planning Department-Development Services Division

171 Main St. | Penticton B.C. | V2A 5A9

P: (250) 490-2501 | E: planning@penticton.ca

penticton.ca

January 1, 2026

Application#		
Project#		Date Received:
	Detail:	Fees (Refer to Page 2):
<input type="checkbox"/> Strata Conversion (1-4 Units)	Total # of Units:	\$
<input type="checkbox"/> Strata Conversion (5+ Units)	Total # of Units:	\$
<input type="checkbox"/> Other (i.e. Title Search Fee)		\$
	Total Fees	\$
Applicant Information (Property Owner or Agent**) **See Agency Agreement		
Name(s):		Phone:
Company:		Cell:
Mailing Address:		Email:
Property Owner(s) Information (From Current Title)		
Name(s):		Phone:
Company:		Cell:
Address:		Email:
Property Information		
Civic Address/Legal Description/PID:		
Civic Address/Legal Description/PID:		



Strata Conversion Checklist

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The following list outlines all of the information necessary to provide a timely decision on your application.

All items on the list must be provided with the application and emailed to planning@pentiction.ca

**** The application will proceed through our review process AFTER payment is made. ****

Applicant <input checked="" type="checkbox"/>		Staff <input checked="" type="checkbox"/>
<input type="checkbox"/>	Agency Agreement <ul style="list-style-type: none"><i>If the 'Applicant' is not the registered owner.)</i>	<input type="checkbox"/>
<input type="checkbox"/>	Letter of Intent <ul style="list-style-type: none"><i>Include information that you would like staff and Council to consider when reviewing your proposal.</i><i>Outline your project.</i><i>What are the impacts on the neighboring properties as a result of your development application?</i><i>What is being done to minimize negative impacts on the neighboring properties?</i><i>What makes the development a positive contribution to the community?</i> <p>Please be advised that your letter of intent may form part of the report to Council and personal information (i.e. phone numbers, personal address) should be omitted.</p>	<input type="checkbox"/>
<input type="checkbox"/>	Current Title (Required for each property) <ul style="list-style-type: none"><i>Searched within 30 days.</i><i>Include current copies of any restrictive covenants, easements or utility rights-of way</i>	<input type="checkbox"/>
<input type="checkbox"/>	City to pull current title(s)	<input type="checkbox"/>
<input type="checkbox"/>	Building Department – Approval/Code Compliance	<input type="checkbox"/>
<input type="checkbox"/>	Legal Plans <ul style="list-style-type: none">Strata Plan Survey Plan Certification (Prepared by a BC Land Surveyor)	<input type="checkbox"/>
<input type="checkbox"/>	Strata Conversion (5+ Units) the following information is also required: As per 'Conversion to Strata Title Council Policy' please provide: <ul style="list-style-type: none">Proof that at least 75% of the tenants approve or do not object to the conversionRental Vacancy Report	<input type="checkbox"/>
<input type="checkbox"/>	Application Fee <i>The application will proceed through our review process AFTER payment is received.</i>	<input type="checkbox"/>
<hr/> Initial		<hr/> Initial

Information collected on this form is done so under the authority of section 26 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information, please contact the Legislative Services Department at 250-490-2400.

Strata Conversion Application Fees		<input checked="checked" type="checkbox"/>
First Lot	\$673.00	<input type="checkbox"/>
Each Additional Lot	\$673.00 + 180.00 per strata lot to a max. of \$2,475.00	<input type="checkbox"/>
Legal Plan Approval Fee	\$70.35 (incl. GST)	<input type="checkbox"/>
Title Search	\$24.15 (incl. GST)	<input type="checkbox"/>
Report Inspection Fees	\$312.00	<input type="checkbox"/>
Third Party Review of Professional Reports submitted with an Application	Actual Cost	<input type="checkbox"/>
Applicant/Agent Confirmation		
<p>As Applicant, I confirm that 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, excluding personal information as that term is defined in the <i>Freedom of Information and Protection of Privacy Act</i>, 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. And, I understand that approval is subject to Staff and Council deliberation and assessment</p> <p><i>If all registered owners of the property are the 'Applicant', all must sign below. If only one registered owner is the 'Applicant', the remaining registered owner(s) must provide an Agency Agreement. Please submit a separate page if more signatures are required.</i></p>		
_____ Print Name	_____ Signature	_____ Date
_____ Print Name	_____ Signature	_____ Date
_____ Print Name	_____ Signature	_____ Date

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