



# Development Application–Strata Conversion

Planning Department-Development Services Division  
 171 Main St. | Penticton B.C. | V2A 5A9  
 Email: [planning@pentiction.ca](mailto:planning@pentiction.ca)



Effective Date: June 11, 2020

Application#		Master Project #	
		<b>Detail:</b>	<b>Fees (Refer to Fee Schedule):</b>
<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, MOE Referral Fee)		\$
		<b>Total Fees</b>	<b>\$</b>

**Property Information (Please submit a separate page for more than one property)**

**Civic Address and Legal Description/PID:**

**Applicant Information (Property Owner or Agent\*\*)**

**\*\*See Agency Agreement**

<b>Name(s):</b>	<b>Phone:</b>
<b>Company:</b>	<b>Cell:</b>
<b>Mailing Address:</b>	<b>Email:</b>

**Property Owner(s) Information (From Current Title)**

<b>Name(s):</b>	<b>Phone:</b>
<b>Company:</b>	<b>Cell:</b>
<b>Address:</b>	<b>Email:</b>

**Applicant/Agent Confirmation**

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 *Freedom of Information and Protection of Privacy Act*, 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.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Coordinating Professionals** *(List professionals such as BC Land Surveyor, Engineer etc. Please submit additional page if required.)*

<b>Name(s):</b>	<b>Phone:</b>
<b>Company:</b>	<b>Cell:</b>
<b>Address:</b>	<b>Email:</b>

**Application Checklist:**

*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. We are unable to accept applications that do not have all of the required items*

<b>Applicant to Complete</b>	<b>Staff to Complete</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Completed Application Form</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Agency Agreement</b> <i>(If the 'Applicant' is not the registered owner.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Letter of Intent</b> <ul style="list-style-type: none"> <li>• <i>Include information that you would like staff and Council to consider when reviewing your proposal.</i></li> <li>• <i>Outline your project.</i></li> <li>• <i>What are the impacts on the neighboring properties as a result of your development application?</i></li> <li>• <i>What is being done to minimize negative impacts on the neighboring properties?</i></li> <li>• <i>What makes the development a positive contribution to the community?</i></li> </ul> <p><b><i>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.</i></b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Current Title (Required for each property)</b> <ul style="list-style-type: none"> <li>• <i>Searched within 30 days.</i></li> <li>• <i>Include current copies of any restrictive covenants, easements or utility rights-of way</i></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	City to pull current title(s) (Fee: \$21.00 per property title search)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Profile / Site Profile Waiver / Certificate of Compliance from MOE</b> <i>\$100 MOE referral fee is required if Schedule II uses are identified.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>As per Conversion to Strata Title Council Policy please provide:</b> <ul style="list-style-type: none"> <li>• Proof that at least 75% of the tenants approve or do not object to the conversion</li> <li>• Rental Vacancy Report</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Building Department – Approval/Code Compliance</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Legal Plans:</b> <ul style="list-style-type: none"> <li>• Strata Plan Survey Plan Certification (Prepared by a BC Land Surveyor)</li> <li>• Application to Deposit Plan signed by registered owner, financial</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Payment</b>
<hr style="width: 50px; margin: 0 auto;"/>	<hr style="width: 50px; margin: 0 auto;"/>	
Initial	Initial	

**For Office Use**

Cheque / Debit / Cash	Name/Address:	Date Received:
Amount:		
Received By:		



# Development Applications-Fee Schedule

Planning Department-Development Services Division

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

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

[penticton.ca](http://penticton.ca)

Effective: January 1, 2021

OCP Amendments	Fee	✓
OCP Amendments	\$2,200.00	<input type="checkbox"/>
OCP Amendments in conjunction with a Rezoning Application	\$1,430.00	<input type="checkbox"/>
OCP Amendments in conjunction with Public Engagement	\$5,500.00	<input type="checkbox"/>
<b>Rezoning</b>		
Rezoning Applications	\$1,925.00	<input type="checkbox"/>
Zoning Bylaw Text Amendments	\$1,375.00	<input type="checkbox"/>
Comprehensive Development Zone	\$5,500.00	<input type="checkbox"/>
<b>Public Notice Signs (OCP Amendments/Rezoning)</b>		
Initial OCP Amendment or Zoning Amendment Bylaw Sign(s)	\$288.75/sign ( <i>incl. GST</i> )	<input type="checkbox"/>
Repair or Replacement of damaged sign(s)	\$288.75/sign ( <i>incl. GST</i> )	<input type="checkbox"/>
<b>Development Permit Application</b>		
Minor DP (Staff issuable)	\$770.00	<input type="checkbox"/>
Amendments to Minor DP (Staff issuable)	\$385.00	<input type="checkbox"/>
Major DP (Council Decision)	\$1,320.00	<input type="checkbox"/>
Amendments to Major DP (Council Decision)	\$660.00	<input type="checkbox"/>
Appeal to Council of a Staff Decision on a DP	\$770.00	<input type="checkbox"/>
Riparian / Environmental Assessment Development Permit	\$660.00	<input type="checkbox"/>
Hillside Development Permit	\$1,320.00	<input type="checkbox"/>
<b>Development Variance Permit Application or Board of Variance Application</b>		
Minor Variance (1 or 2 Variances per development)	\$770.00	<input type="checkbox"/>
• In conjunction with a Development Permit Application	\$550.00	<input type="checkbox"/>
Major Variance (3+ Variances per development)	\$1,320.00	<input type="checkbox"/>
• In conjunction with a Development Permit Application	\$770.00	<input type="checkbox"/>
Board of Variance	\$550.00	<input type="checkbox"/>
<i>No additional fee is required for a Variance where it is issued under Section 492 of the LGA</i>		

Temporary Use Permit	Fee	√
Temporary Use Permit	\$880.00	<input type="checkbox"/>
Temporary Use Permit Renewal	\$440.00	<input type="checkbox"/>
<b>Subdivision - Fee Simple &amp; Bareland Strata</b>		
<i>Preliminary Layout Approval Review (Fees based on total number of lots being registered at Land Titles)</i>		
1-2 Lots	\$1,100.00	<input type="checkbox"/>
3-10 Lots	\$1,100.00 + \$330.00 per lot in excess of 2 lots	<input type="checkbox"/>
11-20 Lots	\$3,300.00 + \$240.00 per lot in excess of 10 lots	<input type="checkbox"/>
21-30 Lots	\$5,700.00 + \$220.00 per lot in excess of 20 lots	<input type="checkbox"/>
31-40 Lots	\$7,900.00 + \$200.00 per lot in excess of 30 lots	<input type="checkbox"/>
41 Lots or Greater	\$9,900.00 + \$120.00 per lot in excess of 40 lots	<input type="checkbox"/>
Preliminary Layout Approval (PLA): Renewal or Amendment	\$240.00	<input type="checkbox"/>
Legal Plan Approval Fee	\$63.00 (incl. GST)	<input type="checkbox"/>
Early Registration Agreement (Applicable to Fee Simple Subdivisions)	\$875.00	<input type="checkbox"/>
Latecomer Agreement (Applicable to any excess or extended services as a result of Subdivision or Building)	\$825.00	<input type="checkbox"/>
<b>Subdivision - Phased Strata</b>		
Phasing Approval Fee	\$660.00	<input type="checkbox"/>
From P Approval	\$115.50 (incl. GST)	<input type="checkbox"/>
Preliminary Layout Approval (PLA): Renewal or Amendment	\$240.00	<input type="checkbox"/>
<b>Strata Conversion</b>		
First Lot	\$550.00	<input type="checkbox"/>
Each Additional Lot	\$500.00 + 150.00 per strata lot to a max. of \$2,000.00	<input type="checkbox"/>
Report Inspection Fees	\$275.00	<input type="checkbox"/>
Third Party Review of Professional Reports submitted with an Application	Actual Cost	<input type="checkbox"/>
<b>ALR</b>		
ALR Exclusion/Inclusion/Subdivision/Non Farm Use	As prescribed by the ALC	<input type="checkbox"/>
<b>Other Administrative Fees</b>		
Ministry of Environment-Site Profile Referral	\$100.00	<input type="checkbox"/>
Land Title Search (per property)	\$21.00 (incl. GST)	<input type="checkbox"/>
<b>TOTAL FEES</b>	<b>\$</b>	

City of Penticton

COUNCIL POLICY

CONVERSION TO STRATA TITLE

1. The applicant is required to provide documentation to the satisfaction of the City that at least 75% of the tenants are in favour or do not object to the conversion;
2. The applicant must provide a report outlining the availability of similar types of rental accommodation with rental rates comparable to the subject building;
3. The building must substantially comply with the existing Building Code of British Columbia requirements with respect to safety, structural, and health aspects;
4. The building must substantially comply with the existing City of Penticton Zoning Bylaw regulations giving special consideration to use and density.

These policy guidelines are, of course, in addition to say statutory requirements that regulate condominium conversions.

City of Penticton  
Strata Title Subdivision  
RENTAL VACANCY REPORT  
(To be completed by the applicant)

Name of Applicant \_\_\_\_\_

as part of an application to convert the building situated at

\_\_\_\_\_

To condominium units, the following apartment blocks were contacted to determine the availability of comparable rental accommodation for those who may be displaced

First Building Name \_\_\_\_\_

Location \_\_\_\_\_

Name of Manager \_\_\_\_\_

Phone number where Manager may be reached during the day \_\_\_\_\_

Apartment Inventory \_\_\_\_\_

	Total No. of Apts.	Vacant Apts.	Rent, including utilities and parking (\$)
Bachelor			
1 Bedroom			
2 Bedroom			
3 Bedroom			

Second Building Name \_\_\_\_\_

Location \_\_\_\_\_

Name of Manager \_\_\_\_\_

Phone number where Manager may be reached during the day \_\_\_\_\_

Apartment Inventory \_\_\_\_\_

	Total No. of Apts.	Vacant Apts.	Rent, including utilities and parking (\$)
Bachelor			
1 Bedroom			
2 Bedroom			
3 Bedroom			

Third Building Name \_\_\_\_\_

Location \_\_\_\_\_

Name of Manager \_\_\_\_\_

Phone number where Manager may be reached during the day \_\_\_\_\_

Apartment Inventory \_\_\_\_\_

	Total No. of Apts.	Vacant Apts.	Rent, including utilities and parking (\$)
Bachelor			
1 Bedroom			
2 Bedroom			
3 Bedroom			

Fourth Building Name \_\_\_\_\_

Location \_\_\_\_\_

Name of Manager \_\_\_\_\_

Phone number where Manager may be reached during the day \_\_\_\_\_

Apartment Inventory \_\_\_\_\_

	Total No. of Apts.	Vacant Apts.	Rent, including utilities and parking (\$)
Bachelor			
1 Bedroom			
2 Bedroom			
3 Bedroom			

SUMMARY OF PROPOSED HOUSEHOLD RELOCATIONS

1. Number of households being relocated:

TYPE

RENT

Bachelor \_\_\_\_\_

\_\_\_\_\_

1 Bedroom \_\_\_\_\_

\_\_\_\_\_

2 Bedroom \_\_\_\_\_

\_\_\_\_\_

3 Bedroom \_\_\_\_\_

\_\_\_\_\_

2. Is there any special relocation assistance being provided to the tenants who will have to move

\_\_\_\_\_

\_\_\_\_\_

I hereby declare the above information to be factual and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

I, (We) the tenants of the building proposed to be converted into strata lots, have read the completed application on the front side of this sheet and am in favor or do not object to the conversion. I (We) understand the consequences of the conversion to Strata Title.

Name (please print)	Unit #	Length of Tenancy	Signature	Date
1.				
2.				
3.				
4.				
5.				
6.				
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35.				
36.				

The signatures above represent \_\_\_\_\_% (percent) of the units to be converted (must be at least 75%).