

Castlegar, B.C.

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STRATA BACKGROUND

Regulations governing strata subdivisions are contained in the CONDOMINIUM ACT and the Bare Land Strata Regulations.

The Strata Titles Act (now called Condominium Act) was enacted in 1966. It allowed buildings to be subdivided into strata lots and was originally thought to be a more affordable method of home ownership than the single family dwelling. "Bare Land Strata" type subdivisions were added in 1978 and were first used to subdivide mobile home parks and recreational developments. They have now become a popular method of "Gated Community" Development.

All Strata plans must be approved by the Superintendent of Real Estate before they are registered at the Land Title Office in Nelson.

The Subdivision and Development Bylaw establishes levels of works and services to be provided within and adjacent to a Strata Subdivision. The Bylaw also outlines design guidelines and construction standards. The applicant is responsible for all costs to provide the required works and services.

Prior to any works and services construction, engineering design drawings must be approved by the Public Works Department.

Before a final Strata Subdivision Plan can be approved, the Developer must have received a building permit for the Development and before the Building Permit can be issued the Developer has the option to:

- ! install required works and services; or
- ! provide security to guarantee works and services construction (requires Council Agreement).

The following guide is intended to generally illustrate the procedure involved in applying for strata subdivision approval. It does not cover the numerous technical details often encountered during the strata subdivision process.

PROCEDURE FOR STRATA SUBDIVISION

Application forms are available from the
Development Services Department, second floor of City Hall

A. STRATA

1. **No Municipal Approval** necessary.
2. Building completely **Framed** (before gyproc).
3. B.C. Land Surveyor prepares final **Subdivision Plan**.
4. Plan **Approved** by Superintendent of Real Estate.
5. Plan **Registered** in Nelson Land Title Office.

B. STRATA CONVERSION

1. Submit **Application** to the Development Services Office, second floor of City Hall.
 - @ include application fee
 - @ include application signed by owner
 - @ 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.
 - @ the applicant must provide a report outlining the availability of similar types of rental accommodation with rental rates comparable to the subject building.
 - @ the building must substantially comply with the existing Building Code of British Columbia requirements with respect to safety, structural and health aspects.
 - @ the building must substantially comply with existing City of Castlegar Zoning Bylaw regulations giving special consideration to use and density.
2. **Technical review** by staff.
3. **Staff recommendation** to City Council.
4. **Tentative Approval** or rejection by City Council.
5. **Final plans** prepared by B.C. Land Surveyor.
6. Strata Conversion Plan **Signed** by Mayor and Clerk:
 - @ requirements complete (if applicable).
7. Plan **Approved** by the Superintendent of Real Estate.
8. Plan **Registered** in Nelson Land Title Office.

C. STRATA CONVERSION or

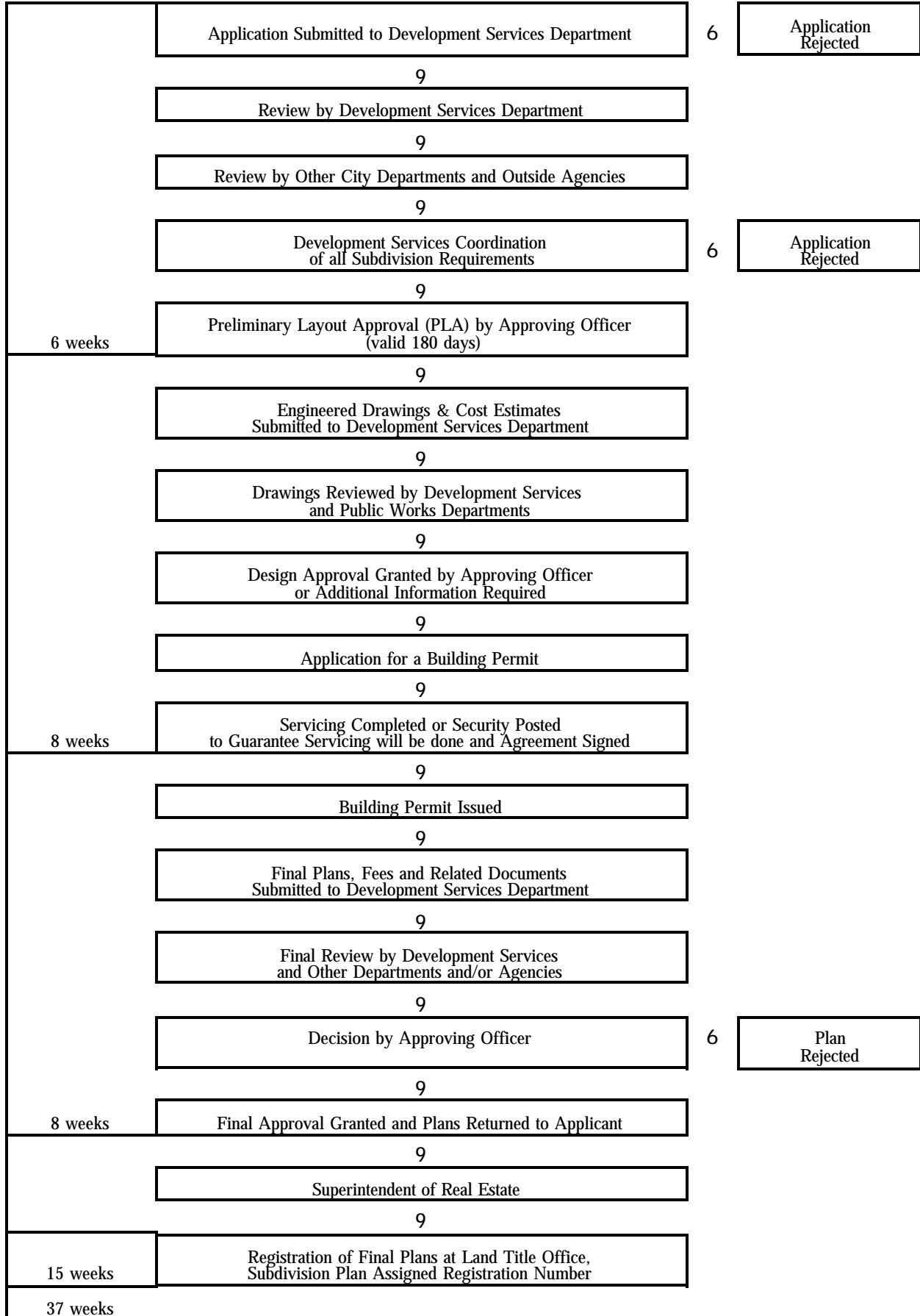
D. BARE LAND STRATA

1. Submit **Application** to the Development Services office, second floor of City Hall.
Include:
 - @ Plan drawn to scale
 - @ Application fee
 - @ Application signed by owner
2. **Technical Review** and tentative approval issued.
3. **Building Permit** issued
 - @ Engineering Drawings prepared and approved.
 - @ Works and services completed or securities received and agreement signed.
 - @ Development cost charges paid.
4. Building Completely **Framed** (before gyproc).*
5. **Form E** prepared by applicant's lawyer.
6. **Final subdivision Plan** prepared by B.C. Land Surveyor.
7. Final Subdivision **Plan and Form E Signed** by Approving Officer.
8. **Plan Approved** by Superintendent of Real Estate.
9. Plan **Registered** in Nelson Land Title Office.

* Does not apply to Bare land Strata.

BARE LAND STRATA SUBDIVISION FLOW CHART

ESTIMATED TIME



NOTES:

NOTE: This pamphlet is prepared for information purposes only and the City of Castlegar disclaims any liability arising from reliance on information contained in this guide. This pamphlet is not a procedures manual pursuant to Section 954 of the Municipal Act.

