



Town of Ladysmith
Strata Conversion Application Checklist
(Previously Occupied Building)

The strata conversion application shall be in the form of a letter and shall include the following:

- Property address and legal description of the site
- Copy of the certificate of title and any charges registered on title (covenants, easements, rights-of-way)
- Site survey
- Parking plan, showing number and dimension of parking spaces
- Proposed strata plan, if prepared
- Number of proposed strata units in the building
- Current and proposed use of each proposed strata unit
- Proposed improvements to the building and site (internal & external)
- Sizes of residential units (# of bedrooms)
- Current monthly rental cost of residential units
- Current residential building vacancy rate
- Tenure of current residential residents (months/years in the building)
- Information about residential tenant consultation that has taken place.
- If the applicant is not the owner, the application letter must be accompanied by the written consent signed by the owner(s).
- Declaration such as: *I/We hereby declare that all of the statements and information contained in the material submitted in support of the application are, to the best of my knowledge, true and correct in all respects.*
- Application Fee – \$500 + \$250 per unit. Consultant and registration costs are the responsibility of the applicant.

Pursuant to Section 242 of the Strata Property Act, a strata conversion must not be approved unless the building substantially complies with all current applicable bylaws and the British Columbia Building Code. The approving authority (Council) will consider:

- Requirement for an independent Building Code review
- The priority of rental accommodation over privately owned housing in the area
- Any proposals of the owner / developer for the relocation of tenants
- The life expectancy of the building
- Projected major increases in maintenance costs due to the condition of the building

- Compliance with the Bylaws of the Municipality (e.g. Zoning Bylaw)
- Compliance with current development approvals (municipal and other agencies)
- Requirement for tenant notice of the proposed application (e.g. declaration, meeting)
- Contribution to overall community benefit
- Terms and conditions of an approval
- Other matters that, in its opinion, are relevant, such as:
 - Provisions for the on-going residential tenancy of persons who may be affected by the proposed strata conversion to demonstrate that the conversion would not adversely affect the rental vacancy rate in the municipality.
 - Housing Agreement to require rental accommodation at a maximum rental rate
 - On-going commitment that residential rental will not be prohibited by the future strata council bylaws
 - The opportunity for existing residential rental tenants to purchase their unit below market rates
 - Fire protection and tenant safety
 - Proposed up-grades to the building and cost implications for tenants