Form ST- 4 Strata Title Conversion – An Application Guide

Prior to submitting an application, please arrange a pre-application meeting with a Planner to review pertinent issues including zoning, road dedication requirements (if any), Building Inspection Report criteria, process, fees and other potential cost implications.

Application Requirements:

Please see the handout titled "***Land Use and Development Application Requirements***" for a listing of required submissions. Additional information may be requested by staff or other agencies.

Processing Procedure:

Following submission of a complete application:

- The Development Department reviews the application and refers the proposal to other municipal departments and/or outside agencies for comment.
- If a rezoning or Development Variance Permit application is required in addition to the Strata Title Conversion application, the applications may be processed concurrently, noting that zoning compliance must be satisfied prior to strata title conversion.
- If the Director of Development approves the application subject to terms and conditions, such terms and conditions must be met before the strata plan is endorsed. If upgrades are required, building and plumbing permits must first be obtained and an occupancy permit issued.
- Upon fulfillment of the terms and conditions, the applicant must submit to the Development Department the necessary strata plan*, which meets *Strata Property Act* requirements. The applicant is responsible for satisfying the requirements of the *Strata Property Act*.

  * *A full dimensioned plan prepared by a BC Land Surveyor including:*
    - *The Survey Plan Certification, in both electronic and paper form, prepared by a B.C. Land Surveyor to the satisfaction of the Approving Officer;*
    - *Four full-sized paper prints of the Strata Plan; and*
    - *Application to Deposit Plan, in both electronic and paper forms.*

Processing time depends on the physical condition of the building(s) and the fulfillment of any subject terms and conditions associated with the strata plan endorsement.

This brochure is meant for general guidance only and is not to be regarded as a right to application approval if the steps indicated are followed. If you have any questions, please contact the Application Centre of the Development Department at 604-946-3380 or Development@delta.ca.