



Topic

Strata Title Conversion Guidelines

Overview

The following guidelines will be considered by the Council, under Section 242 of the *Strata Property Act*, when dealing with applications for the conversion to strata title of existing previously occupied buildings. The guidelines are without prejudice to Council's power as approving authority to approve, or not approve, subject to terms and conditions or to delegate its powers and duties, as set out in Section 242 of the *Strata Property Act*.

For Further Information

See the "Subdivision" guide for more information on the strata title review process. If you have any questions, contact the Planning and Development Department at 604-927-3430.

Key Information

I. APPLICATION REQUIREMENTS

1. It is a requirement for all applications for strata plan approval, including applications for conversion of existing previously occupied premises:
 - a) That the application proceed by way of a subdivision application which would be reviewed by the Subdivision Advisory Committee, who would report to the Approving Officer and Council.
 - b) That the application be accompanied by:
 - i) the proposed plan of strata subdivision;
 - ii) a site plan showing access and parking;
 - iii) a landscaping plan;
 - iv) floor plans; and
 - v) elevation drawings.

For further information please contact the Development Planning Section of the Planning and Development Department at 604-927-3430 or check our website, www.coquitlam.ca

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- c) That approval of the application be subject to a restrictive covenant, to be registered with the strata plan, to prohibit further subdivision, where such further subdivision would not be prevented by existing bylaws.

II. COMPLIANCE WITH MUNICIPAL BYLAWS

1. Applications for strata conversion of previously occupied existing buildings will be expected to comply with bylaw requirements at the time of application in regard to the following critical matters:
 - a) safety, fire hazard and sanitary conditions;
 - b) off-street parking and loading requirements; and
 - c) soundproofing between dwelling units - walls, ceilings.
2. Such applications will be reviewed by the Engineering and Public Works, Planning and Development and Fire Departments. The applicants will pay the actual costs of on-site inspections when required by Council.
3. Any upgrading required by the Council or by Council's designated Approving Officer to comply with bylaw standards is to be completed prior to the Approving Officer and City Clerk signing the form/s necessary to register the strata plan at the Land Titles Office.

III. COMPLIANCE WITH SERVICING STANDARDS AND REQUIREMENTS

1. Except where such upgrading has previously been provided for, services on highways abutting the lands subject to a conversion application shall be upgraded to comply with the provisions of the City of Coquitlam Subdivision and Development Servicing Bylaw, except in the case of residential duplex conversions. Such upgrading shall be completed, or bonding therefore provided, according to normal procedures, prior to signing of registry forms by the Approving Officer and City Clerk.
2. Where located on an arterial street, any dedications or road reservations required for future widening shall be provided prior to signing of registry forms by the Approving Officer and City Clerk.
3. In the case of an application involving a common road system to provide vehicular and utility access to individual lots or buildings, the Approving Authority may require upgrading of certain elements of such road or utility works, to standards equivalent to those of the Subdivision and Development Servicing Bylaw, where this is deemed necessary by the Approving Officer, for safety, fire hazard or sanitation reasons. Any such upgrading shall be completed prior to signing of registry forms by the Approving Officer and City Clerk.

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IV. PROTECTION OF EXISTING TENANTS

1. Council will not normally give favourable consideration to applications for conversion of existing rental residential premises containing three or more dwelling units at any time when the apartment vacancy rate in the Tri-Cities (Coquitlam/Port Moody/Port Coquitlam) and the region (Metro Vancouver) or either of them is less than 4.0%.
2. Where the proposed conversion is for three or more units, the applicant shall provide written evidence that existing tenants representing at least 60% of all units are in favour of the proposed conversion, and such number shall exclude any owners with an interest in the land upon which the building is located.
3. Where the proposed conversion is for two units only, the applicant shall provide written evidence that all present tenants are in favour of the proposed conversion.

V. PROTECTION OF PURCHASERS

1. Applications for strata conversion shall include appropriate provision for landscaping, and in the case of multi-family residential conversions, adequate open space and common facilities, all of which shall be of such design, materials and construction as are not likely to result in undue maintenance costs. Where improvements are required by Council, they shall be completed prior to signing of registry forms by the Approving Officer and City Clerk.
2. The Manager of Development Services may, when deemed advisable, require that the condition of building elements such as roofing or heating and plumbing systems be certified in writing by a qualified professional engineer and/or architect, at the applicant's cost.
3. Applications for strata conversion other than residential duplexes shall include provisions that:
 - a) the strata plan allocate all areas covered by required parking and loading spaces, and associated access aisles, as common property;
 - b) a Section 219 restrictive covenant in favour of the City be registered against the land, undertaking that parking will be managed and dealt with in a way that ensures:
 - that the availability and use of parking will be in conformity to the requirements of the Zoning Bylaw; and
 - that all owners and tenants have reasonable access to and use of common property parking spaces; and
 - c) in the case of apartment conversions, at least one common property parking space be assigned for the sole use of each apartment suite, without additional cost or fee.