



The Corporation of the City of North Vancouver  
141 West 14<sup>th</sup> Street  
North Vancouver, B.C. V7M 1H9

## CONVERSION UNDER THE STRATA PROPERTY ACT

### *Information for Applicants*

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Under Section 242 of the Strata Property Act of British Columbia, City Council is the Approving Authority for conversion of previously occupied buildings into strata lots. All applications for conversion into strata lots of *existing buildings which have been previously occupied* must be submitted to the Community Development Department for examination and inspection. The application will then be forwarded to the approving Authority (City Council) for consideration and its decision to approve or refuse shall be final. The Stratification of new buildings does not require Council approval but must be noted at the time that a building permit application is made.

#### **A. BASIC CRITERIA FOR ALL BUILDINGS**

All buildings which are the subject of an application for stratification must be able to meet the following basic criteria:

1. Compliance, or substantial compliance, with the B.C. Building Regulations which adopt the National Building Code;
2. Compliance, or substantial compliance, with the City of North Vancouver's current Zoning Bylaw.

#### **B. ADDITIONAL CRITERIA FOR RESIDENTIAL BUILDINGS**

1. Unless the rental apartment vacancy rate determined by Canada Mortgage and Housing Corporation is equal to or greater than 4% for a minimum 12 month consecutive period, the City of North Vancouver will not approve applications for the conversion of rental apartments of three or more units to strata units.
2. Where an application is for the stratification of an existing duplex which was previously occupied, the applicant must be prepared to enter into a covenant, under Section 215 of the Land Title Act, which will restrict the use of the building on the original lot to two dwelling units only, each to be occupied by only one family, as defined in the City's Zoning Bylaw.

#### **C. BASIC INFORMATION TO BE SUBMITTED ON APPLICATION**

1. Applicant's name, address and telephone number. If the applicant is not the owner, then the owner's name, address and telephone number must also be provided.
2. If the applicant is not the owner, then he must provide written authorization from the owner, appointing him agent.

3. Name and telephone numbers of any tenants of the building.
4. If the building in question is owned co-operatively, with an accompanying lease, the applicant must advise and provide proof of the term of the lease (i.e. is the lease for less than three years or more than three years?). In addition, proof is required that 100 percent of the owners agree to the conversion to strata ownership.
5. A statement describing the proposal of the owner/developer for the relocation of the person occupying the building and an undertaking that the requirements of the laws governing tenant evictions and relocations will be met.
6. A statement of the age and projected life expectancy of the building.
7. A statement describing the current condition of the building and any projected major increases in maintenance costs due to the condition of the building.

**D. GENERAL INFORMATION**

1. If illegal suites are found in a building during the course of inspections, no prosecution will result from this discovery provided that the units are vacated with a reasonable time following Council's preliminary approval of the application.
2. Where no municipal records are available, the applicant shall submit a site plan showing the location of the building on the lot (front, rear and side yard setbacks), the location of any accessory buildings (garage, carport), and the number of parking spaces provided.
3. Information provided by the applicant will be reviewed by staff and on-site inspections will be conducted by the Building, Electrical and Plumbing Inspectors.

**PLEASE NOTE: It is the applicant's responsibility to arrange for inspection of the building by the City's Inspectors.**

4. The Approving Authority may consider any other information which it considers to be relevant to the application.

**E. STRATA CONVERSION APPLICATIONS**

All requests for conversion into strata lots of buildings which have been previously occupied shall be accompanied by a fee as follows:

i)	Application fee .....	\$500.00
ii)	Legal fees .....	\$500.00
iii)	Inspection fee:	
	- duplex building .....	\$200.00
	- multiple unit resident, commercial, industrial or institutional buildings .....	\$200.00 per unit to a maximum of \$1,200.00 plus G.S.T.

**DISCLAIMER:**

The City of North Vancouver disclaims all responsibility for the accuracy or completeness of this document and the information contained therein. This document is provided for your convenience only, and you are advised to refer to the official document available at City Hall to satisfy yourself as to the applicable regulations and the information you require.

*Revised February 28, 2008*

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