

Strata Title Conversion Guidelines



These guidelines are for the conversion of an existing, previously occupied building to strata title.

Application Requirements

- The application will proceed as a subdivision application and will be reviewed by the Subdivision Advisory Committee (who would report to the Approving Officer and Council).
- The application must include:
 - the proposed plan of strata subdivision;
 - a site plan showing access and parking;
 - a landscaping plan;
 - floor plans; and
 - elevation drawings.
- Approval of the application will be subject to a restrictive covenant, to be registered with the strata plan, to prohibit further subdivision.

Compliance with Municipal Bylaws

- Applications will be expected to comply with bylaw requirements in regard to the following:
 - safety, fire hazard and sanitary conditions;
 - off-street parking and loading requirements; and
 - soundproofing between dwelling units - walls, ceilings.
- Applications will be reviewed by the following departments:

- Engineering and Public Works,
- Planning and Development and
- Fire/Rescue.
- The applicants will pay the actual costs of on-site inspections (when required by Council).
- Any upgrading required 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.

Compliance with Servicing Standards and Requirements

- Services on highways next to lands subject to a conversion application will need to 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 and where upgrading has taken place .
- Such upgrading shall be completed (or bonding) according to normal procedures, prior to signing of registry forms by the Approving Officer and City Clerk.
- Where located on an arterial street, any dedications or road reservations needed for future widening will need to be provided prior to signing of registry forms by the Approving Officer and City Clerk.
- 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 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). This upgrading must be completed prior to signing of registry forms by the Approving Officer and City Clerk.

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.

Protection of Existing Tenants

- Council will not normally give favourable consideration to applications of existing rental residential premises with three or more units 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%.
- Where the proposed conversion is for three or more units, the applicant needs to submit written evidence that existing tenants representing at least 60% of all units are in favour of the proposed conversion, and will exclude any owners with an interest in the land
- Where the proposed conversion is for two units only, the applicant needs to submit written evidence that current tenants favour the proposed conversion.

Protection of Purchasers

- Applications need to include appropriate provision for landscaping, and in the case of multi-family residential conversions, adequate open space and common facilities designed and constructed that are not likely to result in excessive 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.)
- The Manager of Development Servicing may 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.
- Applications other than residential duplexes shall include the following:
 - the strata plan allocate all areas covered by required parking and loading spaces, and associated access aisles, as common property;
 - a restrictive covenant in favour of the City be registered against the land that parking will be managed and dealt that ensures:
 - parking availability and use will conform to the requirements of the Zoning Bylaw; and
 - that all owners and tenants have access to and use of common property parking spaces; and,
 - at least one common property parking space be assigned for the sole use of each apartment suite, without additional cost or fee (in the case of apartment conversions.)

Additional 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

Questions?

- **Development Permit Applications**
Development Planning
P: 604-927-3430
- **Site Servicing, Street Works or Utility Construction**
Development Servicing
P: 604-927-3466
- **Transportation**
Transportation Planning
P: 604-927-3414
- **Signage**
Development Planning
P: 604-927-3430

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Planning & Development Department

3000 Guildford Way,
Coquitlam, BC Canada V3B 7N2
P: 604-927-3430

Above all...
Coquitlam