

Appendix 1: Juan de Fuca Building Conversion to Strata Application Policy



**JUAN DE FUCA BUILDING CONVERSION TO STRATA APPLICATION POLICY**

**PURPOSE:**

To establish criteria and procedures for the review of applications to convert previously occupied buildings to strata.

**SCOPE:**

Building Conversion to Strata applications in the Juan de Fuca Electoral Area that require approval by the Capital Regional District Board pursuant to section 242 of the *Strata Property Act*.

**DEFINITIONS:**

APPLICATION means an application to CRD for consideration of a Building Conversion to Strata.

COMMUNITY PLANNING means the Juan de Fuca Community Planning Division of the Planning & Protective Services Department of the Capital Regional District.

CRD means the Capital Regional District.

JDF means the Juan de Fuca Electoral Area of the Capital Regional District.

LUC means the Juan de Fuca Land Use Committee of the CRD Board.

BUILDING STRATA CONVERSION means conversion of previously occupied buildings pursuant to the *Strata Property Act*.

**POLICY:**

Applications:

An application shall be submitted to the Manager, JdF Community Planning.

Applications shall contain the following at a minimum:

1. Completed application form
2. Corporate structure and name of principal of company
3. Applicant's contact information
4. Legal description of the property and civic address
5. Certificate of title for the property (current within 30 days of the application), including copies of any non-financial charges registered
6. Applicable fee
7. Site plan of the property
8. Proposed strata plan survey
9. Proposed strata bylaws
10. Building plans
11. Information to address the evaluation criteria



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12. Where a building was not constructed under the current *BC Building Code*, a qualified professional's report describing the life expectancy of the building(s) and projected major increases in maintenance costs due to the condition of the building(s)
13. Where a building was not constructed under the current *BC Building Code*, a qualified professional's report certifying that building, electrical, plumbing, heat, ventilation, air conditioning systems have been upgraded to current standards
14. Where a building was not constructed under the current *BC Building Code*, a qualified professional's report certifying that on-site services, including septic, storm drains, driveways, hydro, and potable water supply, are adequate for the use intended and that the water supply for firefighting meets or exceeds the current bylaw requirements

Evaluation Criteria:

1. The CRD Board will consider the following prior to making a decision with regards to an application:
  - a. The priority of rental accommodation over privately owned housing in the area
  - b. Any proposals for the relocation of persons occupying a residential building
  - c. The life expectancy of the building(s)
  - d. Projected major increases in maintenance costs due to the condition of the building(s)
  - e. Life expectancy of on-site services and infrastructure (septic system, water system) and projected major increases in maintenance costs due to the condition of the services
  - f. Building permit records and compliance with the *BC Building Code*
  - g. Compliance with current zoning regulations
  - h. Development permit requirements
  - i. Geotechnical hazards
  - j. Proof of potable water
  - k. Means of fire protection
  - l. Access/egress
  - m. Proposed strata bylaws clearly identify the allocation of accessory buildings and suites
  - n. Any other matters that, in its opinion, are relevant
2. Mobile homes, mobile home pads, detached accessory suites, secondary suites, recreation vehicles, recreational vehicle pads, campsites, floating structures, or temporary structures, are not supported for conversion to strata.
3. Applications on properties that do not comply with current zoning regulations are not supported for conversion to strata.

Public Consultation:

1. A notice will be mailed or otherwise delivered to the owner and occupants of any parcel which is subject to the application at least 10 days prior to a public meeting to consider the application. The notice will include information about the public meeting at which the proposed application will be considered.



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2. Applications will be considered by the LUC. The LUC will propose a recommendation to the CRD Board, unless otherwise delegated.
3. Meetings are open to the public and advertised in the local newspaper and on the CRD website.

**PROCEDURE:**

Building Strata Conversion applications submitted to Community Planning shall be reviewed in accordance with the following procedure:

1. Staff will conduct a preliminary analysis of the application
2. Staff will refer the application to CRD divisions for comment including, but not limited to, Building Inspection, Regional and Strategic Planning, and Integrated Water Services
3. Staff will prepare a report to the LUC outlining the application details, summary of the referral responses, any information received, planning analysis and a recommendation for consideration
4. Staff will conduct the owner and occupant notification
5. The LUC will consider the application and provide a recommendation to the CRD Board
6. If the CRD Board approves the strata plan subject to terms and conditions, the General Manager, Planning and Protective Services, will endorse the plan once the terms and conditions have been met

<b>Approved By:</b>	CRD Board
<b>Date:</b>	