



**Islands Trust**

Preserving *Island* communities, culture and environment

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# Strata Conversion Application Form

**Office Use Only**

Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ File No.: \_\_\_\_\_

**SECTION 1: DESCRIPTION OF PROPERTY**

(AS INDICATED ON STATE OF TITLE CERTIFICATE)

Lot/Parcel \_\_\_\_\_ Plan \_\_\_\_\_ Block \_\_\_\_\_ District Lot/Section \_\_\_\_\_  
Range \_\_\_\_\_ Other Description \_\_\_\_\_  
Street Address or General Location \_\_\_\_\_  
Jurisdiction and Folio Number \_\_\_\_\_ (From Property Assessment/Tax Notice)  
Parcel Identifier (PID) \_\_\_\_\_ (From State of Title Certificate)

**SECTION 2: OWNER INFORMATION**

(ADD ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

**First Owner Information**

**Second Owner Information**

\_\_\_\_\_  
Name \_\_\_\_\_  
\_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ Region \_\_\_\_\_  
Postal/Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

\_\_\_\_\_  
Name \_\_\_\_\_  
\_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ Region \_\_\_\_\_  
Postal/Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**SECTION 3: APPLICANT INFORMATION**

(IF DIFFERENT FROM OWNER)

Name \_\_\_\_\_ Street Address \_\_\_\_\_  
City \_\_\_\_\_ Region \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Freedom of Information and Protection of Privacy**

Personal information contained on this form is collected under the *Local Government Act* for the purpose of responding to this application, or for purposes directly connected with this application. Information on your application form may be available to the public upon request under freedom of information legislation. Please contact a Deputy Secretary at one of the above noted offices if you have any questions

The processing of your application will be delayed if it is incomplete. Please read the guide before you complete the application form. Keep the guide for your reference during the application process. Contact a staff person for assistance.

Mail or deliver the completed application form, fee, plans and supporting material to the Islands Trust Office. The fee is payable to the Islands Trust. Contact Islands Trust staff for the current fee prior to submitting your application as fees may change annually.

**If the space provided below for each section is not sufficient, please attach additional information using a Microsoft Word, Excel, Text or a separate PDF Document.**

**SECTION 4:** Provide a description of the existing uses of all buildings on the property subject to the application:

**SECTION 5:** Site Plans (if applicable)

Submit one (1) full-size copy and three (3) reduced (11 x 17) copies of a detailed Site Plan that shows all the natural and developed features of the property, and the distances between these features and the lot lines. Show the location of any proposed buildings, structures and land clearing showing accurate dimensions of their size and the distances between the proposed developments and existing features, including lot lines. You may be required to submit an elevation showing the side views of the proposed development.

**SECTION 6:** Attach written proof from a qualified Building Inspector that the buildings subject to the Strata Conversion meet the British Columbia Building Code referred to in the Building Regulations of British Columbia

**SECTION 7:** Attach written statement from a qualified Building Inspector on the expected life expectancy of the building(s) proposed for strata conversion and any increases in maintenance cost expected due to the age of the building.

**SECTION 8:** Attach signed statements from all residents of the buildings proposed for strata conversion stating that they have been notified of the proposed strata conversion

**SECTION 9:** Attach details of how the individuals listed in Section 8 will be relocated or accommodated in development should the strata conversion be approved.

**SECTION 10: APPLICATION COMPLETION CHECKLIST**

- I have completed all sections of this application form
- I have included detailed site plans and elevation drawings as required in Section 4 of this application form
- I have included recent State of Title Certificate (not more than 30 days old)
- I have included copies of all covenants registered against this title
- All owners listed on the title have signed the application
- I have included the correct fee (Contact Islands Trust staff for current fees)

**IMPORTANT:** Your application will not be considered complete unless it contains all of the information above.

**A Note about Obtaining State of Title Certificate and Covenants:** State of Title Certificate and covenants may be obtained from the Land Title Office or through your local government agent office for a fee.

**SECTION 11: OWNER'S CONSENT AND AUTHORIZATION**

(Signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet)

In order to assist Islands Trust Planners in the review and evaluation of my application, by signing below, I authorize the Planners assigned to this application to enter onto the land at reasonable times, after making reasonable efforts to arrange to schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application:

**First Consent and Authorization**

**Second Consent and Authorization**

\_\_\_\_\_  
**Consent and Authorization Signature**

\_\_\_\_\_  
**Consent and Authorization Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Contaminated Sites Regulation**

Please note that pursuant to Section 4(4) of the Contaminated Sites Regulation, B.C.Reg. 375/96, site profile is not required and will not be accepted by the Islands Trust. If you have any questions, please contact the Islands Trust office.