Strata Conversion

Application Procedures

How and where to apply:

Complete a Strata Conversion application. These are available from the RDEK offices at:

- **19 - 24 Avenue South, Cranbrook BC**
- **1164 Windermere Loop Road, Invermere BC**

The application form is also available online at www.rdek.bc.ca.

Include the following:

1. $400.00 plus $80.00 per unit/lot created, non-refundable fee payable to the Regional District of East Kootenay.

2. A detailed drawing of the property showing all buildings with dimensions and setbacks from parcel lines, vehicle and pedestrian access, off-street parking and loading spaces, garbage disposal areas, landscape information and any exterior amenity spaces.

3. Copy of the proposed Strata Plan.

4. A Title Search Print dated no more than 30 days before you file your application. These are available from the Land Title Office at www.ltsa.ca. If requested, a Title Search can be obtained by the RDEK for a document fee of $17.50.

   If the property is owned by a company a copy of the corporate registry listing the authorized signatories is also required.

5. Information on relocation proposals for any persons currently occupying the residential building, pursuant to the *Residential Tenancy Act*.

6. A Building Report prepared by a Professional Engineer or Architect showing building compliance with the BC Building Code.

7. Floor Plans of all existing floors of the building.

8. The life expectancy of the building and information on projected major increases in maintenance costs due to the condition of the building.

9. Any other relevant information.

We recommend that you discuss your proposal with Development Services staff. An appointment to meet with staff is recommended.

Cranbrook Office hours: 8:30 am to 4:30 pm Monday through Friday, excluding holidays

Phone: 250-489-2791
Fax: 250-489-3498
Toll Free: 1-888-478-7335

Revised: July 2026

What happens to your application:

The RDEK Board has the authority to approve a strata conversion of a previously occupied building pursuant to section 242 of the *Strata Property Act*.

Your application will be reviewed:

RDEK Development Services staff will review your application to make sure it meets requirements of RDEK plans, policies, Official Community Plan guidelines and bylaws. You may be requested to submit additional information in support of your application to ensure that all requirements are met.

A staff report will be prepared:

RDEK staff will prepare a staff report outlining the proposal and technical information pertaining to the strata conversion.

Your application will be considered by the RDEK Board:

The RDEK Board will examine your application as well as comments and recommendations made by staff. If the Board needs more information or if there are major concerns about your proposal, your application may be deferred or refused.

The Board may approve the strata plan, or approve the strata plan subject to terms and conditions. If conditions are required they must be met prior to the RDEK signing the strata plan.

The decision by the Board is final and may not be appealed.

Questions:

Call Development Services at **250-489-2791** or toll free at **1-888-478-7335.**

Regional District of East Kootenay

Strata Conversion
Application

SECTION 1 – APPLICANT INFORMATION

Registered Owner(s): _____	Agent: _____
Address: _____	Address: _____
Phone:_____ Email:_____	Phone:_____ Email:_____

SECTION 2 – DECLARATION AND AUTHORIZATION

I / we declare that the information in this application is, to the best of my / our knowledge, true and correct.

Signature of Applicant(s): _____ Date: _____

_____

If the application is submitted by an Agent, the owner(s) must sign the following statement or provide separate written authorization:

I / we consent to this application filed by the person or company whose name appears as the agent above.

Signature of Owner(s): _____ Date: _____

_____

Personal Information requested on this form is collected under the authority of section 26 of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used by the RDEK for the purpose of processing the application. Disclosure of personal information by the RDEK is subject to the requirements of FOIPPA. For questions about the collection, use or disclosure of your personal information in the RDEK, contact the Corporate Officer of the RDEK at 19 – 24th Ave S., Cranbrook BC, V1C 3H8 or 250-489-2791.

SECTION 3 – LAND UNDER APPLICATION

Legal description of all land involved in the application:

Lot _____ Block_____ Plan _____ District Lot_____

Extended legal description:_____

_____

Street Address: _____ Parcel Identifier Number (PID):_____

Size of property: _____ Existing Zoning: _____

SECTION 4 – STRATA INFORMATION

Type of building to be stratified: ☐ Multiple Family ☐ Duplex ☐ Apartment
☐ Commercial ☐ Industrial ☐ Other_____

- Number of existing dwelling units:_____ Number of proposed dwelling units: _____
- Number of existing off-street parking spaces: _____
- Description of proposed common property and amenities: _____
- Life expectancy of building(s): _____

SECTION 5 – SUPPORTING RATIONALE

- Reasons and comments supporting the application:_____

  _____

  _____

  _____

Attach a map or sketch showing:

- North arrow & scale
- Parcel lines with dimensions
- Location and dimensions of existing structures and setbacks from parcel lines
- Access roads and parking spaces
- Greenspace, walkways, fencing and screening

SECTION 5 – continued

- **Describe water source and sewer method *[√ check appropriate box(s)]*:**

Present source of potable water:

- ☐ None
- ☐ Well
  depth_____ flow rate _____
- ☐ Water Licence No. _____
  Source _____
- ☐ Community Water System
  Name _____

Proposed source of potable water:

- ☐ Well(s)
- ☐ Water Licence No. _____
  Source _____
- ☐ Community Water System
  Name _____

Present sewage disposal system:

- ☐ None
- ☐ Septic tank & field
- ☐ Community Sewer System
  Name _____

Proposed sewage disposal system:

- ☐ Septic tank & field
- ☐ Community Sewer System
  Name _____

SECTION 6 – PROPOSAL SUMMARY

- Information on the relocation of persons occupying a residential building on the property:_____
  _____
- Rental vacancy report: _____
- Community or neighbourhood benefit and impact:_____

SECTION 7 – ENSURE THE FOLLOWING ARE ENCLOSED WITH YOUR APPLICATION:

- ☐ Application fee payable to the Regional District of East Kootenay
- ☐ BC Building Code Compliance Report prepared by P.Eng. or Architect that specifically addresses the following: fire separation; soundproofing; structural integrity; mechanical review; building's state of repair; life expectancy of the building; building's general workmanship; assessment of the condition of the roof and interior and exterior surfaces; and, projected major increases in maintenance costs due to the condition of the building
- ☐ Floor Plans of all levels of existing building(s)
- ☐ Proposed Plan of Subdivision
- ☐ A Title Search Print dated no more than 30 days before you file your application. These are available from the Land Title Office at www.ltsa.ca; **OR**
- ☐ Consent to the RDEK to conduct a Land Title Search on your behalf for a fee of $17.50.