



2205 Otter Point Rd., Sooke B.C., V9Z 1J2
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www.sooke.ca

STRATA TITLE CONVERSION APPLICATION FORM

DESCRIPTION OF PROPERTY

Civic Address: _____

Legal Description: Lot ____ Block ____ Section ____ Plan _____ Except _____

Property Size: _____

Existing Use: _____ Proposed Use (# of new lots) _____

APPLICANT'S CONTACT INFORMATION - Please print clearly

☐ Check if APPLICANT is the sole OWNER, if not, complete *Owner's Authorization Form*

Name

Mailing Address

City

Province

Postal Code

Email

Tel

Cell

Fax

WASTE MANAGEMENT ACT: I, the applicant and/or owner, represent and warrant to the District of Sooke, knowing that the District of Sooke relies on this representation and warranty, that the property covered by this application has never, to the best of my knowledge having made due and diligent inquiry, been used for any purpose such that a site profile is required to be submitted under the British Columbia *Waste Management Act* and that the property is not contaminated or polluted in any way that would make it unlawful, unsafe or unsuited for the purpose for which it is to be used, including within the meaning of the British Columbia *Waste Management Act*.

I have read and agree to the above paragraph _____ (initial)

WAIVER AND INDEMNITY: I, the applicant and/or owner, assume all risks incidental to this application and agree to release, save harmless and indemnify the District of Sooke and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to persons or property arising out of or in connection with this application. I agree to conform to all applicable bylaws. I understand that no warranty is implied for the approval of this application and that this waiver and indemnity is binding on me, my heirs, executors and assigns.

I have read and agree to the above paragraph _____ (initial)

PROPERTY DETAILS

Current Zoning: _____ Current OCP Designation: _____

Adjacent Land Uses: N _____ S _____ E _____ W _____

Within 30m of watercourse (stream, lake, wetland, etc.) or top of ravine bank? _____

Within 15m of the high water mark of Sooke Harbour or Basin? _____

Proposed Road Access: _____

Proposed Water Supply Method: _____

Proposed Sewage Disposal Method: _____

Proposed Storm Drainage Method: _____

Approximate Commencement Date of Proposed Project: _____

FEES

Strata Title Conversion	\$700
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APPLICATION CHECKLIST

LIST OF REQUIRED ITEMS

1. Title Search

- ☐ Provision of current (within 30 days) Certificate of Title as well as copies of all non-financial charges.

2. Copies of Proposed Layout

An application for strata title conversion shall be accompanied by three (3) paper and one PDF copy of a sketch plan, drawn to a scale of 1:500, showing the following information as applicable:

- ☐ Legal description of the property;
- ☐ The dimensions of the property;
- ☐ The proposed strata lots, common property and limited common property;
- ☐ The distance from all property lines to the location of all buildings;
- ☐ The location, dimensions and plan numbers of any registered rights-of-way, easements and covenant areas existing on or adjacent to the lands under application;
- ☐ The location and names of any bodies of water;
- ☐ The location and names of any water courses within or adjacent to the lands;
- ☐ The location of all existing drainage courses/infrastructure both off-site and on-site;
- ☐ The distance and elevation of all existing and proposed buildings from any watercourses, wetlands, lakes and/or the sea
- ☐ The location and dimensions of any highway, public access, road, lane, walkway, trail or park reasonably adjacent to the parcels included in the application;
- ☐ Existing street and road names;
- ☐ The location of water connection or well;
- ☐ The location of septic tank and field or District of Sooke sewer connection;
- ☐ The location and dimensions of all parking and driveways.

3. Additional Requirements:

1. A B.C. Building Code Compliance Report prepared by an architect or other qualified professional. The compliance report shall define all deficiencies relating to the current BC Building Code and measures proposed to upgrade the building, or portions thereof, in order to satisfy the building department that the building will meet current levels of fire and health safety, as well as a minimum 10 year construction life expectancy.
2. For properties serviced by, or proposed to be serviced by an on-site septic system, a current (dated not more than 12 months prior to the date of application) compliance letter and septic report addressing the state of the septic system from a Registered Onsite Wastewater Practitioner. The District will request a letter of approval from the Vancouver Island Health Authority.

OTHER ITEMS THAT MAY BE REQUIRED THROUGH THE STRATA CONVERSION PROCESS

Please note that you may be required to provide additional information as identified through the review of your application:

- ☐ Drainage study;
- ☐ Geotechnical report;
- ☐ Environmental impact assessment report;
- ☐ Riparian Area Assessment report.

SIGNATURE FOR STRATA TITLE CONVERSION APPLICATION

I/WE hereby declare that all of the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge, true and correct in all respects.

DATE

APPLICANT'S SIGNATURE

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

DATE

REGISTERED OWNER

DATE

REGISTERED OWNER

DATE

REGISTERED OWNER

*Where the applicant is not the REGISTERED OWNER, the application
must be signed by the REGISTERED OWNER.
Please note that ALL registered owners must sign the application form.*

Owner's Authorization Form

All property owners registered on the Certificate of Title must provide written approval to allow the APPLICANT to act on their behalf.

_____, is hereby authorized to act as my agent for the purpose of _____, located at:

Street Address: _____

Legal Description: Lot ____ Block ____ Section ____ Plan _____ Except

REGISTERED OWNER 1

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____ Mailing Address: _____

Phone: _____ Email Address: _____

REGISTERED OWNER 2

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____ Mailing Address: _____

Phone: _____ Email Address: _____

REGISTERED OWNER 3

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____ Mailing Address: _____

Phone: _____ Email Address: _____