



STRATA CONVERSION APPLICATION

Corporation of the City of Vernon
 3001 – 32 Ave, Vernon, B.C., V1T 2L8
 Phone: 250-550-3634 Fax: 250-545-5309
 buildingcounter@vernon.ca
 www.vernon.ca

DATE OF APPLICATION		CITY'S FILE NUMBER	
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APPLICANT INFORMATION			
APPLICANT	NAME:		PHONE:
	ADDRESS:		FAX:
	POSTAL CODE:	E-MAIL:	CELL:
REGISTERED OWNER	NAME:		PHONE:
	ADDRESS:		FAX:
	POSTAL CODE:	E-MAIL:	CELL:

PROPERTY INFORMATION	
CIVIC ADDRESS	
LEGAL DESCRIPTION	
CURRENT ZONING DESIGNATION	

DESCRIPTION OF PROPOSED PROJECT	

ENSURE ALL OF THE FOLLOWING ARE INCLUDED (AS APPLICABLE)

APPLICATION CHECKLIST	
PLEASE NOTE: CITY COUNCIL IS THE APPROVING AUTHORITY FOR ALL STRATA CONVERSIONS. COUNCIL HAS SET POLICY ON THE CONDITIONS THAT STRATA CONVERSION ARE CONSIDERED. PLEASE CONTACT THE CITY'S CORPORATE OFFICER, OR GO ON THE CITY'S WEBSITE AT WWW.VERNON.CA TO RECEIVE A COPY OF THE POLICY.	
STRATA PLAN PREPARED BY A BCLS SHOWING ALL STRATA UNITS, DIMENSIONS AND ADDRESSES	<input type="checkbox"/> Yes
COPY OF THE ENGINEER OF ARCHITECT'S REPORT CLARIFYING SUBSTANTIAL COMPLIANCE WITH CITY BYLAWS AND THE BC BUILDING CODE.	<input type="checkbox"/> Yes
TITLE SEARCH (<30 DAYS OLD) AND NON-FINANCIAL CHARGES	<input type="checkbox"/> Yes
\$500.00 - APPLICATION FEE PAID	<input type="checkbox"/> Yes
SCHEDULE "3" (APPOINTMENT OF AGENT)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Once the application is approved in principle, a \$600.00 processing and \$300.00 advertising fee will be required

APPLICANT NAME: _____ **APPLICANT'S SIGNATURE:** _____
 (Please Print Clearly)

Comments	For Office Use
	DATE RECEIVED:
	RECEIVED BY:
	ROLL No:
	PROSPERO No.:

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of responding to your request.