



PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
 Telephone (250) 847-1600 Fax (250) 847-1601
 www.smithers.ca

STRATA CONVERSION APPLICATION

Application Date: _____

Fee Paid: \$250 (4 units and under) \$600 (over 4 units)

Owner Name: _____ Address: _____ Phone: _____ Fax: _____	Applicant Name (if different): _____ Address: _____ Phone: _____ Fax: _____
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PROPERTY INFORMATION

To be completed for all Strata Conversion Applications

Civic Address: _____ Legal Description: _____

Existing Zoning: _____ Present use of the premise: _____

Property Area (m²): _____ Number of buildings on property: _____

Existing number of Units: _____ Number of proposed strata lots: _____

Other information required for Strata Conversion Application:

Current Title Search	<input type="checkbox"/> Yes <input type="checkbox"/> No	Completed Site Profile	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site Plan (two copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Building Report	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of letter sent to tenants	<input type="checkbox"/> Yes <input type="checkbox"/> No	Proposal for Tenant Relocation	<input type="checkbox"/> Yes <input type="checkbox"/> No

DESCRIPTION OF PROPOSED CONVERSION (supplemental letter of intent is encouraged)

AUTHORIZATION

Signature of registered property owner if the applicant is not the owner _____
(If not available please attach Letter of Agency from the owner)

Signature of Applicant _____

Your personal information is maintained in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town of Smithers, 250-847-1600.