

**What is a strata conversion?**

A strata conversion occurs when a previously occupied building is converted to strata title ownership. The *Strata Property Act*, Zoning Bylaw, and Council policies control strata conversions in the Town of Smithers.

**What constitutes a strata conversion?**

Any one of the following constitutes a strata conversion for existing and occupied buildings:

- Duplexes
- Multi-unit residential buildings
- Commercial buildings
- Industrial buildings
- Institutional buildings

**What do I need to consider before I apply?**

It is recommended that you review the following before submitting an application:

- 1) Check the **Official Community Plan (OCP)**. The OCP guides decisions on future growth and land use in Smithers.
- 2) Check the **zoning** of the property. The zoning outlines the uses and densities which you are allowed.
- 3) Check to see if the property is in a **Development Permit Area**. Downtown Smithers, multi-family residences, Highway 16, and environmentally sensitive areas are subject to development permit requirements.

**What must be included with my application?**

The following information is required for a strata conversion application:

- Strata Conversion Application & fee
- Site Profile
- Site Plan (two copies) that show the location of existing building(s), proposed strata lots, setbacks, location of services, parking, common property, etc
- BC Building Code Compliance Report
- Copy of the letter sent to all tenants of the building, advising them of the strata title application as well as written evidence of all tenants in favor of the proposed conversion
- Proposed tenant relocation plan

**What is the approval process?**

1

**Application** – Begin the approval process by submitting a complete application, supporting documents and fee.

2

**Review** – Once submitted, Town staff review the application for conformity with all relevant Acts, Bylaws, and Council Policies. Under the *Strata Property Act*, the approving authority (Smithers Town

Council) shall consider the following:

- Compliance with the BC Building Code and Town Bylaws (Zoning & Subdivision Servicing Bylaw).
- The priority of rental accommodation in the area.
- Relocation proposals for any existing tenants.
- Life expectancy of the building and projected major increases in maintenance costs due to the condition of the building.

- 3 Advisory Planning Commission** – Applications for residential buildings with more than 4 units are reviewed by the Advisory Planning Commission (APC) at the next meeting. The APC makes a recommendation to Council on whether or not to approve the application.
- 4 Council** – The application is submitted to Council for consideration. Council may approve the application, approve the application subject to terms and conditions or deny the application.
- 5 Final Approval Stage** – If approved, a survey plan is prepared by a Registered Land Surveyor in BC. Copies are submitted for signature, however, will not be signed before the terms and conditions have been satisfactorily completed. Once signed, the plans will be registered at the Land Title Office.

**How long will it take & who makes the final decision?**

Strata conversion applications generally take **2 months** before a decision can be made provided that a complete application is submitted. Approval of strata conversion applications for residential buildings containing more than four units are made by Town Council. All other approvals are made by the Town’s Approving Officer.

**How much does it cost?**

A strata conversion application fee is **\$250** for four or less units and **\$600** thereafter. If approved by Council, there is a fee of **\$250** for the first unit and **\$100** for every subsequent unit.

**Are there any additional costs I should expect?**

Additional costs may include, but are not limited to:

- Consultant fees
- BC Land Surveyor fees
- Legal fees
- Required on-site/off-site works

**For Further Information Contact:**

**Town of Smithers Development Services Department**  
1027 Aldous Street  
PO Box 879  
Smithers, BC V0J 2N0

**Office Hours**  
Monday to Friday  
8:30 am to 4:30 pm

Telephone: (250) 847-1600 Fax: (250) 847-1601

*This brochure is meant for informational purposes only. Please consult the Strata Property Act, Local Government Act, Community Charter, Land Title Act, Town of Smithers Zoning Bylaw and other bylaws for definitive requirements and procedures. Copies of all Town bylaws are available online: [www.smithers.ca](http://www.smithers.ca).*

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