



**Cariboo Regional District**  
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## STRATA BUILDING CONVERSION Development Services Guide

*\*An application is a process of evaluation and does not automatically ensure approval of your proposal.\**

### **What is a Strata Building Conversion?**

The purpose of a Strata Building Conversion is for existing buildings to be converted to ownership by a strata corporation.

### **Who can apply for Strata Building Conversion?**

A property owner(s) or agent having written authorization from the property owner(s) may submit an application.

### **Where is an application obtained and submitted?**

Both a Development Application form and a Strata Building Conversion application package (Form A) must be submitted and can be obtained from Planning Services, the CRD website [cariboord.ca](http://cariboord.ca). These must then be submitted to the CRD along with all applicable fees and information for processing.

### **How long will an application take?**

An application can take approximately 6 months to complete; however, processing times may vary. Approval time may be affected by application completeness, accuracy and compliance with other referral agency or regulatory requirements.

### **Who approves a Strata Building Conversion?**

The CRD Board of Directors may approve a Strata Building Conversion.

### **What happens to your application?**

A summary of the Application process is shown below:

#### **1. Pre-Application Meeting:**

You are encouraged to meet with Planning Services staff in advance of submitting your application to discuss the feasibility of your proposal and to review what applications may be required.

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2. *Submit Application:*  
Complete and submit the Development Application Form including required documents, plans and all applicable fees to the CRD.
3. *Planning Review and Referral:*  
Planning Services will review your application and then refer your application to the Advisory Planning Commission (APC) for your area and applicable government and non-government agencies.
4. *Board Resolution:*  
Your application along with a report from the planning staff that has evaluated your application against the current policies and bylaws of the CRD will be considered by the CRD Board of Directors at a regularly scheduled Board meeting. The CRD Board of Directors may:
  - Approve your application;
  - Require additional information or specify conditions which must be met prior to approving your application; or
  - Refuse your application.
5. *Strata Building Conversion Registration:*  
If your application has been approved, the Strata Building Conversion will be registered against the title of your property in the Land Titles Office. You will receive written notification of the Board of Directors' decision and confirmation of Strata Building Conversion registration.

**Please Note:**

Your application will be processed in accordance with Cariboo Regional District Development Procedures, Guidelines & Fees Bylaw which includes a detailed fee and fee refund schedule.