



Application Processing Time

Application submitted to Development Services Department.

Application forwarded to outside agencies as required for comment.

Technical review by Municipal staff.

Preliminary Letter of Review issued or application denied.
 (application to Council if Strata Conversion)

Engineered drawings prepared by applicant's engineer (if required).

All works and services constructed; or security posted and servicing agreement executed.

Building permit issued.
 (if Phased Strata)

Strata Plan prepared by applicant's BCLS once building framing complete.

All fees, legal documents, Form P and Strata Plan submitted for approval.

Strata plan approved, submitted to Superintendent of Real Estate and registered in Land Title Office in Kamloops.

Total Estimated Time following submission of complete application

week 1 - 12

Varies depending on application volume

week 12 - 20

week 20 - 40

Varies depending on utility construction

Development proposal can now proceed to the next step.



Any person being the owner of land or having the written permission of the owner, may apply to subdivide.

Strata subdivisions within the District of Summerland are regulated by the Subdivision and Development Servicing Bylaw and the Provincial Strata Property Act

STRATA

- ☞ New building never occupied
- ☞ No Municipal approval required.

STRATA CONVERSION

- ☞ Building is presently or was previously occupied
- ☞ Conversion must be approved by City Council

PHASED STRATA

- ☞ New buildings not occupied—to be built and sold in phases
- ☞ Strata must be approved by the Approving Officer

BARE LAND STRATA

- ☞ Strata subdivision of land
- ☞ Strata must be approved by the Approving Officer

There are complex technical and legal details involved in the Strata Subdivision process. Applicants should discuss their proposal with the Development Services Department and should consult with a BC Land Surveyor (BCLS) and a lawyer.

**Application Fee \$1000.⁰⁰
 plus \$100.00 for each new strata lot created**

Strata Subdivision

Strata Subdivision



Procedure for *Strata Subdivi-*

Application forms are available at the Development Services Department, Municipal Office

Regulations governing strata subdivisions are contained in the STRATA PROPERTY ACT and the BARE LAND STRATA REGULATIONS.

The Strata Property Act (originally called the Strata Titles Act and later the Condominium Act) was enacted in 1966. It allowed buildings to be subdivided into strata lots and was originally thought to be a more affordable method of home ownership than the single family dwelling. Bare Land Strata subdivisions were added in 1978 and were first used to subdivide mobile home parks and recreational developments. They have now become a popular method of "Gated Community" development.

All strata plans must be approved by the Superintendent of Real Estate before they are registered at the Land Title Office in Kamloops.

The Subdivision and Development Servicing By-law establishes minimum levels of works and services to be provided adjacent to the site. Utility servicing within the Strata Subdivision must comply with "good engineering practices". The applicant is responsible for all costs to provide the required works and services.

Prior to any works and services construction, engineered design drawings must be reviewed by the Engineering and Public Works Department.

Before a Strata Subdivision Plan can be approved, the Developer must:

- * install required works and services, or
- * enter into a servicing agreement that provides security to guarantee works and services construction (requires Council Agreement).

Works and services construction are not usually required for Strata Conversions or strata subdivisions that do not require the Approving Officer's signature.

Strata

1. No Municipal approval necessary.
2. Building completely framed (before gyproc).
3. BC Land Surveyor prepares the Strata Subdivision Plan.
4. Strata Plan approved by the Superintendent of Real Estate.
5. Strata Plan registered in Kamloops Land Title Office.



Strata Conversion

1. Submit application to the Development Services Department.
2. Confirm that the building has a minimum life span of 50 years.
3. Confirm that the building substantially conforms to the BC Building Code.
4. Confirm that the building substantially conforms to the Zoning Bylaw
5. Technical review by staff
6. Report prepared by the Director of Development Services for Council's consideration
7. Approval in principal or rejection by Council.
8. Strata Plans prepared by BCLS.
9. Conditions satisfied (if required).
10. Strata Plan signed by Mayor and Corporate Officer.
11. Strata Plan approved by Superintendent of Real Estate.
12. Strata Plan registered in Kamloops Land Title Office.



Phased or Bare Land Strata

1. Submit application to the Development Services Department including subdivision and/or phasing plan.
2. Technical review by staff and Preliminary Letter of Review issued.
3. Engineered drawings prepared by applicant's engineer and reviewed by Engineering and Public Works Department.
4. Construction of works and services completed or servicing agreement executed and security received.
5. Form P (intent of phasing) prepared by applicant's lawyer.
6. Strata Plan prepared by applicant's BC Land Surveyor.
7. Development Cost Charges and all other fees paid.
8. Form P and Strata Plan signed by Approving Officer.
9. Strata Plan approved by Superintendent of Real Estate.
10. Strata Plan registered in Kamloops Land Title Office.

