

## Subdivision and Strata Title Conversion Application Checklist

(Incomplete applications will not be accepted)



- 1. Completed Application Form and Fee
- 2. **Proposal Summary:** An outline of the type of development or land use proposed, the number of units, lots and/or gross floor area if applicable. The proposal is to be justified in terms of its benefits to the community, and impact on the land use pattern and surrounding properties.
- 3. Legal Description and Certificate of Title (Dated within 30 days of the application date)\*
- 4. Registered owner and letter of authorization to agent, if applicable.  
(Interim purchase agreements are not applicable)
- 5. Address of subject property.
- 6. Lot Area in m<sup>2</sup>.
- 7. Identification of watercourse location and mature vegetation
- 8. **Site Plan- Two sets of fully dimensioned plans and two reduced (11" x 17" )** showing dimensions of the proposed development including:
  - Dimensions of the property, existing and proposed roads
  - Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is preferable)
  - The location of watercourse(s), steep banks or slopes, easements or statutory rights-of-way
  - Completely assembled electronic copies of plans (updated with each resubmissions)
- 9. One CD containing electronic copies of all drawings.
- 10. Additional information may be required
  - Geotechnical Analysis
  - Survey plan to identify the location of existing buildings/structures or watercourses, top of banks or other physical features
  - Detailed Initial Environmental Review

**Note: For tree clearing, soil deposit or soil removal, a Site Alteration Permit is required.**

### The following 2 points apply to Strata Conversions Only:

- 1. Applications for strata conversion of existing buildings comply with bylaw requirements at the time of application in regard to the following critical matters:
  - Safety, fire hazard and service conditions;
  - Off-street parking and loading requirements;
  - Minimum dwelling and room size;
  - Soundproofing between dwelling units – walls, ceilings and floors
- 2. Application must be accompanied by one of the following certified reports from a Professional Engineer or Registered Architect in the appropriate fields, indicating the level of conformance with the B.C. Building Code, Plumbing Code, Fire Code and other Provincial and Federal Regulations. With a specific professional opinion, if the property subject to the proposed strata title satisfies all important safety items which will be necessary for the proposed stratification, such as fire separation, ventilation, accesses, means of egress, etc., evidence of insurance is to be provided by the Professional providing the report.



Please visit the Planning Department at the District of Squamish Website for more information on how you can become Bear Aware.



Please visit the Planning Department at the District of Squamish Website for information on how to build Green Buildings.

\*Copy of Certificate of Title should include copies of any easements and all covenants. This information is available from B.C. Land Title's office, Suite 300, 88 -Sixth St., New Westminster, B. C., V8W 1B4, 604-660-2595, and online at [www.ltsa.ca](http://www.ltsa.ca). Alternatively the certificate of title can be obtained at the Government Agent's Office located at 1360 Pemberton Ave., Squamish, B.C., V8B 0A7, 604-892-2400. The copy of certificate of Title should be less than 30 days old.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

<p><b>Staff Comments:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Applicant Name :</b> _____ <b>Address:</b> _____</p> <p>_____</p>
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