



CITY OF COLWOOD
SUBDIVISION STRATA CONVERSION APPLICATION CHECKLIST

APPLICATION SUBMISSION	
<input type="checkbox"/> Agent Authorization form completed <i>If applicant different from registered owner</i>	<input type="checkbox"/> Application Fee <i>Fee slip will be provided after application submitted</i>
MINIMUM SUBMISSION REQUIREMENTS	
<input type="checkbox"/> Title Certificate <i>Dated no more than 30 days prior to submission</i>	
<input type="checkbox"/> Copies of ALL charges, covenants, statutory right of ways, and easements owned by the City of Colwood <i>Name documents using the Charge Number (e.g., CA1234567)</i>	
<input type="checkbox"/> Floor Plans <i>See next section for details</i>	<input type="checkbox"/> Strata Plan <i>See next section for details</i>
<input type="checkbox"/> Letters to Address Provincial Requirements <i>See next section for details</i>	
DOCUMENT FORMAT AND REVISIONS	
<input type="checkbox"/> All document files named using the following format: Item Name_Civic Address_SUB App	
<input type="checkbox"/> Digital copies of all documents <i>Attached as .pdf to the Development Application or emailed to planning@colwood.ca</i>	
<input type="checkbox"/> 11" x 17" hard copies of all drawings and plans <i>Submitted to Colwood City Hall</i>	
PDFs of any revised plans or documents are required with each set of revisions, including: <ul style="list-style-type: none"> <input type="checkbox"/> One clean version; no markups <input type="checkbox"/> One marked-up version; numbered revision bubbles identifying all changes made <input type="checkbox"/> One transmittal letter; numerically itemized, outlining all proposed changes, corresponding with the numbered revision bubbles <input type="checkbox"/> No revisions 	
<i>Additional reports, plans, or documents may be requested by staff during the application process. Please contact planning@colwood.ca for more details regarding the list of application requirements.</i>	

PLANS AND INFORMATION

FLOOR PLANS

- Lounges, heating rooms, etc.
- Emergency safety facilities
Corridors, stairwells, exits, lighting, smoke and fire alarms, sprinklers
- One copy of the Building Inspector's Report
If a special building inspection has been completed

RESIDENTIAL STRATA UNITS

- Location of self-contained washroom facilities
- Location of self-contained cooking facilities
- Laundry facilities
For residential conversions only

STRATA PLAN

Must include:

- Size, shape, and siting of all existing accessory and amenity buildings
- Size, shape, and siting of all proposed accessory and amenity buildings
- Existing building footprint with setbacks noted
Including accessory buildings
- Location and description of common property and limited common property
- Location and number of proposed strata units
- Location and dimensions of all:
 - off-street parking
 - loading spaces
 - garbage receptacle areas
 - maneuvering aisles
 - access driveways from streets and lanes

Note: Lot area outside of the building strata lot must be described on the Plan of Subdivision as either common property or limited common property as per the Strata Property Act.

LETTERS TO ADDRESS PROVINCIAL REQUIREMENTS

- A letter from the Electrical Safety Inspector verifying that all electrical works are in Substantial Compliance with current electrical code standards and/or confirming the conditions of compliance
- A letter from the Gas Safety Inspector verifying and confirming the conditions of Substantial Completion to Provincial Gas Safety standards.
Approval of the Medical Health Officer is required for properties serviced by or proposed to be serviced by an on-site septic system
- Architect or Building Code Consultant Substantial Compliance Report reviewing the compliance of all

buildings in the case of strata conversion of a multi-family duplex, triplex, or fourplex, commercial or industrial building, etc., with respect to the current British Columbia Building Code

- A current report prepared and signed by a person acceptable to the City Building Inspector as to the following criteria:
 - Age, physical condition, and state of repair of each building and its:
 - Heating and plumbing
 - Electrical fixtures and equipment
 - Elevators
 - Roof drainage
 - General condition and repair of the structure and its foundations
 - Provide an assessment of substantial compliance to building regulations