

DATE: November 13, 2007

TO: Mayor and Councillors

FROM: Brenda Hisey, Director of Planning and Development Services

SUBJECT: CONDOMINIUM CONVERSIONS

MOTION # 288/07

RECOMMENDATION:

MOVED BY: Thronrdson

SECONDE Nielsen

That the attached policy for the processing of condominium conversions be adopted.

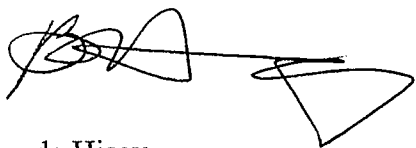
VOTES: FOR 9 INST 0

Cornwall MANDOR

DISCUSSION:

The Condominium Property Act, RSA 2000, provides an opportunity for landowners to convert existing buildings into condominiums. The act requires the City's approval prior to the registration of such conversions. The Planning and Development Department have recently had several requests to convert existing multi-family developments into condominiums. Currently, the City does not have any policy in place to guide the processing of such requests. The attached policy will provide direction in the processing of condominium conversions.

Submitted By:



Brenda Hisey
Director of Planning and Development

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SUBJECT: CONDOMINIUM CONVERSIONS

1.1 Plan Review

An Alberta Land Surveyor submits the condominium plan to the Planning and Development Department for review. The review consists of comparing the condominium plan to the development permit issued when the building was constructed in accordance with the approved development permit and the condominium plan.

The municipality may prohibit any applications with respect to a building that was constructed prior to August 1, 1966, or for which the building permit was issued prior to August 1, 1966, if it considers it proper to do so, as permitted by Section 10(2) of the Condominium Property Act.

1.2 Approval

Approval is given by the Assistant City Manager's signing of a Certificate of Local Authority document. Once this signature is obtained, the Alberta Land Surveyor can then submit the plan for registration at the Alberta Land Title's Office.

***Note: for an existing structure, an inspection will be carried out to determine if the building conformed to the land use by-law and development permit issued when the building was constructed. If the building does not conform, the Certificate will not be issued until compliance issues are resolved to the satisfaction of the Approving Authority.**

1.3 Requirements

In order to comply with Section 10(1)(b)(ii) of the Condominium Property Act, please be advised that the following information is required:

- Completed Application for Condominium Conversion,
- A current copy of Certificate(s) of Title,
- A Letter of Authorization if the applicant is acting on behalf of the owner,
- Submit two (2) copies and one (1) digital copy of the condominium plan prepared by an Alberta Land Surveyor in accordance with the Condominium Property Act and Condominium Property Regulation 168/2000.
- The fee for such shall conform to the City of Camrose fee schedule for Condominium Conversions
- Submit a copy of the parking plan that was approved by the City of Camrose in association with the development permit. In the event that the approved parking plan is unavailable, the applicant is required to prepare and submit a parking plan to be approved by the City. The plan shall indicate the number of parking stalls, the width and length of the parking stalls, and the width of the drive aisles in association with the number of units.
- Under the discretion of the approving authority, inspections may be required in order to determine that the structure conforms to the building code of the day the building permit was issued.