



# Condominium Conversion Application Package

Applicants must complete the checklist below to accompany the condominium conversion application package for it to be deemed complete for acceptance and processing by the Town of Stony Plain.

**Please check each item included within your package.**

## CHECKLISTS

**Required information** for a complete condominium conversion application:

- Complete and signed application form
- Current certificate(s) of title
- Relevant registered caveat(s)
- Real Property Report (two original copies)
- Condominium plan showing the following:
  - All condominium units to be registered
  - Proposed unit addressing
- Consent to register a plan form prepared by an Alberta Land Surveyor
- Payment of application fees

**Additional information** that may be required based on the nature of the application:

If the building was previously occupied by residents prior to this application for a condominium conversion, the following items are required:

- A complete building code analysis performed by a certified architect or engineer to be approved by the Town's Safety Codes Officer
- Proof of the required notification period from the landlord to the tenants ending the periodic tenancy, as stipulated in the Alberta Residential Tenancies Act

### APPLICANT INFORMATION

### ADMINISTRATIVE INFORMATION (FOR OFFICE USE ONLY)

NAME:

SUBDIVISION #:

PHONE:

APPLICATION FEE:

EMAIL:

DATE PAID:

RECEIPT #:

SIGNATURE:

PAYMENT METHOD:

NEW ADDRESSING REQUIRED: Yes  No

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Updated: April 26, 2021

TOWN OF STONY PLAIN								CONDOMINIUM CONVERSION APPLICATION FORM							
LAND USE DISTRICT				TAX ROLL #											
<b>1. CONTACT INFORMATION</b>															
<b>OWNER(S) OF REGISTERED LAND TO BE SUBDIVIDED</b>								NAME:							
ADDRESS:															
CITY:				PROV:				P/C:							
EMAIL:				PHONE:											
<b>APPLICANT ACTING ON BEHALF OF THE REGISTERED LANDOWNER(S)</b>								NAME:							
COMPANY:								ADDRESS:							
CITY:				PROV:				P/C:							
EMAIL:				PHONE:											
<b>2. PROPERTY INFORMATION &amp; LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED</b>															
MUNICIPAL ADDRESS:															
Plan	Block	Lot	Quarter Section <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE				Section	Township	Range	Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5					
NUMBER OF PROPOSED CONDOMINIUM UNITS WITHIN BUILDING:															
<b>3. AUTHORIZATION</b>															
<b>initial</b>		<i>I hereby certify that I am the registered owner/authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to this application for subdivision approval.</i>													
<b>initial</b>		<i>I authorize the Town of Stony Plain to send all correspondence and notices required under the Municipal Government Act 2000 RSA and Land Use Bylaw to the email address provided above and that all notices will be deemed received by the applicant on the date they are emailed.</i>													
<b>initial</b>		<i>Pursuant to section 653 of the Municipal Government Act, I hereby authorize employees, representatives, and agencies acting on behalf of the Town of Stony Plain to enter the subject property, for the purpose of making a decision on this application and to conduct necessary inspections in connection with this application for subdivision approval.</i>													
<b>DATE:</b>				<b>NAME:</b>				<b>SIGNATURE:</b>							



## LANDOWNER CONSENT FORM

If someone other than the registered landowner is applying for a subdivision on behalf of the registered landowner, the registered landowner must complete the following:

### I. APPLICANT'S AUTHORIZATION

I (we), \_\_\_\_\_, being the registered owner(s) of \_\_\_\_\_,  
(name of registered owner) (legal land description: plan, block, lot)

do hereby authorize \_\_\_\_\_ of \_\_\_\_\_ to apply for a subdivision affecting  
(print name of applicant) (applicant company)  
the above mentioned property.

Signature(s) of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Address(es) of Owner(s): \_\_\_\_\_

\_\_\_\_\_

\*If there are multiple properties with different registered owners, please attach separate applicant's authorization forms for each registered owner

### 2. RIGHT OF ENTRY

I hereby authorize the Town of Stony Plain to enter the subject land(s) for the purpose of conducting a site inspection in connection with this application for subdivision approval. The right is granted pursuant to Section 653 of the Municipal Government Act.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

# Additional Information

## Application Fees:

2025 SUBDIVISION FEES	
Endorsements of traditional condominium (condominium conversions)	\$500.00 plus \$40.00 per unit
Resubmission or revision fee	\$1000.00

## Frequently Asked Questions:

### What is subdivision?

Subdivision is when a single parcel of land is divided into two or more parcels with separate legal titles for each parcel.

### What are the different types of subdivisions?

Any one of the following constitutes a subdivision, and therefore requires approval:

**Traditional subdivision:** when you want to adjust a lot line or create multiple lots from one existing lot.

**Condominium conversion:** when you want to legally separate space in an existing building. Owners each own their individual condominium unit but have communal ownership of shared spaces outside of the units, or common property like hallways, stairwells, and entrances. Condominiums are governed by the Condominium Act.

**Bare land condominium:** when you want to legally separate space on a property. There are no buildings upon the land at the time of preparing the condominium plan, so subdividing creates “bare land units”. Owners each own their individual bare land unit. Bare land condominiums are governed by the Condominium Act.

**Strata subdivision:** when you want to legally separate volumetric space on a property. Subdividing creates “strata units” that may be independent of physical structures. Typically used for mixed-use developments that have multiple owners and require present and future flexibility.

## Definitions:

**Certificate of title:** a legal document that identifies the owner(s) of a property and any registered caveats pertaining to a property.

**Condominium plan:** a preliminary plan showing the proposed condominium units to be created, completed by an Alberta Land Surveyor.

**Landowner consent:** notification from a registered landowner that they consent to someone acting on their behalf in relation to a land development application.

**Relevant registered caveat:** a notice that a party, such as a utility provider or government organization, have an interest on a parcel of land, involving access easements, development agreements, deferred reserve caveats, etc.