



A Guide to Applying for a Condominium Conversion

This information sheet explains:

- What is a Condominium Conversion?
- Provincial Condominium Regulations
- Application Requirements

What Is a Condominium Conversion?

A condominium conversion is the process of entitling a multi-unit rental property or other lands currently held under one title from sole ownership of the property into individual units available for sale.

This application is not required for new condominium developments. Rather, the condominium conversion process is only required for an existing development, including apartment buildings, row housing, semi-detached dwellings, and even commercial multi-tenant buildings.

Condominium conversions can assist first-time house buyers to enter the home ownership market by providing affordable options. However, condominium conversions are subject to provincial legislation in addition to requirements of the Town of Stony Plain.

Provincial Condominium Regulations

Service Alberta provides information and legislation about condominiums in Alberta. The Condominium Property Act and the Condominium Property Regulations affect owners, buyers, sellers and developers of condominiums.

Application Requirements

The Planning Department is responsible for processing all condominium conversion applications.

The application requirements include submission of:

- 1. An application form, completed and signed. If the applicant is not the owner, authorization from the owner is required.
- 2. A Certificate of Title issued within the last 30 days.
- 3. A copy of restrictive covenants, easements or municipal caveats registered against the property.
- 4. Two original Real Property Reports.
- 5. Two full size copies and one 11'x17' of the condominium plan showing all units to be registered and proposed addressing.
- 6. A Consent to Register Plan or Subdivision Approval Authority form prepared by an ALS.
- 7. In the case where the building was previously occupied by residents prior to the application for condominium conversion:
 - (i) a complete building code analysis is required to be performed by a certified Architect or Engineer;
 - (ii) the analysis is to be completed and approved by the Town's Safety Codes Officer; and
 - (iii) proof of a one year notification period from the landlord to the tenants ending the periodic tenancy to permit the undertaking of major renovations or a condominium conversion, as per the Alberta Residential Tenancies Act.
- 8. The appropriate fees.

Further Information

Contact the Town of Stony Plain, Department of Planning and Infrastructure at:

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