

**Complete Application – General Requirements**

Please use the following checklist to assist with the preparation of your application.

<b>Checklist</b> If applicable, these items may be submitted in conjunction with another application type.	<b>Check or X</b>
A Completed Application Form with associated fee	
An Authorized Agent Form, if the property owner is represented by a third party	
Proof of Business Ownership <i>Note: Required if property owner is a corporation; includes Notice of Articles, Certificate of Incorporation, BC Company Summary</i>	
A recent title search, dated within 30 days of the application <i>Note: Staff will require copies of any applicable legal encumbrances on title.</i>	
Architectural Plans <i>Note: These plans shall include a site plan (with applicable site statistics), building elevations plans, and floor plans for the proposed development.</i>	
Plan of Strata Subdivision	
Demonstration of Substantial Compliance with the current White Rock Zoning Bylaw <i>Note: This report will need to confirm that the proposed strata title conversion, once completed, would not create any non-conformities with the current White Rock Zoning Bylaw of the time (as amended or replaced).</i>	
Rental Vacancy Report <i>This report will need to consider the availability of rental housing in the proximity of the development consider the relocation of persons occupying the building</i>	
Tenant Relocation Plan <i>Note: This report will need to substantively address how those persons occupying the building will be relocated to new accommodation.</i>	
Building Report – BC Building Code Review <i>Note: This report will provide consideration regarding various BC Building Code requirements, including fire separation, soundproofing, structural integrity, mechanical review, the building's state of repair and general workmanship, the life expectancy of the building, projected major increases in maintenance costs due to the condition of the building, and any work that would be required to bring the building into compliance with the current BC Building Code. This document will need to be prepared by a Professional Engineer, Registered Architect, or other qualified professional.</i>	

**Complete Application – Additional Requirements**

Depending on the scope and scale of the strata title conversion application, additional submission requirements may be necessary. Please verify with Planning staff prior to submitting your application.