

A GUIDE TO STRATA TITLE APPLICATIONS

This guide is intended to explain strata title applications in the District of Maple Ridge. This guide has been prepared for convenience only and is not intended to take the place of municipal bylaws or provincial legislation.

In accordance with the Strata Property Act, land may be subdivided into two or more strata lots by the deposit of a strata plan at the Land Title Office. In the case of a strata lot, owners have a right to common property with separate ownership of individual units. Typical examples of strata title developments include a duplex, a townhouse or an apartment building. Commercial, industrial and other types of buildings may also be a subdivided into strata lots.

Strata title applications include:

- **New Strata**
- **Strata Title Conversion**
- **New Phased Strata**
- **Bare Land Strata**



Prior to submitting any strata title application, it is recommended that the applicant discuss the proposal with municipal staff to familiarize themselves with the District's general requirements.

New Strata

For a new building that has never been occupied, a strata plan may be deposited at the Land Title Office for registration without the approval of the District of Maple Ridge. However, please note that other approvals or permits such as Rezoning, Development Permit and Building Permits may be required as applicable prior to any construction works.

New Phased Strata

An owner developer may apply to the District of Maple Ridge for approval of a phased strata plan to construct the buildings within a development in phases. To deposit a strata plan at the Land Title Office in phases, the District of Maple Ridge Approving Officer must first approve a Phased Strata Plan Declaration (Form P). An application to the Planning Department and a fee in accordance with the Maple Ridge Development Application Fee Bylaw is required. A Phased Strata Plan Declaration (Form P) includes information regarding the number of phases, the boundaries of each phase, and any common facilities to be constructed in conjunction with a phase. If common facilities are to be constructed in a phase other than the first phase, the owner developer must provide security in an amount to cover the cost of constructing the common facility.

Before the owner developer may deposit a phase of a phased strata plan at the Land Title Office, each phase must be approved by the Approving Officer. Upon application to the District of Maple Ridge, the Approving Officer will issue a preliminary review letter which states the conditions and requirements that must be met prior to approval of the phase. An application to the Planning Department and a fee in accordance with the Maple Ridge Development Application Fee Bylaw is required. Each phase in a phased strata plan must be deposited in the order set out in the Phased Strata Plan Declaration.

Strata Title Conversion

Should a person developer applying to deposit a strata plan at the Land Title Office wish to include in the strata plan an existing building which has been previously occupied, municipal Council must first approve the strata plan. An application to the Planning Department and a fee in accordance with the Maple Ridge Development Application Fee Bylaw is required.

In consideration of the strata plan, Council may approve the plan, approve the plan subject to terms and conditions, refuse to approve the plan, or refuse to approve the plan until terms and conditions have been met. Council must not approve that strata plan unless the existing building substantially complies with municipal bylaws and the BC Building Code. In making its decision, Council must also consider:

- The priority of rental accommodation over privately owned housing in the area;
- Any proposals for the relocation of persons occupying a residential building;
- The life expectancy of the building;
- Projected major increases in maintenance costs due to the condition of the building; and
- Any other matters that, in its opinion, are relevant.

The applicant may be required to provide certain information and reports to assist Council in making its decision.

Bare Land Strata

A Bare Land Strata is a type of strata title where the boundaries of the strata lots are defined by reference to survey markers and not by reference to the floors, walls or ceilings of a building. A Bare Land Strata Plan requires the approval of the Council appointed Approving Officer prior to the deposit of the plan at the Land Title Office. An application to the Planning Department and a fee in accordance with the Maple Ridge Development Application Fee Bylaw is required.

In accordance with the Strata Property Act and the Bare Land Strata Regulations, there are several requirements that the Approving Officer must consider prior to approving the plan. These include but are not limited to:

- Compliance with municipal bylaws and development permits;
- A building or structure appropriate to the intended use can be constructed on each of the strata lots in compliance with the zoning bylaw;
- Public interest;
- Sufficiency of highway access to the property and the lands beyond;
- Provision of servicing;
- Affect on the natural environment.

The complexity of a Bare Land Strata is similar to that of a subdivision with the owner developer being responsible for the installation of all necessary services, engineering design and reports in support of the development.

For further information please contact the Planning Department:

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