



Strata Title Conversion Applications

No.: DEVAPPS-16

Date: 2024-10-07

Purpose:

To provide all applicants of Strata Title Conversion applications with the minimum submission requirements to complete an application.

Strata Title Conversions: 2 Residential Units (Duplex)

1. Proof that the existing building is used as a two-family dwelling only (not a fourplex); eg. sworn affidavit, building plans or two-family dwelling covenant.

For the application fees, please refer to [Consolidated Fees Bylaw 8636](#).

Strata Title Conversions: 3 or More Residential Units – Residential Policy 5012

It is Council’s policy that the following matters shall be considered before deciding on any residential strata title or cooperative conversion applications involving three or more dwelling units:

1. The impact a proposed conversion will have on the stock of rental housing in Richmond. If rental vacancy rates are low (under 2%) and the number of affected units is significant (a dozen or more), then Council should consider refusing the application until the vacancy rates have risen again.
2. The written proposals by the owner/developer for the accommodation or relocation of tenants. The application should be refused if undue hardship would result.
3. The written views of the affected tenants, both in favour and not in favour. This should be considered when evaluating the previous two criteria. A sample Tenant Impact Survey form is attached to this bulletin and may be used to solicit tenant views.
4. A written report in an acceptable form from a registered architect, engineer, or any other qualified person, that the building is of a reasonable quality for its age, including reference to the state of repair, general workmanship and measure of compliance with relevant City Bylaws.
5. Any proposals for open space, landscaping, common facilities, off-street parking and loading spaces.
6. Any other conditions that might be appropriate to the specific circumstances. Where additional conditions are imposed by Council, approval shall not be granted until they are met.

All applications for strata title and cooperative conversion will be expected to comply with all City Bylaws and servicing standards/requirements.

For the application fees, please refer to [Consolidated Fees Bylaw 8636](#).

Strata Title Conversion – Commercial and Industrial Policy 5031

It is Council policy that the following matter shall be considered before deciding on any commercial or industrial strata title conversion applications involving three or more strata lots:

1. The life expectancy of the building and any projected major increases in maintenance costs due to the condition of the building. This information shall be supplied by the applicant in the form of a written report in an acceptable form prepared by a registered architect, engineer or similarly qualified professional. The report shall review the building's age, quality, general condition and measure of compliance with current building codes and City bylaws.

See over →

2. The impact of the proposal on the existing tenants in terms of their existing leases and their ability to offer to purchase the units they occupy or to relocate into comparable and suitable rental premises if unable to purchase their existing units.
3. The views of the affected tenants as established by a formal canvass by City staff or agents of the City. A sample Tenant Impact Survey form is attached to this bulletin and may be used for this purpose.
4. Any proposals involving upgrading of the buildings or changes affecting open space, landscaping, common facilities, off-street parking and loading spaces. The ownership and management of the off-street parking and loading facilities should be specifically addressed.
5. Any other conditions peculiar to the circumstances of the conversion proposal and requiring special measures to be taken as a condition of approval.
6. All commercial or industrial strata conversion applications must be compatible with the City's bylaws regulating the use and development of the land, and the servicing standards appropriate to the site.

For the application fees, please refer to [Consolidated Fees Bylaw 8636](#).

Note: *The written views of the affected tenants, both in favour and not in favour, will be obtained by a formal canvas by City staff or agents of the City. A sample Tenant Impact Survey form is attached to this bulletin and may be used to solicit tenant views.*

For further information or clarification, please contact the Development Applications Department at 604-276-4395 or DevApps@richmond.ca.

<Insert company logo here>

Strata Title Conversion Application

Tenant Impact Survey Template

<Applicant> has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify <number of buildings> existing <industrial or commercial> buildings at <address>. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained.

Please complete Sections A and B of the Tenant Impact Survey below.

A. Existing Tenant Information

Tenant/Company Name: _____

Respondent Name (first and last name): _____

Job Title: _____

Address of Leased Premises: _____ Unit: _____

Years of Occupancy: _____

B. Views of Existing Tenant

Please choose **one** of the following options that best describes your opinion of the proposal by <applicant> to stratify all units within the <number of buildings> buildings at <address>:

- I/we are IN SUPPORT of the proposed Strata Title Conversion.
- I/we are IN OPPOSITION of the proposed Strata Title Conversion.
- I/we have NO OPINION on the proposed Strata Title Conversion.

Please expand (optional):

By signing the Tenant Impact Survey, I/we acknowledge:

- receipt of the letter from <applicant>, dated <date> and, having read its contents, understand the implications of the proposed Strata Title Conversion application;
- that <applicant> is providing tenant relocation services to existing tenants, if desired by tenants; and
- that this survey may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: _____ Date: _____

Please return the completed survey by <date> to <contact's first and last name> via one of the below methods:

- <method of return (e.g., email, mail, etc.)>
- <method of return (e.g., email, mail, etc.)>

Retain one copy for your records.