



APPLICATION FOR A CONDOMINIUM CERTIFICATE

City of Chestermere
Community Growth & Infrastructure

105 Marina Road
Chestermere, Alberta T1X 1V7

APPLICANT INFORMATION		<i>COMPLETE IF DIFFERENT FROM APPLICANT</i>	
NAME OF APPLICANT & COMPANY NAME		NAME OF LANDOWNER & COMPANY NAME	
ADDRESS		ADDRESS	
POSTAL CODE	PHONE	POSTAL CODE	PHONE
E-MAIL ADDRESS OF APPLICANT			

LAND INFORMATION			
MUNICIPAL ADDRESS			
LOT(S)	BLOCK	PLAN	
DP NUMBER	DP PHASE <i>(IF APPLICABLE)</i>		YEAR OF CONSTRUCTION
NUMBER OF CONDO. UNITS	NUMBER OF PARKING UNITS	NUMBER OF "OTHER" UNITS	

CERTIFICATION

I _____ hereby certify that:

- I am the registered owner,
- I am 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 the facts relating to this application for a condominium certificate.

SIGNATURE

DATE

FOIP NOTIFICATION: The personal information you provide on this form is being collected under the authority of Section 640(2) of the Municipal Government Act and Section 32(b) and 32(c) of the Freedom of Information and Protection of Privacy Act and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have any questions about the collection of this information please contact the FOIP coordinator, 105 Marina Road, Chestermere Alberta T1X 1V7 (403) 207-7050

IMPORTANT

This is an APPLICATION ONLY and does not excuse the registered owner or agent from complying with all relevant Municipal, Provincial, or Federal regulations and requirements or the conditions of any easement, covenant, caveat or agreement affecting the building or land.

REQUIRED APPLICATION INFORMATION

	APPLICANT ONLY	OFFICE ONLY
Condominium Certificate Application Form (completed/signed)		
Letter of Authorization if not the registered owner of the property allowing the applicant to act on their behalf		
Consent(s) to Register the condominium plan if there are any other affected parties		
Current copy of the Certificate of Title for the property		
Current copies of any Restrictive Covenants, Easements, or Municipal Caveats registered on Title		
Surveyor's Affidavit (completed/signed)		
One (1) copy of the Real Property Report (as built)		
Two (2) hard copies of the proposed Condominium Plan (site plan) illustrating all units to be registered and the number of parking spaces for visitors and persons with disabilities.		
An Itemized List showing each condominium unit number reconciled to individual suite numbers		
Digital copies of all submitted documents		
Fee of \$40.00 per proposed condominium unit		

Please Note:

Guiding legislation is the Province of Alberta's Condominium Property Act, RSA 2000. Regulation (168/2000).

For an existing building, the City may undertake an inspection as a condition of the Condominium Certificate to determine if the building conformed to approvals and permits issued when the building was constructed. If the building does NOT conform, the Condominium Certificate will not be issued until compliance issues are resolved to the satisfaction of the City's Safety Codes Officer or designate.

For a new building, the Condominium Certificate cannot be issued until completion of the development is acknowledged through issuance of the Occupancy Permit.

IMPORTANT

It is the responsibility of the building owner or acting agent to ensure that all municipal approvals have been obtained prior to applying for a Condominium Certificate.

FULL CONVERSION PROCESS:

- 1) Submission of an application for a Condominium Certificate including condominium plans prepared by an Alberta Land Surveyor and Building Code Analysis prepared by an architect or engineer.
- 2) Review and circulation of condominium plans by the subdivision authority to ensure consistency with permits issued in accordance with City Bylaws, when the building was constructed.
- 3) Approval of condominium plan and endorsement by the subdivision authority.
- 4) Alberta Land Surveyor submits plan for registration at Alberta Land Titles office.
- 5) Alberta Land Titles forwards a copy of the approved plan and the final addressing is forwarded to our GIS team to be added into the system.