



Condominium Conversion Application

Subdivision Approval – Form “B”

FOR OFFICE USE ONLY	
FILE No. _____	Land Use District: _____
DATE of receipt of Form B as completed: _____	Completion Date: _____
FEES Submitted: _____ (# of Units x \$40.00)	

This form is to be completed in full wherever applicable by the registered owner of the land or by an authorized person acting on his/her behalf. Please print in clear block letters.

1. OWNER & APPLICANT INFORMATION

Name of registered owner of land: _____

Address: _____ Telephone # _____

Authorized person acting on behalf of registered owner: _____

Address: _____ Telephone # _____

2. LEGAL DESCRIPTION:

All/part of the ____ ¼ Sec. ____ Twp. ____ Range ____ West of ____ Meridian

Being all/part of Lot ____, Block ____, Reg. Plan No. _____ C.O.T. No. _____

Municipal address: _____ Certificate of Title _____

3. LAND USE

Existing Land Use _____

The designated use of the land as classified under the Land Use Bylaw: _____

Proposed number of units _____ Number of parking stalls on site _____

Current Status of Building (e.g. under construction, unoccupied, occupied): _____

Year of Construction _____

4. REGISTERED OWNER OR PERSON ACTING ON HIS BEHALF

I, _____ hereby certify that:

(Full Name)

I am the registered Owner

I am the agent 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 facts relating to his/her application for subdivision approval.

Address Telephone #

Signature Date

This applicant is not excused from complying with the requirements of any Federal, Provincial or Municipal legislation or the conditions of any easement, covenant, building scheme or agreement affecting the building or land.

This is neither a Development Permit, a Building Permit, nor an Occupancy Permit.

FURTHER INFORMATION MAY BE PROVIDED BY APPLICANT ON THE REVERSE OF THIS FORM



CONDOMINIUM CONVERSION APPLICATION CHECKLIST

Minimum Requirements

This “Check List” of submission requirements shall be attached to all subdivision applications. Any application submitted without this form will be deemed incomplete and will not be accepted. All boxes shall be “checked” and all information indicated shall be attached to the condominium conversion application.

The following information is required in support of applications to convert property into conventional condominium units.

- One application for condominium conversion completed in full and signed by the registered owner(s) OR the person authorized to act on behalf of the registered owner(s);
- One copy of the **Certificate of Title** obtained from any Registries office. The copy is to be validated within 30 days of the submission of the application;
- Copies of all instruments**, which are registered against the parcels and affects the use of the land;
- Authorization Form** – if applicant is not the owner, a letter must be provided from the owner authorizing the applicant to act on his/her behalf;
- Completed Right-of Entry Form;
- Condominium conversion **application fee**, payable to the City of Grande Prairie. The fee is \$40.00 per unit each residential, commercial or industrial unit and **\$20.00 per unit for each underground parking stall.**
- Three (3) copies of the proposed condominium as prepared by a registered Alberta Land Surveyor in accordance with the Condominium Property Act and the Condominium Property Regulation. (2) Copies are to be an Engineer Architect scale and one (1) copy 8 1/2” x 11” or 11” x 17” .
- 1 digital file of the condominium plan in AutoCAD DWG format.
- An Alberta Building Code Review of the subject building.
- Submit a copy of the parking plan that was approved by the City of Grande Prairie in association with the development permit. Copies of the approved parking plan should be available for buildings constructed within the past 10 years and may be obtained from the owner, the builder, the architect, or development department



City of Grande Prairie
Engineering Services
9505-112 Street, P.O. Bag 4000
Grande Prairie, Alberta T8V 6V3
(780)538-0438

Our File: _____

Authorization Form

I/We _____
Print name(s) of registered owner(s)

Being the registered owners of _____
Legal description of land being subdivided

Do hereby authorize _____
Individual or Firm making application

to make application for subdivision of the above described property.

Signature(s) of registered owner(s)

Right of Entry

Right of Entry by an authorized person of the City of Grande Prairie for the purpose of a site inspection of the land relative to the proposed application for subdivision.

In accordance with the Municipal Government Act of Alberta (Section 653 (2)) and the City of Grande Prairie's subdivision application requirements, the Right of Entry authorization must be completed, signed and returned with the Subdivision Approval Application.

I/We _____
Print name(s) of registered owner(s)

Being the registered owners of _____
Legal description of land being subdivided

Do hereby authorize representatives of the City of Grande Prairie to enter upon the subject lands for the purpose of a site inspection and evaluation regarding the application for subdivision of the above described property.

Signature(s) of registered owner(s)

Dated this _____ day of _____, 2011