



Development Services
 424 3rd Avenue West
 Prince Rupert, BC, V8J 1L7
Phone: (250) 627 0960 **Fax:** (250) 627 0979
Email: customer.service@princerupert.ca

APPLICATION FOR STRATIFICATION

OFFICE USE ONLY

Date Received: _____ Application/File No.: _____
 Fees paid?: Yes No

APPLICANT:

Name: _____
 Address: _____
 Phone #: _____ Email: _____

REGISTERED OWNER(S):

Name: _____
 Address: _____
 Phone #: _____ Email: _____

SUBJECT PROPERTY INFORMATION:

Civic Address: _____
 Legal Description: _____

 Name of Building (where applicable): _____

PURPOSE OF STRATIFICATION

Describe purpose of stratification: _____

REQUIRED SUBMISSIONS:

- Application Fee (non-refundable) \$ _____ Questionnaire
- Site Plan Additional Documents described in Questionnaire

A Site Plan, drawn to scale, **must accompany application**, and must indicate:

- | | |
|---|--|
| 1. The subject building with total floor area indicated (all floors). | 2. The total area of the property. |
| 3. Other existing buildings and structures. | 4. Existing adjacent streets and street names. |
| 5. Total number of parking spaces on the property. | 6. For commercial or industrial buildings, show proposed units outlined in red. |
| 7. Metric scale and north arrow. | 8. Natural boundaries, i.e. creeks, forests, steep banks, area of high water table, etc. |

AUTHORIZATION:

Application is hereby made for approval from Prince Rupert City Council to stratify the above-mentioned rental units, as detailed on the attached plans and described in the following pages, and pursuant to the City of Prince Rupert's Policy on Stratification of Existing Rental Units (Adopted by Council on June 12th, 1995).

Name/Signature: _____ Date: _____

This application is made with my full knowledge and consent.

Registered Owner Name/Signature: _____ Date: _____

The Condominium Act of British Columbia outlines province-wide conditions for the conversion of existing rental units into stratified units. As the identified "approving authority" in Prince Rupert, City Council is bound by this Act, and therefore, must consider the following in making a decision regarding any stratification application:

- (a) the priority of rental accommodation over privately owned housing in the area
- (b) the proposals of the owner developer for the relocation of persons occupying the building;
- (c) the life expectancy of the building;
- (d) projected major increases in maintenance costs due to the condition of the building; and,
- (e) if the building substantially complies with all applicable bylaws of the municipality.

In June 1995, Prince Rupert City Council adopted a Policy on Stratification of Existing Rental Units. The goals of this Policy are:

- (i) to protect Prince Rupert's existing stock of rental units, which are generally considered to be a large component of the affordable housing in the community; and,
- (ii) to ensure that the existing tenants living in the rental units affected by the stratification have access to adequate and affordable housing.

To meet these goals, City Council has established a number of policies to be met by all proponents of stratification applications. These policies are outlined in the following pages, and space is provided for your responses to these requirements.

SURVEY QUESTIONNAIRE - REQUIRED

- 1. Council will consider applications to stratify existing rental units only if the vacancy rate for the type of rental market housing involved in the application exceeds 4% for the preceding 12-month period, as determined by CMHC semi-annual surveys.**

The type of existing rental unit is: _____

As determined by CMHC in semi-annual surveys, the vacancy rate for this type of rental housing in Prince Rupert, over the past 12 month period, is as follows:

Survey Date: _____ Vacancy Rate: _____

Survey Date: _____ Vacancy Rate: _____

- 2. City Council will ensure that the provisions of Section 9, Subsection 3 of the British Columbia Condominium Act will be used in the consideration of all stratification applications. Therefore, Council will consider applications to stratify existing rental units only if the following information is provided (please attach additional pages if space provided is not sufficient).**

(i) What are the intentions of the owner/developer with respect to the current residents?

(ii) If the intent of the owner/developer is to market the units, describe the tenant relocation plan to be implemented.

(iii) Detail the type of capital improvements that will be undertaken, and identify any potential rental increases to existing tenants as a result of those improvements.

(iv) Attach a copy of the written information given to the tenants to inform them of this stratification application and that outlines how the proposed stratification may change their housing situation. Return with this application a **completed Tenant Acknowledgement Form** (blank form attached), signed by all the building tenants.

(v) Describe the effort made by the owner/developer to identify the concerns of the existing tenants regarding the proposed stratification. Outline all the tenant concerns known by the owner/developer, and describe the attempt made to address these concerns.

3. City Council will consider an application for stratification only after a public hearing has been held to identify any concerns that existing tenants and adjacent property owners may have regarding the stratification. City Staff will arrange the date, time and place for the public hearing.

The public hearing for this stratification application will be held as follows:

Date: _____ Time: _____

Location: _____

4. City Council will consider an application for stratification only if the subject building has been inspected and approved by City Building Inspectors and Fire Inspectors; and is in compliance with all applicable City Bylaws.

(i) The applicant must submit a Certificate of Inspection from the Electrical Safety Branch stating the building meets electrical standards set for a stratified building.

(ii) City Staff will arrange for building inspections to be carried out by the City Building and Fire Departments. Any deficiencies will be forwarded to the applicant in writing, with copies to Council.

(iii) To determine compliance with applicable City Bylaws, this application will be reviewed by the Development Services Department, the Operations Department and the Planning Department.

5. City Council may impose conditions of approval upon the stratification application, which may include the provision of amenities, such as additional parking, landscaping, child play areas, etc.

Conditions of approval for this application include (this section will be completed by City Staff):

OFFICE USE ONLY

Checklist:

Date Received:

Received By:

- | | | |
|---|-----------------|---------------------|
| 1. Completed Application | _____ | _____ |
| 2. Completed Site Plan | _____ | _____ |
| 3. Application Fee: Amount _____ Receipt No. _____ | _____ | _____ |
| 4. Tenant Information Package | _____ | _____ |
| 5. Completed Tenant Acknowledgement Form | _____ | _____ |
| 6. Electrical Safety Branch Certification of Inspection | _____ | _____ |
| 7. Building Department Inspection Report | _____ | _____ |
| 8. Fire Department Inspection Report | _____ | _____ |
| 9. City Planning Department Review _____ | Approved: _____ | Not Approved: _____ |
| 10. Council Review _____ | Approved: _____ | Not Approved: _____ |

TENANT ACKNOWLEDGEMENT FORM

The undersigned tenants of rental units located at _____, in the City of Prince Rupert, HEREBY ACKNOVVLEDGE:

1. That the owner/developer of the building located at the above address intends to submit an application to Prince Rupert City Council to stratify the rental units in the building;
2. That the owner/developer has provided to us information, required by section 2 (iv) of the stratification application form, regarding the stratification, and how it may change our housing situation;
3. That we may express any concerns we have regarding the stratification to the City Planner, Development Services Department, City Hall; and,
4. That City Council will hold a public hearing to receive comments regarding this stratification application, and we will be advised of the date of that public hearing in due course.

The proposed number of rental units to be converted to strata units _____

The number of occupied rental units at the time this form was circulated _____

NAME OF TENANT (please print)	UNIT NUMBER	SIGNATURE

**** Additional Tenant Acknowledgement Forms available upon request from the Development Services Department, at City Hall.**