



5 St. Anne Street
 St. Albert, AB T8N 3Z9
 Phone: 780-459-1642
 Fax: 780-458-1974

CITY USE ONLY	
File Number:	_____
Land Use District:	_____
Date Received: (MM/DD/YYYY)	_____
Completion Date: (MM/DD/YYYY)	_____
Fees Paid \$ _____	

Application for Condominium Conversion

PLEASE PRINT

Municipal Address or General Location:			
Legal Description:	Lot (Parcel)	Block	Plan
	Other legal description		
Applicant:	Name		Daytime Phone
	Mailing Address		E-mail Address
	City	Postal Code	Fax Number
Owner (if Different from Applicant):	Name		Daytime Phone
	Mailing Address		E-mail Address
	City	Postal Code	Fax Number
Project Details (Additional information can be attached to application.)	Existing Use of Land		Existing Land Use District
	Number of Units Proposed		Number of Parking Stalls On-Site
Signature _____	Date (MM/DD/YYYY) _____		

Collection and use of personal information

The information on this form is collected by the City of St. Albert for the purpose of processing permit applications. The use, retention and/or disclosure of such information shall be in strict compliance with the Freedom of Information and Protection of Privacy Act (and any other legislation governing the use and disclosure of information).

APPLICATION FOR CONDOMINIUM CONVERSION CHECKLIST

In addition to the information required on the Condominium Conversion Application form, the following information is required in support of applications to convert property into conventional condominium units:

- 1. Application fee per condominium unit (the fee in place in the Condominium Property Act, Condominium Property Regulation, at the time of the application.)
- 2. Three copies of the proposed condominium plan(s), as prepared by a registered Alberta Land Surveyor in accordance with the Condominium Property Act and the Condominium Property Regulation.
- 3. Digital file of condominium plan(s) (in AutoCAD DWG format)
- 4. Current Certificate of Title and one (1) copy of each easement document, right-of-way, caveat or other legal document registered on the property that affects the use of the land.
- 5. One (1) copy of disclosure documents, which shall include the following information:
 - ___ A statement on how municipal utilities will be metred;
 - ___ A landscape plan, if the common property includes landscaped areas;
 - ___ Description of common amenities, such as recreational facilities, party rooms, video theatres, car washes, etc., as applicable;
 - ___ Condominium bylaws as proposed by the Developer;
 - ___ Condominium budget as proposed by the Developer, which includes a sample annual operating budget for the Condominium Corporation; Information should include the impact on monthly Condominium Fees;
 - ___ Description of exclusive use areas, if any, including balconies, patios, parking and storage spaces;
 - ___ Encumbrances, restrictions, and easements that are part of the Common Property;
 - ___ Party wall agreements, if applicable; and
 - ___ Phased disclosure statement, if applicable, in accordance with the Condominium Property Act.