

## A GUIDE TO STRATA TITLE APPLICATIONS

---

This guide is intended to explain Strata Title applications in the City of Maple Ridge. This guide has been prepared for convenience only, and is not intended to take the place of City bylaws or provincial legislation.

In accordance with the Strata Property Act, land may be subdivided into two or more strata lots by the deposit of a Strata Plan at the Land Title Office. In the case of a strata lot, owners have a right to common property with separate ownership of individual units. Typical examples of strata title developments include a duplex, a townhouse, or an apartment building. Commercial, industrial, and other types of buildings may also be a subdivided into strata lots.

The four most common types of Strata Title applications include:

- **New Strata**
- **Strata Title Conversion**
- **New Phased Strata**
- **Bare Land Strata**



Prior to submitting any Strata Title application, it is recommended that the applicant discuss the proposal with City staff to familiarize themselves with the City's general requirements.

### **New Strata**

For a new building that has never been occupied, a Strata Plan may be deposited at the Land Title Office for registration without the approval of the City. However, please note that other approvals or permits such as Rezoning, Development Permit, and Building Permits may be required, as applicable prior to construction works.

### **New Phased Strata**

An owner/developer may apply to the City for approval of a Phased Strata Plan to construct the buildings within a development in phases. To deposit a Strata Plan at the Land Title Office in phases, the Approving Officer must first approve a Phased Strata Plan Declaration (Form P). An application to the Planning Department and a fee in accordance with the Maple Ridge Development Application Fee Bylaw is required. A Phased Strata Plan Declaration (Form P), prepared by a legal professional and BC Land Surveyor, includes information regarding: the number of phases, the boundaries of each phase, the date of commencement and completion for each phase, unit entitlement for each phase and the total unit entitlement for the completed development, general type and number of units to be built in each phase, common facilities to be constructed in conjunction with a phase, and a statement as to whether or not the developer will proceed with each phase and the date thereof.

The owner/developer should take into consideration the following when applying for a phased development:

- Number of phases and timeframe for construction;
- Phasing order – an orderly phasing boundary will reduce conflict between construction traffic and strata owners of completed phases;
- Phasing boundaries – adequate parking should be provided for each phase; and
- Common facilities – if common facilities are to be constructed in a phase other than the first phase, the Approving Officer shall take security for the full estimated cost of construction, including the cost of the land, at the first phase. This security will not be released until the common facility is completed.

Before the owner/developer may deposit a phase of a Phased Strata Plan at the Land Title Office, each phase must be approved by the Approving Officer. Upon application to the City, the Approving Officer will issue a preliminary review letter which states the conditions and requirements that must be met prior to approval of the phase. An application to the Planning Department and a fee in accordance with the Maple Ridge Development Application Fee Bylaw is required. Each phase in a Phased Strata Plan must be deposited in the order set out in the Phased Strata Plan Declaration.

## Strata Title Conversion

Should an owner/developer applying to deposit a Strata Plan at the Land Title Office wish to include in the Strata Plan an existing building which has been previously occupied, Council must first approve the Strata Plan. An application to the Planning Department and a fee in accordance with the Maple Ridge Development Application Fee Bylaw is required.

In consideration of the Strata Plan, Council may approve the plan, approve the plan subject to terms and conditions, refuse to approve the plan, or refuse to approve the plan until terms and conditions have been met. Council must not approve that Strata Plan unless the existing building complies with City bylaws and the BC Building Code. In making its decision, Council must also consider:

- The priority of rental accommodation over privately owned housing in the area (a vacancy rate < 3% is considered unhealthy for the City);
- Any proposals for the relocation of persons occupying a residential building;
- The life expectancy of the building, based on an Engineer's or Architect's report certifying that the building is structurally and mechanically sound and meets current BC Building Code standards;
- Projected major increases in maintenance costs due to the condition of the building; and
- Any other matters that, in its opinion, are relevant.

The owner/developer may be required to provide certain information and reports to assist Council in making its decision.

## Bare Land Strata

A Bare Land Strata is a type of Strata Title where the boundaries of the strata lots are defined by reference to survey markers and not by reference to the floors, walls or ceilings of a building. A Bare Land Strata Plan requires the approval of the Approving Officer prior to the deposit of the plan at the Land Title Office. An application to the Planning Department and a fee in accordance with the Maple Ridge Development Application Fee Bylaw is required.

In accordance with the Strata Property Act and the Bare Land Strata Regulations, there are several requirements that the Approving Officer must consider prior to approving the plan. These include, but are not limited to:

- Compliance with City bylaws and development permits;
- A building or structure appropriate to the intended use can be constructed on each of the strata lots in compliance with the Zoning Bylaw;
- Public interest;
- Sufficiency of highway access to the property and the lands beyond;
- Provision of servicing; and
- Affect on the natural environment.

The complexity of Bare Land Strata is similar to that of a subdivision with the owner/developer being responsible for the payment of all fees, the installation of all necessary services, engineering design, and reports in support of the development.

---

For further information please contact the Planning Department:

Address: 11995 Haney Place  
Maple Ridge, BC V2X 6A9  
Website: [www.mapleridge.ca](http://www.mapleridge.ca)

Phone: 604-467-7341  
Fax: 604-466-4327  
Email: [planning@mapleridge.ca](mailto:planning@mapleridge.ca)