



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

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

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

*This personal information is being collected under the authority of Section 4(c) of the Protection of Privacy Act, SA 2024, c P-28.5, as amended, and will be used for the purposes of assessing planning and development applications. The information collected will be treated in accordance with the privacy protection provisions of Part 1 of The Protection of Privacy Act. If you have any questions about the collection and the use of your personal information, please the Planning Branch or the City's Assessment and Privacy Coordinator at [foip@stalbert.ca](mailto:foip@stalbert.ca) or 780-418-6663.*

## 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:

- ☐ Application fee, as per the Master Rates Bylaw in effect at the time of application. This fee is based on the Condominium Property Act, Condominium Property Regulation.
- ☐ Titled parking and titled storage units in a Condominium Conversion has an application fee per titled unit as per the Master Rates Bylaw in effect at the time of application.
- ☐ Three (3) 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.
- ☐ Digital file of condominium plan(s) in AutoCAD DWG format.
- ☐ 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.
- ☐ A detailed grading plan and topographic survey plan prepared by a registered engineer of the Province of Alberta. Grading plan must include the water and sanitary sewer services and drainage details; locations, depths, and access points.
- ☐ 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.