

Condominium Conversion Application Form

Prior to submitting a formal application, you may wish to contact the Development Services Department for a preliminary consultation.

Residential condominium conversions are regulated under the City of Regina's Condominium Policy Bylaw (the Bylaw). This Bylaw is to ensure the orderly conversion of residential rental apartments to condominium ownership without significantly reducing the supply of rental accommodations in the city.

Application Requirements

Accuracy of information provided on the application form is critical to a legal and binding decision. Be as accurate as possible.

Application fees are required to be paid in full at the time of application.

Your application will be deemed incomplete and sent back to you in the event that any of the above required elements are missing from your submission.

The following is required: Condominium Conversion Application Checklist

- 1. Condominium Conversion Application Form
- 2. Application Fee: A cheque payable to the City of Regina, reflecting the current application fee. Please see **Regina.ca** to obtain the current application fee. *(All unit numbers are based on the unit numbers prior to condominium conversion)*
 - Properties with 3 or 4 units: \$1,600.00
 - Properties with five to 50 units: \$2,500.00
 - Properties with over 50 units: \$3,400.00
- 3. Inspection Report (It needs to include all of the following)
 - An independent, structural analysis of property's condition
 - A complete set of drawings for property
 - A description of potential items of repair or replacement for property
 - Analysis of life safety requirements of property, including any deficiencies
 - Area, height, classification of property under the National Building Code
 - Analysis of property for compliance with or any variances from all applicable statutes, regulations, codes or bylaws relating to building requirements
 - Recommendations for corrective measures for property to become compliant with statutes, regulations, codes or bylaws relating to building requirements

- 4. Written Plan of Proposed Work for Property
 - Remedy deficiencies of life safety requirements identified in Inspection Report

- 5. A Copy of Completed Building Permit Application for construction or repairs to property to remedy deficiencies as identified in The Condominium Policy Bylaw clause 6d.
 - A Letter of Completion will be required once renovations are complete

- 6. A Copy of Written Notice Posted at Property notifying future tenants of pending Condominium Conversion application

- 7. A Copy of any Housing Grant, Incentive Agreement or Tax Exemption Agreement with requirements or restrictions in regards to the conversion of property to condominium units

- 8. A List of properties that are subject of Condominium Conversion Application

- 9. Affidavit of Service: Every tenant has been provided with the following by registered mail:
 - Notice that property owner has applied to the City for the conversion of property into condominium
 - The City's website address (Regina.ca)
 - Contact information for the Office of Residential Tenancies
 - Copy of the City of Regina Condominium Policy Bylaw

 - A Written Document That:
 - Explains Tenant Guarantee
 - Creates a legal obligation on property owner to provide tenant(s) with Tenant Guarantee
 - Affirms tenant's right to rely on Tenant Guarantee

 - A Written Document That:
 - Explains tenant's right of first refusal to purchase the unit in which tenant is residing as of application date
 - Creates a legal right for tenant, exercisable at any time within thirty days after receipt, of the option to purchase tenant's unit at a price equal to or not more than the price at which the unit will be offered to the public and on terms that are not less favorable
 - Estimates of all additional charges for management, maintenance and condominium fees or service charges that tenant would be required to pay as an owner of unit
 - Discloses financial reserves for replacements and repairs

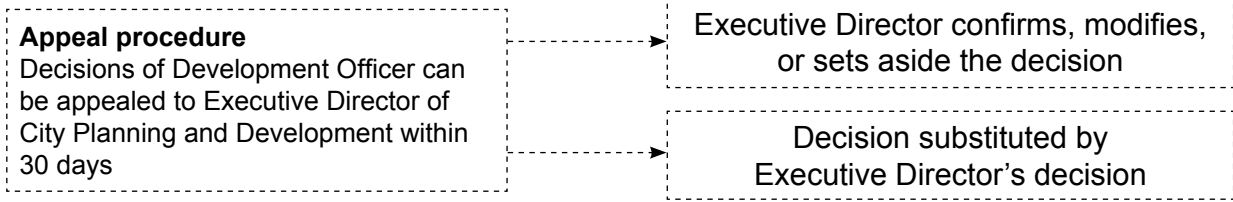
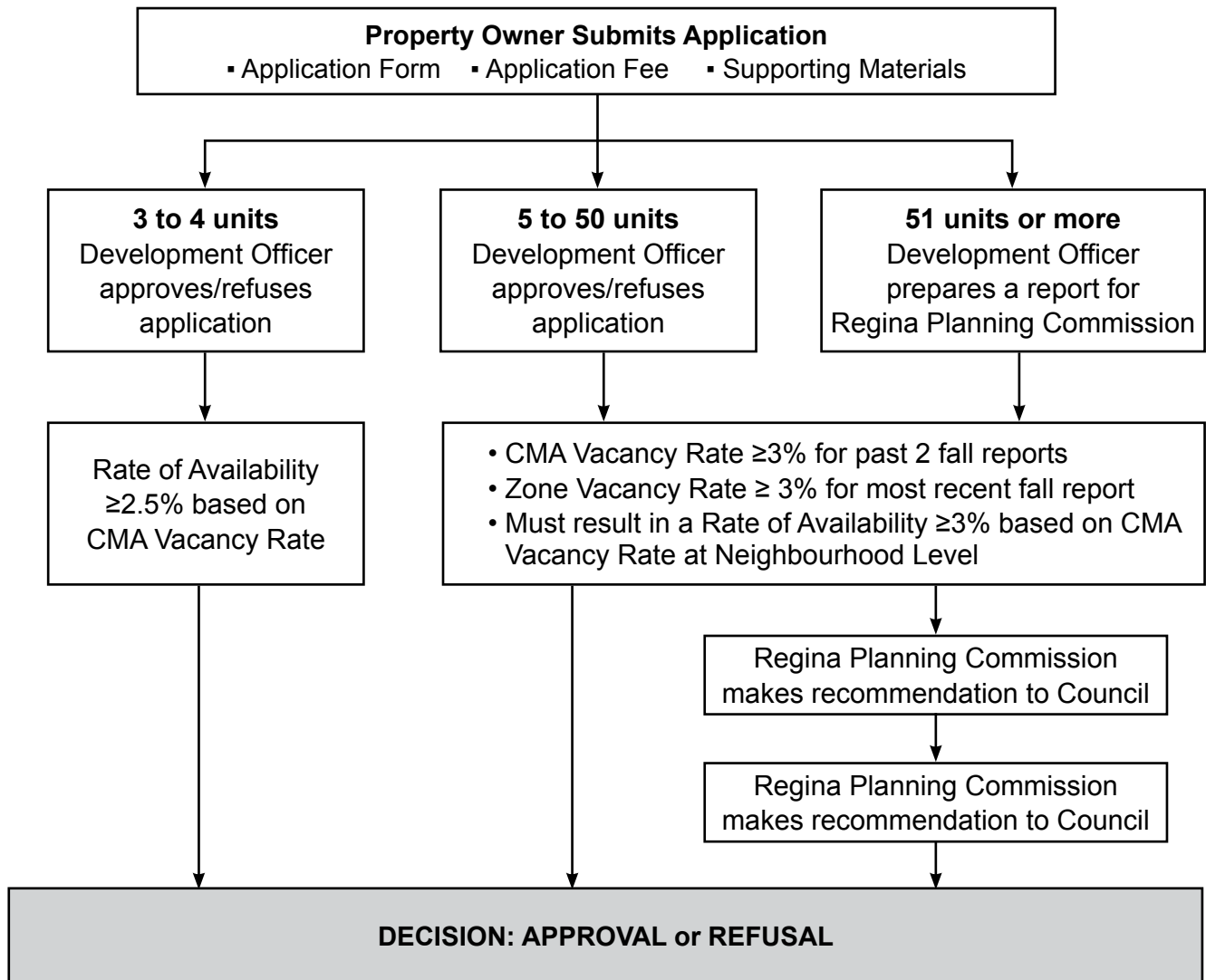
- 10. Drawings for Property: *Two full size copies and one reduced (8 1/2 x 11) copy including following:*
 - Site Plan with locations and other details of work to be done to property—both interior and exterior—and including the following information:
 - Drawn to scale with metric dimensions
 - Identify lot dimensions where the building will be located
 - List the position, height, and horizontal dimensions of all buildings that exist or to be constructed on the lot
 - Note the elevations of the building
 - Show the plan of each floor or building that identifies the use of each room
 - Contain cross section showing construction of walls, roof and floor, including insulation
 - Mechanical and electrical drawings, where required
 - Corridor pressurization system with fire dampers, new shafts for duct work
 - Shaft construction details
 - Sprinkler system drawings including fire alarm system
 - Exit signs and emergency lighting
- 11. If Subject Property is a Designated Heritage Property, following document is also required:
 - Heritage Alteration Permit Application Form
- 12. If Subject Property is a Vacant Property, following documents are also required:
 - Affidavit that property meets the requirements of a Vacant Property
 - Monthly summary of property's occupancy for 12 months prior to application
- 13. Development Officer may request other information/ documentation considered necessary for evaluating the Condominium Conversion Application.

Submission

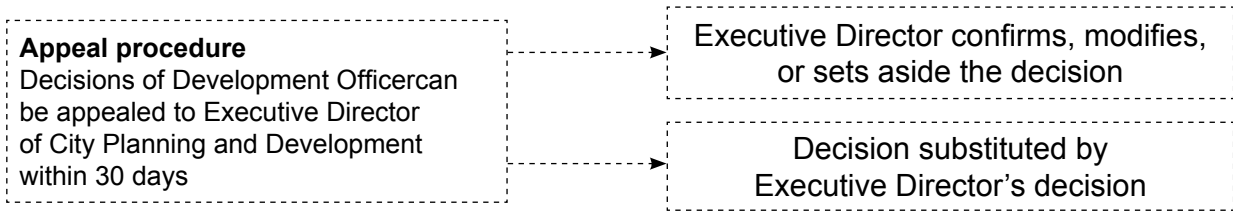
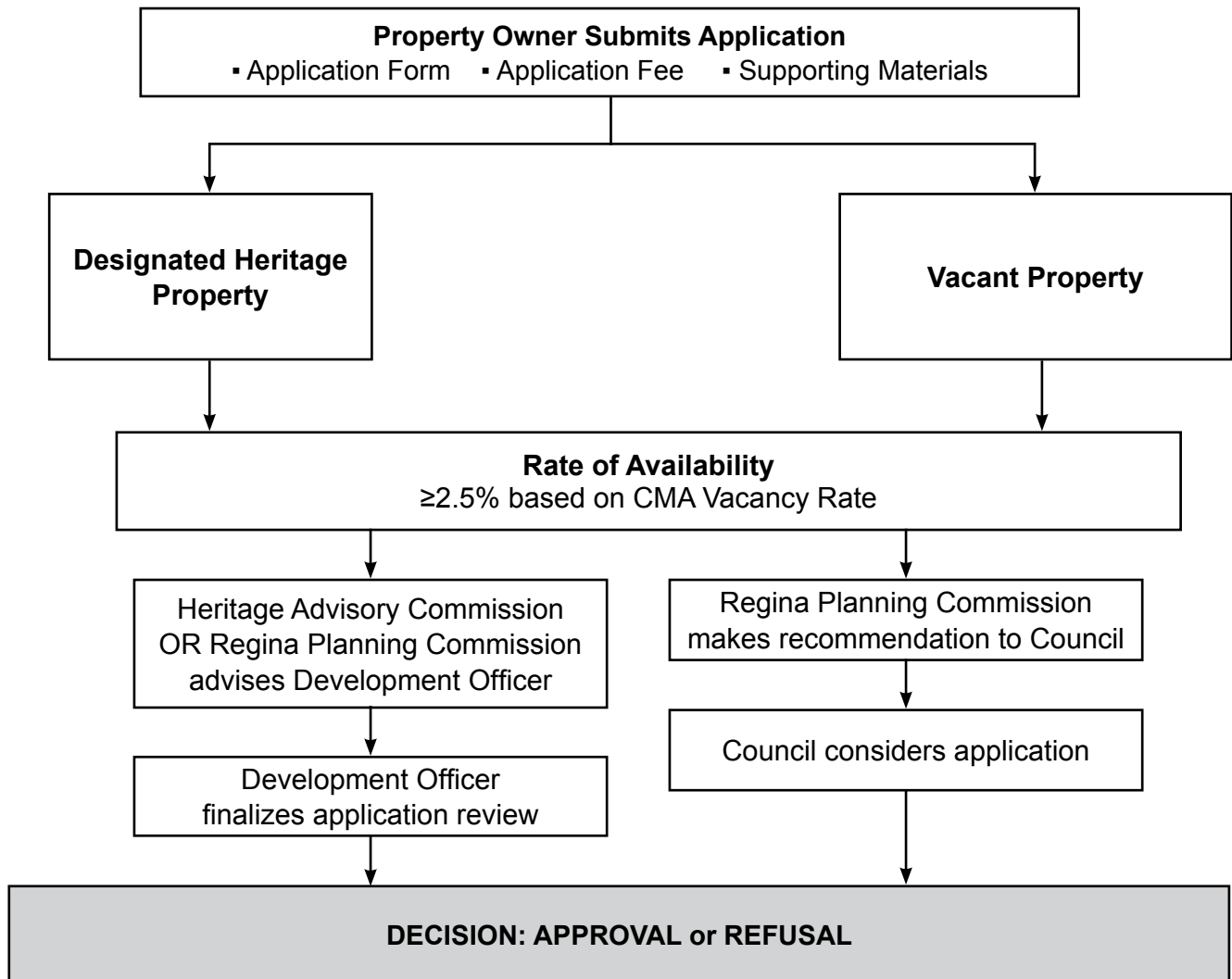
Submit the completed application form, the required application fees, plans and supporting documents to:

Development Services Department
City of Regina
9th Floor, City Hall
P.O. Box 1790
Regina, Saskatchewan, S4P 3C8

Application Process: Occupied and Non - Heritage Properties



Application Process: Vacant and Heritage Properties



Condominium Conversion Application Form

Applicant

You are the Property Owner

You are the Owner's Agent

Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____ E-Mail: _____

Preferred Method of Communication:

Email

Phone

Mail

Proof of Agency Included: Yes

No

Not Applicable

Property Information

Civic Address: _____

Legal Address - Urban: Lot: _____ Block: _____ Plan: _____

Legal Address - Rural: Quarter Section: _____ Township: _____ Range: _____

Land Use Zoning of Property: _____

Number of Units: Existing: _____ Proposed: _____

Property Type: *(Please select one)*

Designated Heritage Property

Vacant Property

Residential Rental Apartments

Other

Definition of Vacant Property

A property in which all of the apartments are vacant on the application date and the vacancy for the past 12 month period has been 100% prior to application date. This includes properties that have been vacated due to a fire or public health order.

Definition of Designated Heritage Property

A property that has been designated as one of the following: 1. Provincial Heritage Property pursuant to *The Heritage Property Act*, 2. Municipal Heritage Property pursuant to a City bylaw, 3. Heritage Property part of the Victoria Park Heritage Conservation District pursuant to the Victoria Park heritage Conservation District Bylaw.

Existing Use of Property/Building(s): _____

Reason for Condominium Conversion: _____

Name of Applicant

Signature of Applicant

Date

Complete this form and return it to:

City of Regina, City Planning & Development Division
Development Services Department
9th Floor, City Hall
2476 Victoria Avenue
Regina, SK S4P 3C8
Phone: 306-777-7551 Fax: 306-777-6823