



Condominium Conversion Application

The following information must be included with your Condominium Conversion application in order for your application to be deemed complete for acceptance and processing by Parkland County.

CHECKLIST

- Consultation-** Prior to submitting a Condominium Conversion Application Package to Parkland County, a consultation with a Parkland County Planner is required.
- Application Form-**The application must be completed in full and signed by the registered owner(s).
- Application Fee-**Applicable fees as set out in Parkland County's Departmental Fees and Charges.
- Condominium Plan-**The Condominium Plan must be prepared by an Alberta Land Surveyor and must show all units to be registered and proposed addressing. Parkland County requires two (2) hardcopies submitted with the application and one (1) digital PDF on a USB.
- Real Property Report-**The Condominium Plan must be prepared by an Alberta Land Surveyor. Parkland County requires two (2) hardcopies submitted with the application and one (1) on a USB.
- Title Search-** A current title for the lands subject to the application dated not more than 14 days prior to Parkland County receiving the application. If there are any caveats or easements registered on the title pertaining to Parkland County please submit copies of these documents with the application.
- Disclosure Documents-** (1) hardcopy and one (1) digital PDF on a USB of the following:
 - A statement on how municipal utilities will be metered;
 - 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.

Condominium Conversion Application Fees

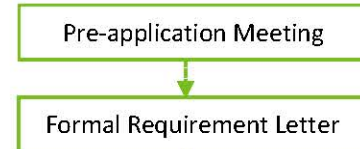
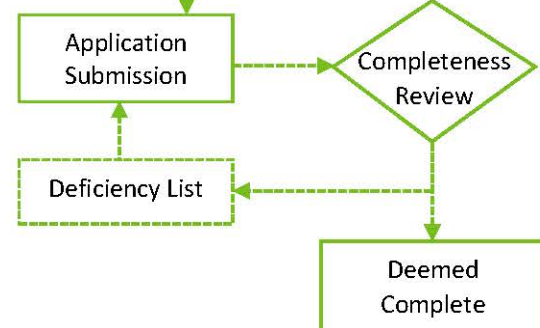
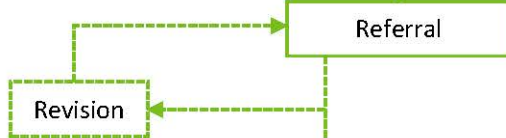
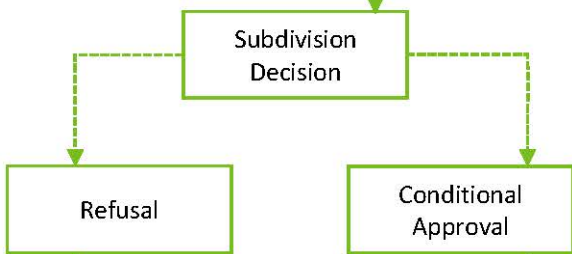
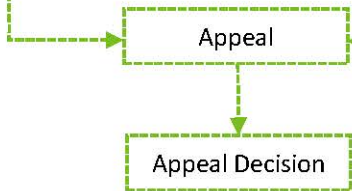
Condominium Conversion	\$40.00 per condominium unit
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Multiparcel Subdivision Approval Process

Timing

Process Flow

Procedures

<p>Formal Requirement Letter sent within 14 days of the pre-application meeting</p>		<ul style="list-style-type: none"> Subdivision application requirements will be established through consultation with Parkland County.
<p>Completeness Review 30 days per Submission</p>		<ul style="list-style-type: none"> Once submitted, the Subdivision application will be reviewed for completeness. If the document is deemed incomplete the application and fees will be returned to the applicant with a deficiency list. Any resubmissions received by Parkland County with substantial remaining deficiencies will be subject to a review fee.
<p>Referral Period 21 days</p>		<ul style="list-style-type: none"> Once deemed complete the Subdivision Application will be circulated to internal departments and affected external agencies. Revisions to the subdivision may be required should issues arise through the referral process.
<p>Subdivision decision will be made 60 days from the acceptance date</p>		<ul style="list-style-type: none"> The Subdivision Authority will decide whether to conditionally approve or refuse the subdivision. The applicant and effected external agencies are able to appeal the Subdivision Authority Decision.
<p>Appeal will be heard within 30 days of request for SDAB and 60 days for MGB</p>		<ul style="list-style-type: none"> If an appeal is submitted it will be heard by the Subdivision and Development Appeal Board (SDAB) or the Municipal Government Board (MGB). The appeal board may choose to uphold, modify or overturn the decision of the Subdivision Authority.



Application Fee: _____+GST

File Number: _____

Planner: _____

Planning & Development Services

53109A Hwy 779

Parkland County, AB T7Z 1R1

Tel. 780.968.8443

Fax. 780.968.8444

www.parklandcounty.com

CONDOMINIUM CONVERSION APPLICATION

The requirements of a Condominium Conversion application are established through consultation with Parkland County Planning and Development Services. An application will not be accepted until consultation has been completed.

Name of registered owner/s:

Mailing Address: _____

City: _____ Postal Code: _____

Ph: _____ Cell: _____

Email: _____

Applicant acting on behalf of registered owner/s:

Mailing Address: _____

City: _____ Postal Code: _____

Ph: _____ Cell: _____

Email: _____

Plan	Block	Lot	Subdivision	
Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5 <small>(select one)</small>	Range	Township	Section	Quarter Section <input type="checkbox"/> PT <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE <small>(select one)</small>

Registered Owner/s:

I / We, the registered owner/s certify that:

- (a) the information given is complete and is, to the best of my/our knowledge, a true statement of the facts relating to the application for Condominium Conversion approval;
- (b) authorization is granted for authorized personnel of Parkland County to enter the lands to conduct site inspections and evaluations.
- (c) Where applicable, the individual(s) who's information has been listed under "Applicant acting on behalf of registered owner/s" on page one of this application is hereby authorized to make this application on my/our behalf.

Signature of Registered Owner _____ Print Name _____ Date _____

Signature of Registered Owner _____ Print Name _____ Date _____

Application Date: _____

For internal use only:

Acceptance Date: _____

Processing Date: _____

The information collected on this document will be used for the purposes allowed under the authority of the *Municipal Government Act*. The personal information that you provide may be made public subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Questions regarding the collection and use of this information may be directed to the Freedom of Information & Protection of Privacy Coordinator for Parkland County at 780-968-3229.