THE CITY OF
GRANDE prairie CANADA

| Clear Form | Print Form |

This "Checklist" of submission requirements shall be attached to all subdivision applications. Any application submitted without this form will be deemed incomplete and will not be accepted. All boxes shall be "checked" and all information indicated shall be attached to the condominium conversion application.

The following information is required in support of applications to convert property into conventional condominium units.

☐ One application for condominium conversion **completed in full** and signed by the registered owner(s) OR the person authorized to act on behalf of the registered owner(s);

☐ One copy of the **Certificate of Title** obtained from any Registries office. The copy is to be validated within 30 days of the submission of the application;

☐ **Copies of all instruments**, which are registered against the parcels and affects the use of the land;

☐ **Authorization Form** – if applicant is not the owner, a letter must be provided from the owner authorizing the applicant to act on his/her behalf;

☐ Completed Right-of Entry Form;

☐ Condominium conversion **application fee**, payable to the City of Grande Prairie. The fee is **$40.00 per unit each residential, commercial or industrial unit** and **$20.00 per unit for each underground parking stall.**

☐ Three (3) copies of the proposed condominium as prepared by a registered Alberta Land Surveyor in accordance with the Condominium Property Act and the Condominium Property Regulation. (2) Copies are to be an Engineer Architect scale and one (1) copy 8.5" x 11" or 11" x 17".

☐ 1 digital file of the condominium plan in AutoCAD DWG format.

☐ An Alberta Building Code Review of the subject building.

☐ Submit a copy of the parking plan that was approved by the City of Grande Prairie in association with the development permit. Copies of the approved parking plan should be available for buildings constructed within the past 10 years and may be obtained from the owner, the builder, the architect, or development department.