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**TO:** CITY MANAGER **DATE:** 2006 August 01

**FROM:** DIRECTOR PLANNING AND BUILDING **FILE:** PC 86000 20  
*Reference:* STR #06-04

**SUBJECT:** STRATA TITLE APPLICATION #06-04  
1119/21 Duthie Avenue

**PURPOSE:** To obtain Council authority for strata titling of an existing occupied two-family dwelling subject to the conditions outlined in this report.

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**RECOMMENDATION:**

1. **THAT** strata titling of 1119/21 Duthie Avenue be approved subject to complete satisfaction of the Guidelines for Conversion of Existing and Occupied Two-Family Dwellings into Strata Title Units.

**REPORT**

The Planning and Building Department is in receipt of an application for strata title approval of an existing and occupied two-family dwelling at the above location. Council approval is required where conversion of previously occupied buildings into strata title is requested, according to Section 242 of the Strata Property Act.

The subject property falls within a single or two-family district (R4), and is not in an area proposed for alternative use (see attached sketch).

At the present time, the two-family dwelling is rented and there will be no change to the residency status at this time.

This application has been circulated to the Engineering, Building, Health and Fire Departments to ensure all Zoning Bylaw and Building Code issues have been addressed. All departmental approvals have been given and staff would, therefore, support the proposed strata titling provided all requisite guidelines for conversion of existing and occupied two-family dwellings into strata title units are fully satisfied.

The guidelines require the submission of an independent health consultant's certificate guaranteeing the property is free of any infestation and certification of the building's structural

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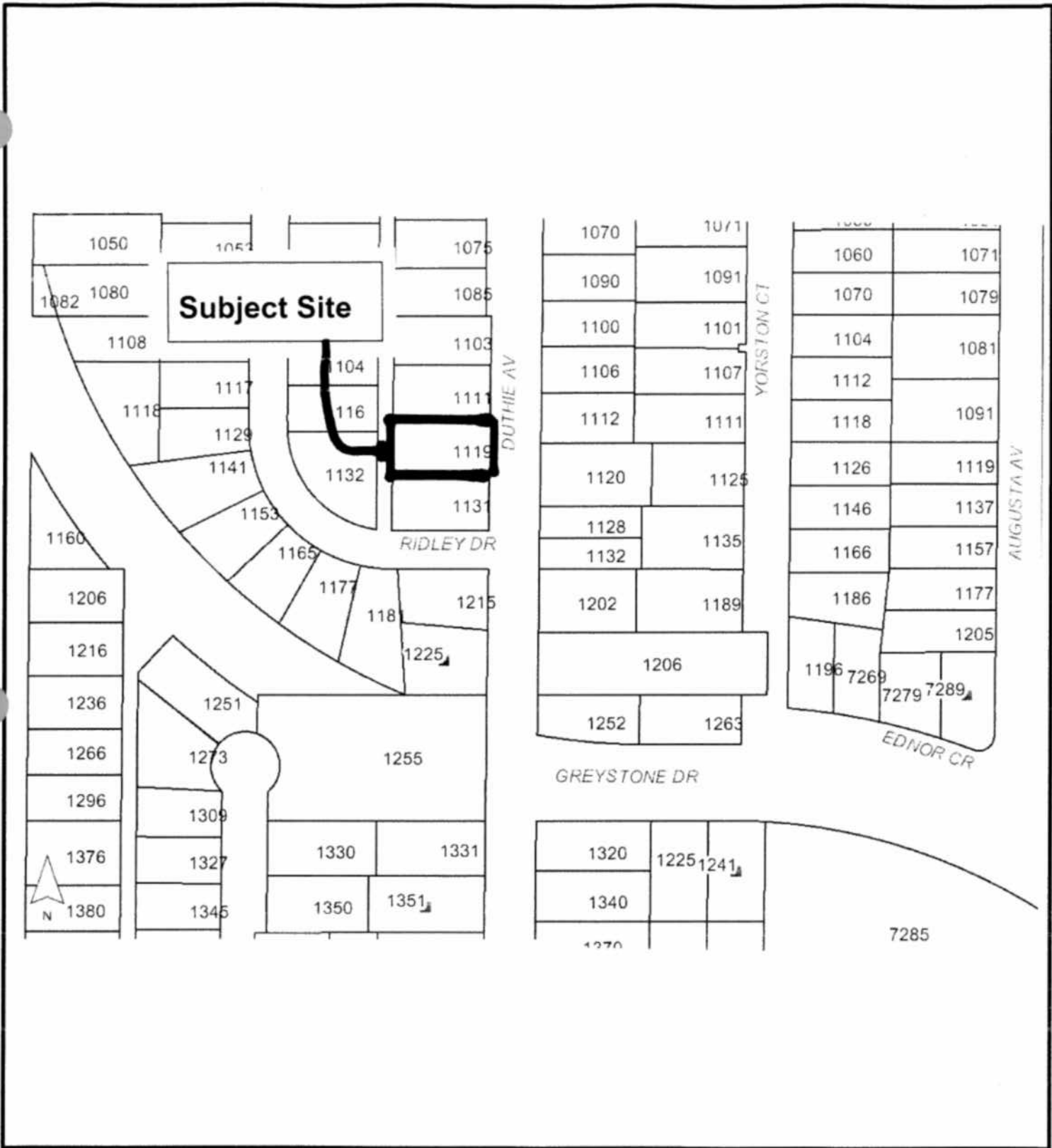
integrity by a qualified engineer or architect. Once the owners submit the required strata plans and legal fees, the necessary covenant will be prepared by the City Solicitor to ensure that each unit is used as a single-family dwelling only and, after the requisite signatures, the documents and plans will be registered at the Land Title Office.



J. S. Belhouse  
Director Planning and Building

LJ:tn  
*Attachment*

cc: Chief Building Inspector  
Director Engineering  
Director Engineering, Environmental Services Division



North

Strata Title Application #06-04  
1119/21 Duthie Avenue

Date: 2006 Aug 02  
Scale: N.T.S  
Drawn: Lina J.

