

---

**TO:** CITY MANAGER **DATE:** 2012 July 09

**FROM:** ACTING DIRECTOR PLANNING AND BUILDING **FILE:** PC 86000 20  
*Reference:* **STR #12-3**

**SUBJECT: STRATA TITLE APPLICATION #12-3**  
**7261 Sussex Avenue**

**PURPOSE:** To obtain Council authority for strata titling of an existing occupied two-family dwelling.

---

**RECOMMENDATION:**

1. **THAT** Strata Titling of 7261 Sussex 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 constructed in 2011 at the above location. Council approval is required where conversion of previously occupied residential buildings into strata title is requested. The conversion is being pursued in accordance with Section 242 of the Strata Property Act.

The subject property is zoned R4 Residential District which permits single and two-family dwellings, and is not in an area proposed for alternative use (see attached sketch). The two-family dwelling is owner occupied.

This application has been circulated to the Engineering, and Planning and Building Departments to ensure all Zoning Bylaw and Building Code issues have been addressed. All departmental approvals have been substantially met through the submission of an independent health consultant's certificate guaranteeing that the property is free of any infestation and confirmation of the building's structural and mechanical integrity by the Chief Building Inspector.

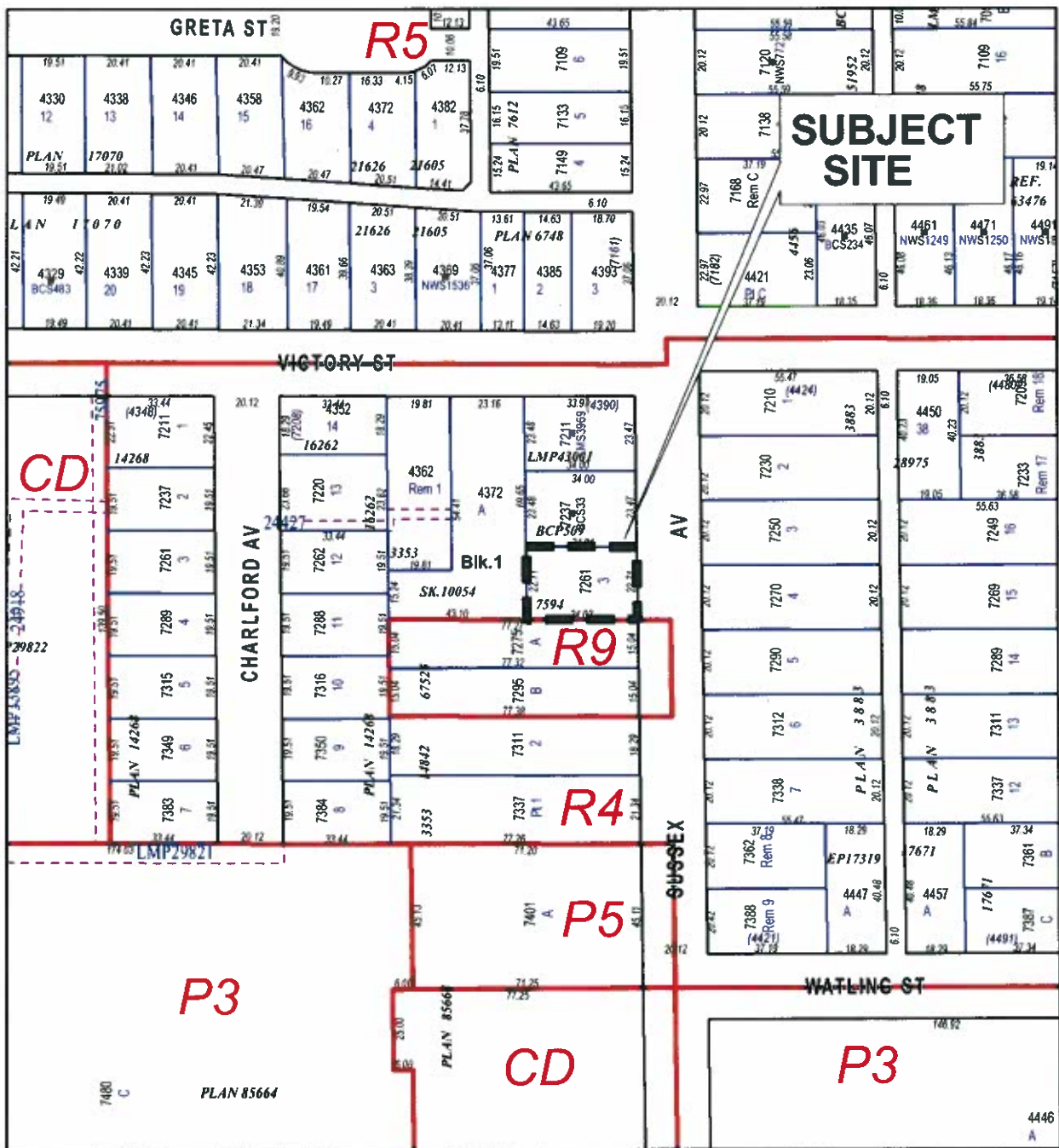
To: City Manager  
From: Director Planning and Building  
Re: STR #12-3; 7261 Sussex Avenue  
2012 July 09 ..... Page 2

With Council approval for the strata titling of the subject property, the owners would be requested to submit the required strata plans and legal fees. Once received, 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 are obtained, the documents and plans will be registered at the Land Title Office.

  
Lou Pelletier, Acting Director  
PLANNING AND BUILDING

DI:hr  
Att.

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



PLANNING & BUILDING DEPARTMENT



DATE:  
JUNE 28 2012

SCALE:  
1:2,000

DRAWN BY:  
DJ

STRATA APPLICATION #12-03

7261 SUSSEX AVE