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**TO:** CITY MANAGER **DATE:** 2013 October 01

**FROM:** DIRECTOR PLANNING AND BUILDING **FILE:** PC 86000 20  
*Reference:* STR #13-4

**SUBJECT: STRATA TITLE APPLICATION #13-4**  
**4510 Carleton Avenue**

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

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**RECOMMENDATION:**

1. **THAT** Strata Titling of 4510 Carleton Avenue be approved subject to complete satisfaction of the Guidelines for Conversion of Existing Two-Family Dwelling into Strata Title Units.

**REPORT**

The Planning and Building Department is in receipt of an application for strata title approval of an existing two-family dwelling with one side vacant and one side tenanted, constructed in 1967 at the above location. Council approval is required when strata titling of existing occupied two-family dwellings 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). At the present time, the two-family dwelling is owned by Chalissery Holdings Ltd., and is occupied on one side (4512 Carleton Avenue) by a tenant.

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.

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

To: City Manager  
From: Director Planning and Building  
Re: STR #13-4; 4510 Carleton Avenue  
2013 October 01..... Page 2

dwelling only and, after the requisite signatures are obtained, the documents and plans will be registered at the Land Title Office.

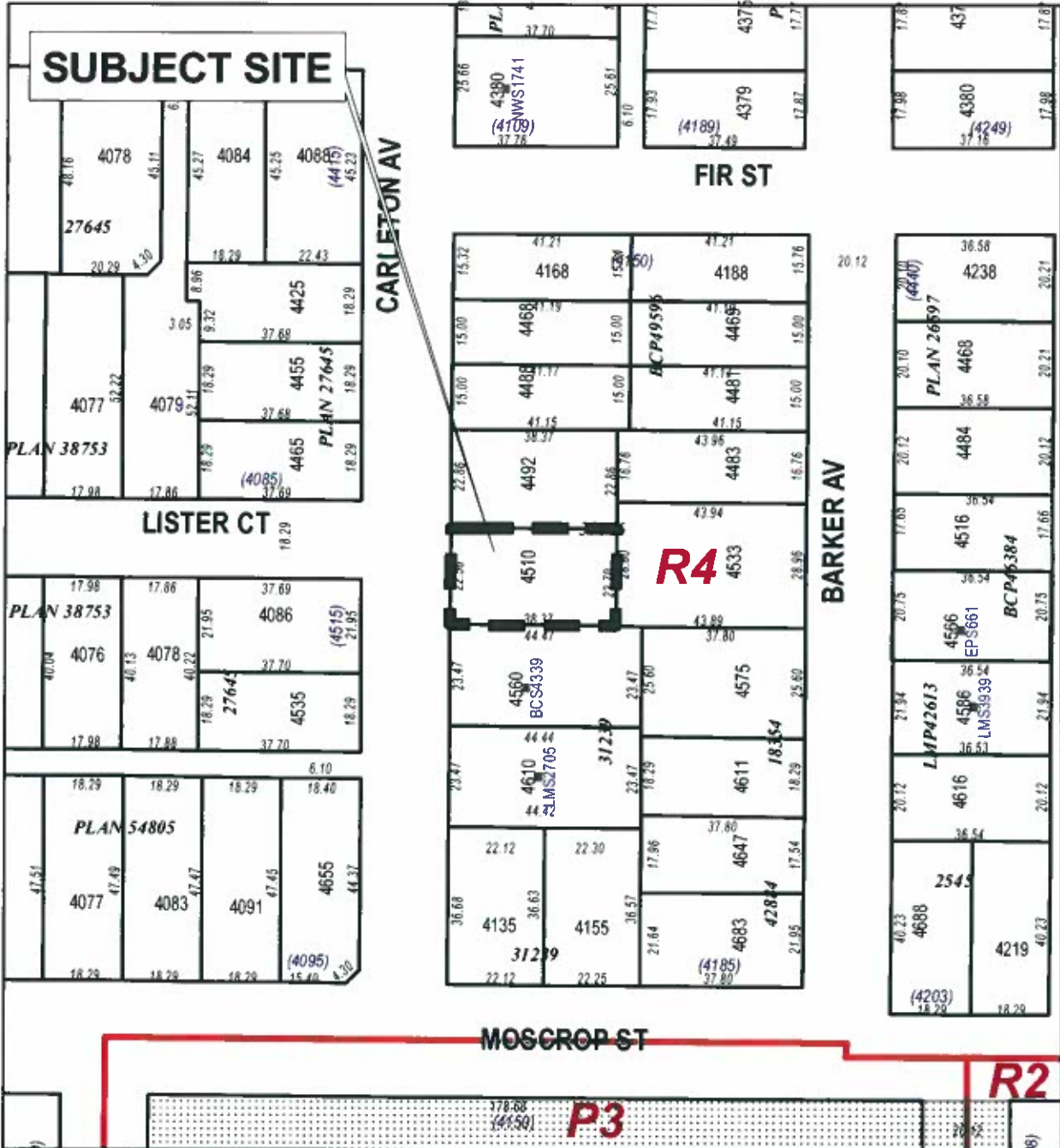


Lou Pelletier, Director  
PLANNING AND BUILDING

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**Attachment**

cc: Director Engineering  
Director Engineering – Environmental Engineering  
Chief Building Inspector  
City Solicitor



PLANNING & BUILDING DEPARTMENT



DATE:  
OCT 02 2013

SCALE:  
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DRAWN BY:  
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STRATA REFERENCE #13 - 04  
4510 CARLETON AVENUE

 Subject Site