



Apartment Owners:

RE: CONVERSION OF EXISTING APARTMENT BUILDINGS TO CONDOMINIUM OWNERSHIP

In order to complete an application in this regard it is necessary for you to engage a registered land surveyor to provide the legal survey work required to be submitted to land titles. If you have not already done so, I suggest that you contact a registered land surveyor to discuss costs, processes and the time required. Altus Geomatics has an office in Weyburn (306.842.6060) and will be able to assist you.

One of the mandatory steps required for successful conversion to condominium status requires approval by the City of Weyburn. As such we require additional information so that we may consider specific requirements of the “Condominium Property Act, 1993”. In particular, Section 10.5 of the Act, which states;

“(5) On an application for a certificate pursuant to clause (1)(b), the local authority shall direct the issue of the certificate if it is satisfied that:

(a) Separate occupation of the proposed units will not contravene any development control or zoning bylaw

(b) an consent or approval required pursuant to a zoning bylaw or an interim development control bylaw has been given in relation to the separate occupation of the proposed units;

(c) the construction of any building and the division of the buildings and lands into units for separate occupation will not interfere with the existing or likely future amenity of the neighborhood, having regard to the circumstances of the case and the public interest;

(d) the requirement to designate parking spaces pursuant to section 11 has been or will be complied with; and

(e) where the application relates to the conversion of existing premises used for apartments, flats or tenements into units:

(i) the conversion will not significantly reduce the availability of rental accommodation in the area;



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(ii) the conversion will not create significant hardship for any or all of the tenants of the existing premises; and
(iii) the building and the parcel have the physical characteristics considered necessary by the local authority to make the premises suitable for conversion”

Your written reply to the following questions is necessary to allow Council to consider, and reach a decision regarding your request.

1. What is the reason for conversion from apartment to condominium?
2. How many apartments exist now?
3. How many condominium units will be created?
4. Is any construction or renovation work involved with the conversion? If so please provide a list of specifics proposed?
5. Are parking spaces available for each condominium, and will they be designated specifically for each unit?
6. Will any tenants be given notice to vacate as a result of the conversion?
7. Will the condominium units created be offered for sale individually?
8. Will the condominium units continue to be offered in the marketplace as rental accommodations?
9. If the condominium units will continue to be offered as rental accommodations will the rental rates increase as a result of conversion to condominium, if so what are current and proposed rates?
10. Section 10.5.(e).(ii) of the Condominium Property Act requires that a municipality be satisfied that “conversion will not create significant hardship for any or all of the tenants of the existing premises”. We suggest that you submit a document wherein all tenants are listed, and sign to indicate that they are aware of the proposal to convert to condominium status, and that they have no objections to the proposal, or providing reasons for their objections.

Also, as conversion to condominium status has property tax implications, and could involve an increase or decrease to property tax payable, we would strongly suggest that you discuss your specific proposal with our tax assessor (306.848.3205), and obtain a property tax estimate prior to proceeding with the conversion process.

We will be pleased to discuss any further questions or concerns you may have.

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