

ALTERATION REQUEST FORM



TO ALL OWNERS

STRATA PLAN _____

_____, BC

Re: Alterations to Units

Any proposed renovation works to a strata lot or any proposed landscaping or tree trimming on limited common, or common property requires the written approval of the strata council prior to commencement of any works.

The purpose of this package is to help those owners contemplating alterations.

It is felt that we should aim to assist owners to obtain the maximum enjoyment and recreational use from their unit consistent with the common good, with particular reference to safety.

HOW TO START

- Obtain or prepare accurate, detailed drawings of the proposed alterations.
- Get approval from a structural engineer for the development (if changing structural integrity of the unit.
- Return these documents with a complete copy of the accompanying agreement to the strata property manager, for review of your application by strata council.
- Obtain a building permit from the RMOW, they can be reached at: (604-935-5535 or 1-866 932-5535). If this is required, you may also need to obtain a Minor Variance Permit for some projects.
- Obtain a Certificate of Builders Risk Insurance.
- Agree to have inspections performed by the strata agent to review progress of the project. These will be performed as requested by the strata council. The cost inspection is \$60.00 per site visit.
- Agree to provide the strata agent with a detailed construction schedule, which will be updated, should the project fall behind.

Where the alteration affects the exterior of a unit, you will be required to obtain written approval of the owners in the adjacent units, which needs to be attached to your application.

It is also noted that the Strata Corporation at the **cost to the unit owner** will perform any required maintenance to additional exterior space. This clause holds true even when ownership of the strata lot changes.

- NOTE: Any applicant including council members, may not be present during the council discussion or vote on the application.

- This does not preclude an applicant from making a presentation to council prior to the vote or discussion.

PROBLEM AREAS

- The Council is primarily concerned with the safety of alteration, Structural details will be verified by the engineer and the building inspector, and advice should be obtained from same regarding conformity with the building code and fire rating worthiness.
- The legality of the alteration is another concern of Council, especially with the proposed extension of a unit beyond its existing space. The Council has some discretionary powers to approve enclosures of common property (i.e.: balconies) but such approval would only be given after consideration of each individual case.
- Aesthetic appeal of any alteration is another concern, particularly as alterations affect the appearance and use of the development. Owners would be expected to conform to existing wood finishes, window types and sizes, siding, colors, etc.

The Owners, Strata Plan _____

Application for Consent to Alterations

I/We, _____, the owner(s) of strata lot no. _____, (the Strata Lot") Unit # _____, B. C., (the "Owner") hereby requests the approval for the proposed alterations set out in Schedule A hereto (the "Alterations") to their Strata Lot or limited common property related to the Strata Lot, from the Owners, Strata Plan _____ (the "Strata Corporation") and acknowledges that:

- A. The Owner has read the Strata Corporation's bylaws and in particular those bylaws set out in Schedule B hereto.
- B. The Owner acknowledges that prior to commencing the Alterations it shall provide the Strata Corporation with Contractor's Particulars set out in Schedule C.
- C. The Strata Corporation may refuse to provide consent; may consent to portions of the Alterations; or may impose terms and conditions on any such consent.

The Owner further acknowledges that in the event that consent is given:

- 1. The Owner will be responsible for obtaining all municipal and other permits required for the Alterations and shall provide copies of such permits to the Strata Corporation prior to commencing the Alterations.
- 2. The Owner shall be solely responsible for any direct or indirect costs related to the installation, construction, maintenance, use, operation and repair of the Alterations including any costs or expenses provided for under the bylaws or rules of the Strata Corporation.
- 3. The Owner shall comply with all bylaws and rules of the Strata Corporation relating to the installation, construction, maintenance, use, operation and repair of the Alterations, including but not limited to the bylaws set forth in Schedule C hereto.
- 4. The Owner agrees to cause its contractors to comply with all bylaws and rules of the Strata Corporation.
- 5. That prior to commencing the Alterations, the Owner will be required to sign an Acknowledgment and Waiver Regarding Liability For Alterations Agreement waiving any claims to which the Owner or the "Owner Parties" may become entitled for injury, damage or loss and releasing the Strata Corporation and all owners in Strata Plan, its representatives, agents and employees and the Strata Council (the "Other Owners' Parties") and waives any liability of the Other Owners' Parties for any injury or financial loss resulting from the installation, operation or use of the Alterations and for any liability and responsibility for the repair and maintenance of the Alterations.

Dated this _____ day of _____, 20 _____

(Owner)

(Owner)

Schedule A

List of Alterations for which Consent is Requested

Schedule B

Key Bylaws

**Schedule C
Contractor's Particulars**

Contractor's Name and Address: _____

Telephone Number: _____

Fax Number: _____

Site Superintendent's Name: _____

Site Superintendent's Cell number: _____

Business License Number: _____

W.C.B. Number: _____

Contractor's Insurance Agent: _____

Policy Number: _____

Plumbing Permit Number: Electrical Permit Number: _____

Building Permit Number: _____

Final Building Inspection Number: _____