



APPLICATION NO: _____

APPLICATION FEE: _____

Planning & Development Services

580 First Street SE
Medicine Hat, Alberta T1A 8E6

Phone: 403.529.8374

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pbe@medicinehat.ca

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APPLICATION FOR CONDOMINIUM CERTIFICATE

I/We hereby make application for a CERTIFICATE OF LOCAL AUTHORITY under the provisions of the Condominium Property Act in accordance with the plans and supporting information submitted herewith and which form part of this application.

TO BE COMPLETED BY THE APPLICANT OR PERSON ACTING ON HIS/HER BEHALF
(PLEASE PRINT)

Applicant's Name	Address	Telephone Number / E-mail
Registered Owner of Land	Address	Telephone Number / E-mail

LEGAL DESCRIPTION OF PROPERTY

LOT BLOCK PLAN CIVIC ADDRESS

CURRENT STATUS OF BUILDING (Under Construction, Unoccupied, Occupied by Tenants)

UNITS _____ # OFF STREET PARKING STALLS _____

EXISTING LAND USE DISTRICT _____ EXISTING USE OF BUILDING _____

PROPOSAL

Was building constructed, or building permit issued, prior to August 1, 1966? Yes ☐ No ☐

DATE OF APPLICATION

SIGNATURE

THIS IS NOT A BUILDING PERMIT, DEVELOPMENT PERMIT, OR A CERTIFICATE OF LOCAL AUTHORITY

CONDOMINIUM CONVERSION CHECKLIST

The following information is required for a condominium conversion application:

(Note: The registered land owner, or usually someone hired on their behalf, may apply for condominium conversion approval at the Planning & Development Services Department. All drawings must be done to a professional drafting standard and to scale.)

Submitted	Item
<input type="checkbox"/>	1. A completed application form.
<input type="checkbox"/>	2. Completed land owner consent form.
<input type="checkbox"/>	3. Two paper copies of the condominium plan and parking plan drawn to scale.
<input type="checkbox"/>	4. An electronic copy (pdf) of the condominium plan and parking plan.
<input type="checkbox"/>	5. A copy of the Certificate of Title, and one copy of each easement document, right-of-way, caveat, or other legal document registered on the property that affects the use of the land. Titles and documents must be issued within the last 30 days.
<input type="checkbox"/>	6. If the structure was constructed prior to August 1, 1966, a Building Code Analysis, done by a qualified Engineer or Architect, must be submitted with the application.