

<b>Title:</b>			
<b>STRATA TITLED TWO FAMILY DWELLINGS</b>			
<b>Origin:</b>	Administration		
<b>Adopted:</b>	Council – April 25, 2005	#2005.17.319	DV-004
<b>Amended:</b>	Council – August 13, 2007	#2007.27.466	Page: 1 of 2

**PURPOSE:**

To provide a policy for approving Strata Titled Two Family Dwelling conversions. This policy will only affect those proposals whereby an existing single-family dwelling is being converted to a two-family dwelling by means of a new addition. The intent of the policy is to ensure improved designs.

**PROCEDURES:**

1. All applications for Strata Titled Two Family Dwelling conversions shall be accompanied by the submission of design drawings (completed by an Architect or other Design Professional) showing the following information:
  - i. Site Plan;
  - ii. Floor Plans;
  - iii. Building Elevations;
  - iv. Graphic Cross Section;
  - v. Street Elevation(s);
  - vi. Colored Elevations / Material Sample Board;
  - vii. Landscape Plans
  
2. Town staff will only recommend that Council approve a Strata Title Conversion if the following conditions have been met:
  - (a) That one of the following applies:
    - i. The existing dwelling is not older than 10 years of age,
    - ii. The existing dwelling has undergone a significant upgrade within the last 10 years, or
    - iii. The existing dwelling will undergo a significant upgrade as part of the application for Strata Conversion;
  - (b) That the design drawings submitted, for staff's review, provides the following information:
    - i. Exterior Finish Materials – The existing exterior finish material(s) (i.e. stucco, brick, hardy-plank siding) on the original dwelling shall be replaced so as to be identical to the exterior finish of the proposed addition;
    - ii. Roof Pitch – The roof line of the existing dwelling and the proposed addition do not necessarily have to tie in at the same level. The roof line of the addition shall not be higher than than the roof of the existing dwelling. Roof style and pitch of proposed additions should be complimentary to existing construction;
    - iii. Trim – The trim must be the same in type, size and location on both the existing dwelling and proposed addition;
    - iv. Windows – The windows must match on both the existing dwelling and proposed attached in proportion (relationship to width and height) and orientation (horizontal and vertical); and
    - v. The proposed conversion must not negatively impact the adjacent residences, with respect to loss of privacy, obstruction of sunlight and visual intrusion;

- (c) On an interior lot (i.e. a lot which is not located on the corner of an intersection of two streets), constructing an addition predominantly in the rear yard to create a front-to-back two-family dwelling is discouraged.
  - (d) Off street parking shall be designed so that the use of the front yard for parking is limited to two vehicles. This will ensure the conversion will not be disruptive within the streetscape.
3. Upon an application for strata conversion being forwarded to Council, Council may, at their discretion, do one of the following:
- (a) Approve the proposed Strata Conversion;
  - (b) Forward the proposed Strata Conversion to the Advisory Planning Commission for their review, comment and recommendation or
  - (c) Deny approval of the application based upon, but not limited to the following concerns:
    - i. The overall design of the proposal is not acceptable, based upon conditions outlined in Number 2 of this policy, or
    - ii. In the opinion of Council, there is not sufficient rental accommodation in the surrounding area.