AUGUST 2025

CITY OF CHESTERMERE

APPLICATION & CHECKLIST FOR CONDOMINIUM CERTIFCATE

COMMUNITY GROWTH & INFRASTRUCTURE
105 MARINA ROAD, CHESTERMERE AB, T1X 1V7

APPLICANT INFORMATION		
APPLICANT NAME		**COMPANY/BUSINESS NAME** (if applicable)
APPLICANT ADDRESS		**PHONE NUMBERS** WORK HOME/CELL
CITY/TOWN	**POSTAL CODE**	**APPLICANT EMAIL ADDRESS**

LANDOWNER INFORMATION		*COMPLETE IF DIFFERENT FROM APPLICANT*
LANDOWNER NAME		**COMPANY/BUSINESS NAME** (if applicable)
LANDOWNER ADDRESS		**LANDOWNER PHONE NUMBERS** WORK HOME/CELL
CITY/TOWN	**POSTAL CODE**	**LANDOWNER EMAIL ADDRESS**

PROJECT INFORMATION		
MUNICIPAL ADDRESS		
LOT(S)	**BLOCK**	**PLAN**
DP NUMBER	**DP PHASE** *(IF APPLICABLE)*	**YEAR OF CONSTRUCTION**
NUMBER OF CONDO. UNITS	**NUMBER OF PARKING UNITS**	**NUMBER OF "OTHER" UNITS**

Please ensure that you have included all the following information, where applicable (tick or mark N/A):

REQUIRED APPLICATION INFORMATION

	APPLICANT ONLY	OFFICE ONLY
Condominium Certificate Application Form (completed/signed)		
Current Copy of the Certificate of Title(s) with Registered Instruments		
Fees Calculated & Paid (receipt received) $40.00 per proposed condominium unit		
Signed Letter of Authorization from Landowner(s) on Title		
Real Property Report (as built)		
Proposed Condominium Plan (site plan) illustrating all units to be registered and the number of parking spaces for visitors and persons with disabilities.		
Consent(s) to Register the condominium plan if there are any other affected parties		
Surveyor's Affidavit (completed/signed)		
An Itemized List showing each condominium unit number reconciled to individual suite numbers		
Other:		

NOTE: The required information to submit an application depends on the complexity of the proposal, and to the discretion of Community Growth & Infrastructure department. The application fee is due at the time of application submission. All applications must be completed prior to acceptance.

Further information may be required.

CERTIFICATION

I _____herby certify that:

- ☐ I am the registered owner,
- ☐ I am authorized to act on behalf of the registered owner,

And the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for a condominium certificate.

_____ _____

SIGNATURE DATE

The personal information you provide on this form is being collected under the authority of Section 640(2) of the Municipal Government Act and Section 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development/building permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact the ATIA/POPA Coordinator at atia@chestermere.ca or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.

IMPORTANT: This is an APPLICATION ONLY and does not excuse the registered owner or agent from complying with all relevant Municipal, Provincial, or Federal regulations and requirements or the conditions of any easement, covenant, caveat or agreement affecting the building or land.

PLEASE NOTE

Guiding legislation is the Province of Alberta's Condominium Property Act, RSA 2000. Regulation (168/2000).

For an existing building, the City may undertake an inspection as a condition of the Condominium Certificate to determine if the building conformed to approvals and permits issued when the building was constructed. If the building does NOT conform, the Condominium Certificate will not be issued until compliance issues are resolved to the satisfaction of the City's Safety Codes Officer or designate.

For a new building, the Condominium Certificate cannot be issued until completion of the development is acknowledged through issuance of the Occupancy Permit.

IMPORTANT: It is the responsibility of the building owner or acting agent to ensure that all municipal approvals have been obtained prior to applying for a Condominium Certificate.

FULL CONVERSION PROCESS

1) Submission of an application for a Condominium Certificate including condominium plans prepared by an Alberta Land Surveyor and Building Code Analysis prepared by an architect or engineer.
2) Review and circulation of condominium plans by the subdivision authority to ensure consistency with permits issued in accordance with City Bylaws, when the building was constructed.
3) Approval of condominium plan and endorsement by the subdivision authority.
4) Alberta Land Surveyor submits plan for registration at Alberta Land Titles office.
5) Alberta Land Titles forwards a copy of the approved plan and the final addressing is forwarded to our GIS team to be added into the system.