



CHESTERMERE

DECEMBER 2025

CITY OF CHESTERMERE

APPLICATION & CHECKLIST FOR CONDOMINIUM CERTIFICATE

OFFICE USE ONLY		
DATE RECEIVED		FILE NUMBER <i>(if applicable)</i>
APPLICATION FEE		RECEIPT #

APPLICATION TYPE	CHECK ALL THAT APPLY
<input type="checkbox"/> New	
<input type="checkbox"/> Condominium Certificate	

APPLICANT INFORMATION		
APPLICANT NAME		COMPANY/BUSINESS NAME <i>(if applicable)</i>
APPLICANT/BUSINESS 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 <i>(if applicable)</i>
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 <i>(if applicable)</i>	YEAR OF CONSTRUCTION
NUMBER OF CONDOMINIUM UNITS	NUMBER OF PARKING UNITS	NUMBER OF "OTHER" UNITS

NOTE: The list below is a generalized list of requirements and the required information to submit depends on the complexity of the proposal, and to the discretion of the Planning Department. The application fee is due at the time of application submission. For additional information please contact the Planning Department at planninginfo@chestermere.ca or 403-207-7075. All applications can be submitted digitally to planninginfo@chestermere.ca.

All the following information is necessary to facilitate a thorough evaluation and timely decision on your application. If the required application information from list of below is indicated as N/A, please comment on why it is exempt. To expedite the evaluation, staff have been instructed to **accept only complete applications**, which require all materials to be clear, legible and precise, and be prepared to professional drafting standards. Should your application be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

REQUIRED APPLICATION INFORMATION	YES	NO	N/A	COMMENTS
Application Form	<input type="checkbox"/>			
Application Fee	<input type="checkbox"/>			
Letter of Authorization	<input type="checkbox"/>			
Certificate of Title(s) (valid within 30 days) with Copies of Registered Instruments	<input type="checkbox"/>			
Real Property Report (as built)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proposed Condominium Plan (site plan) illustrating all units to be registered and the number of parking spaces for visitors and persons with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consent(s) to register the Condominium Plan (site plan) if there are any other affected parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Surveyor's Affidavit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An itemized list showing each condominium unit number reconciled to individual suite numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATION

I, _____, hereby certify that:

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

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

SIGNATURE

DATE

NOTE: This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any Federal, Provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

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.

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.

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.