



Strata Plan Amendments Part B

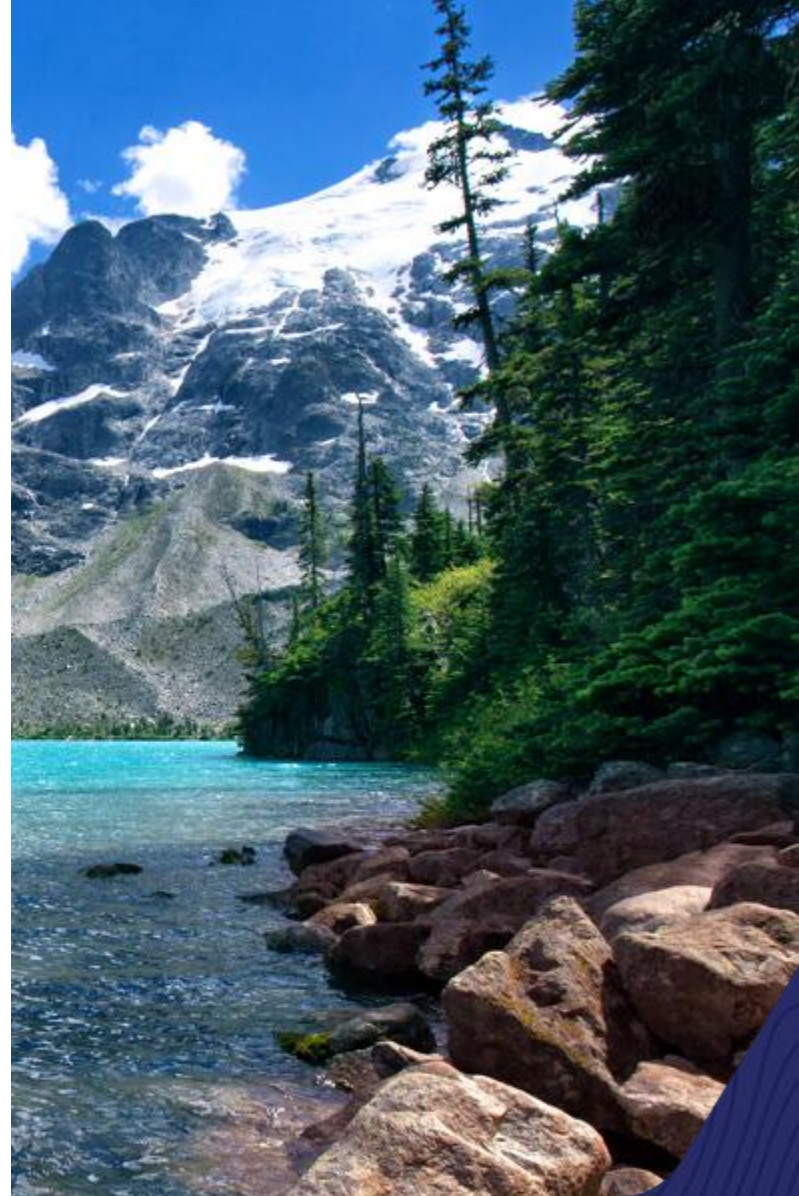
April 14, 2026

Dustin Meyer, Deputy Registrar

John O'Neill, Examiner of Title

We are privileged to live and work on the traditional and ancestral territories of Indigenous Peoples and Nations throughout British Columbia.

We acknowledge and respect elders past, present and future.



Welcome & Introductory Remarks

- Introductions
- Submit your questions during the presentation
- Include your name, firm name & email
- Recording and PowerPoint
 - itsa.ca/webinar-resources
- Professional development credits/points



 Land Title and Survey Authority of BC (LTSA)
9,565 TOTAL VIEWS

[cover slide]

Chat

General chat

Today at 8:12 AM

Grace 10:49 AM
Testing. Testing.

Grace 10:49 AM
👍

Send a message...

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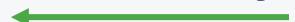
We want to hear from you. Please fill out the survey after the webinar.

Link to presentation (PPT) and recording:
[Webinar Resources](#)

Type Here



Survey



Resources



Agenda

- Subdivision of Common Property
 - (Sections 253 & 265)
- Amend plan to make land held by the strata corporation into new strata lot
 - (section 262)
- Review of Part A and B Webinar

Abbreviations & acronyms

- ABCLS – Association of BC Land Surveyors
- ALC – Agricultural Land Commission
- ALR – Agricultural Land Reserve
- BCLS – BC Land Surveyor
- CP – Common Property
- DSPL – Application to Deposit Plan
- LCP – Limited Common Property
- NOI – Nature of Interest
- SL – Strata Lot
- SPA – Strata Property Act
- SPC – Survey Plan Certification
- UE – Unit Entitlement
- VR – Voting Rights

Subdivision of Common Property (CP)

Strata Property Act s. 253

253 (1) A disposition of common property by way of any of the following is a subdivision of land and Part 7 of the *Land Title Act* applies to that subdivision:

(a) a transfer of a freehold estate;

(b) a lease for a term exceeding 3 years;

(c) an interest that confers or may confer a right to acquire a freehold estate or a lease exceeding 3 years.

(2) Unless a contrary intention is shown, the signatures required under section 97 of the *Land Title Act* operate as a release of the interests of owners and registered charge holders in the common property to be subdivided, but do not operate to release a charge or interest that exclusively affects that common property.

(3) Despite the *Land Title Act*, the registrar may permit the signatures required under section 97 of that Act to appear on an accompanying instrument.

(4) When common property is subdivided, it ceases to be common property and becomes land held in the name of or on behalf of the strata corporation but not shown on the strata plan.

[Land Title Practice Manual para. 58.281](#)

Strata Property Act s. 265

265 (1) A subdivision of common property is required to make common property into land held in the name of or on behalf of the strata corporation but not shown on the strata plan.

(2) The subdivision referred to in subsection (1) is a subdivision of land to which Part 7 of the *Land Title Act* applies.

(3) Section 253(2), (3) and (4) applies to a subdivision of land referred to in this section.

[Land Title Practice Manual para. 58.294](#)

Subdivision of Common Property – s. 253 & 265 SPA

- **Application to Deposit Plan (DSPL)**
 - Nature of Interest:
 - Strata (Amendment) **OR** Strata (Hardcopy Amendment)
- **Survey Plan Certification (SPC)**
 - Reference or Explanatory plan, prepared by a BC Land Surveyor
 - Conforms to the resolution

Examination requirements

- Legal Description
- Execution by all strata lot owners
- Execution by all charge owners on the SL and CP
- Approving Officer Approval
- Agricultural Land Commission Approval

APPLICATION TO DEPOSIT PLAN
AT LAND TITLE OFFICE
PROVINCE OF BRITISH COLUMBIA

HELP GUIDE LOCK

PAGE 1 OF 4 PAGES

Your electronic signature is a representation that
(a) you are a subscriber under section 168.6 of the Land Title Act, RSBC 1996 c.250 (the "Act"), and that you are authorized to electronically sign this application by an e-filing direction made under section 168.22(2) of the Act,
(b) if this application requires an execution copy, that you are a designate authorized to certify this application under section 168.4 of the Act, that you certify this application under section 168.42(4) of the Act, and that an execution copy or a true copy of that execution copy is in your possession, and
(c) if this application requires a supporting document, that you are a designate authorized to certify this application under section 168.4 of the Act, that you certify this application under section 168.43(3) of the Act, and that a supporting document or a true copy of that supporting document, if a true copy is allowed under an e-filing direction, is in your possession.

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent) [Import Profile](#)

John Doe
1234 Around the Corner Street
Vancouver BC V1V 1V1

Deduct LTSA Fees? Yes

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]

NO PID NMBR [PID NMBR](#) THE COMMON PROPERTY STRATA PLAN EPS1234

Related Plan Number: EPS1234 [Use 30 Parcel Schedule](#) [Use 3 Parcel Schedule](#)

3. APPLICATION FOR DEPOSIT OF:

PLAN TYPE	PLAN NUMBER	CONTROL NUMBER	NUMBER OF NEW LOTS CREATED
Subdivision	EPP12345	123-456-7899	1

4. OWNER(S): (updated owner(s) name(s), occupation(s), postal address and postal code) [Use Schedule](#)

THE OWNERS, STRATA PLAN EPS1234

1235 AROUND THE CORNER STREET
VANCOUVER BRITISH COLUMBIA
V1V 1V1 CANADA [Joint Tenants ?](#)

5. ADDITIONAL INFORMATION:

Is there a supporting document required for this plan application?
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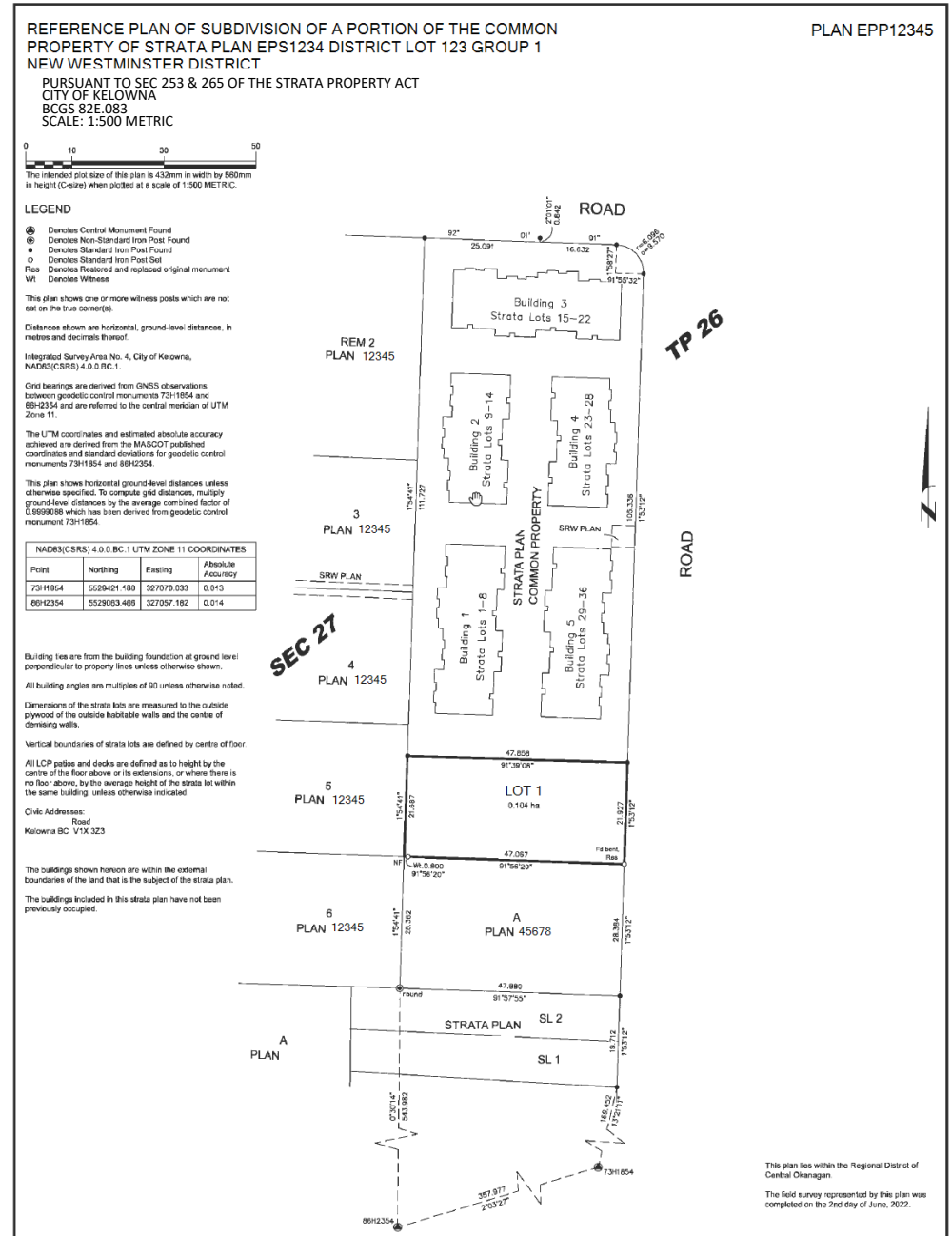
[Add Owner/Charge Signatures](#) [Add Approver Signatures](#) [Add SG Signatures](#) [Use Schedule](#)

Execution Requirements

- **97** (1) A subdivision plan must be signed by each owner of the land subdivided.
- (2) All the signatures to the plan must be witnessed in the same manner as is required by section 72(2).
- (3) The registrar may accept a plan that has not been signed by all the owners if, in the registrar's opinion, the interests of the owners who have not signed are not affected by the deposit of the plan.

Examining a Subdivision of Common Property

- Plan Title
- Pursuant to Statement
- Ghosting of existing charges
- Access to all lots
- Approving Officer Statement
- Agricultural Land Reserve Statement



Endorsing the Common Property Record

Strata Property Act Regulations:

14.14 The registrar must note on the common property record any freehold disposition of common property by the strata corporation and any designation or removal of limited common property.

TRANSFER OF COMMON PROPERTY – PART SUBDIVIDED BY PLAN #####.

LCP CANCELLED PURSUANT TO SEC. 253(2) SPA AS TO PART SUBD BY PLAN #####.



Issuing Title to Strata Corp.

Land held on behalf of strata corporation

After common property is subdivided, it becomes a common asset and may be disposed of by the strata corporation in accordance with [s. 79](#) of the Act.

TITLE SEARCH PRINT

2026-03-09, 17:11:29

File Reference:

Declared Value \$589000

CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN

Land Title District Land Title Office	KAMLOOPS KAMLOOPS
Title Number From Title Number	CB123456 CA12345678
Application Received	2026-01-20
Application Entered	2022-01-29
Registered Owner in Fee Simple Registered Owner/Mailing Address:	THE OWNERS, STRATA PLAN EPS1234 1234 FIRST ROAD VANCOUVER, BC V1V 1V1
Taxation Authority	Vancouver, City of
Description of Land Parcel Identifier: Legal Description:	026-454-777 LOT 1 DISTRICT LOT 123 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP12345
Legal Notations	NONE
Charges, Liens and Interests	NONE
Duplicate Indefeasible Title	NONE OUTSTANDING
Transfers	

Check List – Subdivision of Common Property

Application to Deposit Plan

- Execution by all strata lot owners
- Execution by all charge owners on the SL and CP
- Approving Officer Approval
- Agricultural Land Commission Approval (if required)

Survey Plan Certification

- Plan title
- Pursuant to Statement
- Ghosting of existing charges
- Access to all lots
- Approving Officer Statement
- Agricultural Land Reserve Statement (if required)

Amend plan to make land held by the strata corp. into a new strata lot

Agenda – Conversion of Land Held by Strata Corp. into a New Strata Lot

- Intro and overview
- Adding a Strata Lot to a Building Strata
 - Application to Deposit Plan
 - Executions and Approvals
 - Supporting Documents
 - Examination of Amended Sheets
 - Plan Requirements
- Adding a Strata Lot to a Bare Land Strata
 - Application to Deposit Plan
 - Executions and Approvals
 - Supporting Documents
 - Examination of Amended Sheets
 - Plan Requirements
- Other Required Strata Property Act Filings

Section 262 Strata Property Act

262 (1) Land that is held in the name of or on behalf of the strata corporation, but not shown on the strata plan, must not be added to a strata lot or used to create a new strata lot, unless

(a) it shares a common boundary with land in the strata plan,

(b) it is separated only by a highway, dike, stream or right of way from land in the strata plan, or

(c) it is separated from the land in the strata plan, but the approving officer is satisfied that the amendment to the strata plan would result in a viable development of benefit to the community.

(2) A strata lot in another strata plan may not be added to a strata lot or used to create a new strata lot under this section.

[Land Title Practice Manual para. 58.291](#)

Section 262(1)&(2)

- ✓ Land must be held in the name of or on behalf of the strata corp.
- ✓ Must have a common boundary or be separated by highway, dike, stream or right-of-way unless the approving officer is satisfied the strata plan would result in viable development.
- ✓ Cannot be a strata lot in another Strata Plan.

Section 262 Strata Property Act

(3) To add land held in the name of or on behalf of the strata corporation, but not shown on the strata plan, to a strata lot or to create a new strata lot out of that land, the strata plan must be amended as follows:

(a) subject to paragraph (b), a resolution approving the amendment must be passed by a 3/4 vote at an annual or special general meeting;

(b) a resolution approving the amendment must be passed by a unanimous vote at an annual or special general meeting if

(i) the amendment will change the unit entitlement of a strata lot,

(ii) the amendment will decrease the relative voting power of a strata lot, other than the strata lot being added to or created, or

(iii) the amendment will increase the share of common expenses borne by a strata lot, other than the strata lot being added to or created;

[Land Title Practice Manual para. 58.291](#)

Section 262(3)(a)&(b)

- Will the amendment change the unit entitlement of a strata lot?
- Will the amendment decrease the relative voting power of a strata lot, other than the strata lot being added to or created?
- Will the amendment increase the share of common expenses born by a strata lot, other than the strata lot being added to or created?

Section 262 Strata Property Act

- (c) an application to amend the strata plan must be made to the registrar accompanied by
- (i) a reference or explanatory plan, whichever the registrar requires, that
 - (A) shows the amendment,
 - (B) complies, as far as the registrar considers necessary, with sections 244 and 245, and
 - (C) is in a form required under the *Land Title Act* for a reference or explanatory plan,
 - (ii) a certificate signed by an approving officer indicating that the proposed amendment complies with any applicable municipal or regional district bylaws, Nisga'a Government laws or treaty first nation laws,
 - (iii) if the amendment changes the unit entitlement of any strata lot, a new Schedule of Unit Entitlement that meets the requirements of section 264, together with evidence of the superintendent's approval,
 - (iv) if the amendment changes the voting rights of any strata lot, a Schedule of Voting Rights that meets the requirements of section 264, together with evidence of the superintendent's approval,
 - (v) a Certificate of Strata Corporation in the prescribed form stating that the resolution referred to in paragraph (a) or (b), whichever is required, has been passed and that the reference or explanatory plan and any new Schedule of Unit Entitlement or Schedule of Voting Rights conform to the resolution,
 - (vi) a transfer of any land that is being added to the strata lot or made into a new strata lot, and
 - (vii) any document required by the registrar to resolve the priority of interests of any holders of registered charges against the land affected by the amendment.

[Land Title Practice Manual para. 58.291](#)

Section 262(3)(c)

This section sets out the requirements for creating a new strata lot:

- from lands not shown on the strata plan or
- for adding lands not shown on the strata plan to an existing strata lot

Building Strata – New Strata Lot

- Application to Deposit Plan
 - Executions and Approvals
 - Supporting Documents
- Examination of Amended Sheets
 - Plan Requirements
- Strata Property Act Filings
 - Form V, W, and Z.1 (if applicable)

Prerequisites

- Land must be held in the name of or on behalf of the strata corp.
- Approving officer is satisfied that the strata plan would result in viable development.
- Cannot be a strata lot in another Strata Plan.
- Common ownership – Fee-Simple and Financial charges where land is to be added to existing strata lot

Application to Deposit Plan

- Legal Description
- Plan Type
- Number of New Lots Created
- Charge Owner Execution (If Required)
- Approving Officer Execution
- Form E stating the resolution required by s. 262(3)(a) or (b) has been passed.

FORM_DSPL_V20

APPLICATION TO DEPOSIT PLAN
AT LAND TITLE OFFICE
PROVINCE OF BRITISH COLUMBIA

[HELP GUIDE](#) [LOCK](#) PAGE 1 OF 3 PAGES

Your electronic signature is a representation that
(a) you are a subscriber under section 168.6 of the Land Title Act, R.S.B.C. 1996 c.250 (the "Act"), and that you are authorized to electronically sign this application by an e-filing direction made under section 168.22(2) of the Act,
(b) if this application requires an execution copy, that you are a designate authorized to certify this application under section 168.4 of the Act, that you certify this application under section 168.42(4) of the Act, and that an execution copy or a true copy of that execution copy is in your possession, and
(c) if this application requires a supporting document, that you are a designate authorized to certify this application under section 168.4 of the Act, that you certify this application under section 168.43(3) of the Act, and that a supporting document or a true copy of that supporting document, if a true copy is allowed under an e-filing direction, is in your possession.

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent) [Import Profile](#)

John Doe Lawyer
1234 Around the Corner Street
Vancouver BC V1V 1V1

Deduct LTSA Fees? Yes

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]

123-456-789 LOT A DISTRICT LOT 123 GROUP 1 NEW WESTMINSTER DISTRICT PLAN
No PID NMBR EPP123456

[Use 30 Parcel Schedule](#) [Use 3 Parcel Schedule](#)

3. APPLICATION FOR DEPOSIT OF:

PLAN TYPE	PLAN NUMBER	CONTROL NUMBER	NUMBER OF NEW LOTS CREATED
Strata (Amendment)	EPS1234	123-456-7899	1

4. OWNER(S): (updated owner(s) name(s), occupation(s), postal address and postal code) [Use Schedule](#)

THE OWNERS, STRATA PLAN VAS1234
1235 AROUND THE CORNER STREET
VANCOUVER BRITISH COLUMBIA
V1V 1V1 CANADA [Joint Tenants ?](#)

5. ADDITIONAL INFORMATION:

Is there a supporting document required for this plan application?
Click on the Help Guide button on the top of this form for more information.

[Add Owner/Charge Signatures](#) [Add Approver Signatures](#) [Add SG Signatures](#) [Use Schedule](#)

Strata Property Act – Form E

- Set out the section of the Strata Property Act it is dealing with.
- Tick the appropriate box to show the resolution was passed by a $\frac{3}{4}$ vote or a unanimous vote.
- Signed by 2 strata council members unless the council consists of only one member.

Strata Property Act
FORM E
[am. B.C. Reg. 289/2000, s. 3; 206/2016, Sch. 1, s. 2.]
CERTIFICATE OF STRATA CORPORATION
(Sections 78, 79, 80, 100, 214, 257, 259, 261, 262, 263, 266, 269, 274, 283 of the Act and sections 17.20 to 17.22 of the Regulation)

CERTIFICATE FOR SECTION 78, 79, 80, 214, 257, 259, 261, 262, 263 OR 266 OF THE ACT OR SECTION 17.20 OF THE REGULATION

The Owners, Strata Plan EPS1234 certify that a resolution referred to in section 262 of the Strata Property Act was passed by a unanimous vote or $\frac{3}{4}$ vote at an annual or special general meeting held on March 1, 2026, and that the attached instrument, schedule, plan or other document conforms to the resolution. For the purposes of section 165 (4) (f) of the Land Title Act, execution of the attached instrument has been approved by a resolution at an annual or special general meeting in accordance with the requirements of the Strata Property Act or the Strata Property Regulation, and the instrument conforms to the resolution.

.....
Signature of Council Member

.....
Signature of Second Council Member
(not required if council consists of only one member)

Building Strata – Subdivision of CP

Application to Deposit Plan

- Execution by all strata lot owners
- Execution by all charge owners on the SL and CP
- Approving Officer Approval
- Agricultural Land Commission Approval (if required)

Survey Plan Certification

- Plan title
- Pursuant to Statement
- Ghosting of existing charges
- Access to all lots
- Approving Officer Statement
- Agricultural Land Reserve Statement (if required)

PLAN EPP123456

EXPLANATORY PLAN OF SUBDIVISION OF A PORTION OF THE COMMON PROPERTY ON THE SECOND FLOOR OF STRATA PLAN VR1234, DISTRICT LOT 123, GROUP 1, NEW WESTMINSTER DISTRICT

PURSUANT TO SECTIONS 265 AND 253 OF THE STRATA PROPERTY ACT.

BCGS MAP SHEET 12A.123

All distances are in metres and decimals thereof, unless otherwise noted.

The intended plot size of this plan is 280mm in width by 432mm in height (B size) when plotted at a scale of 1 : 150.

Integrated Survey Area No. 31, City of Vancouver, NAD83 (CSRS) 4.0.0.BC.1.MVRD

Civic Address:
Street Address,
City, BC, Postal Code

LEGEND

CP denotes common property
LCP denotes limited common property
m² denotes square metres
SL denotes strata lot

OUTLINE OF FLOOR BELOW

Part CP
LOT A
AREA = 71.9 m²

Part Strata Lot 1
AREA = 60.0 m²
TOTAL AREA = 118.7 m²

Part Strata Lot 2
AREA = 60.0 m²
TOTAL AREA = 118.7 m²

TERRACE CP

CRAWL SPACE LCP SL 4

CRAWL SPACE LCP SL 5

CRAWL SPACE LCP SL 6

Boundary of Lot A is midpoint of structural portion of exterior wall

Boundary of Lot A is midpoint of structural portion of party wall

The upper and lower limits of Lot A are defined by the centerline of the floors above and below

The upper limit of areas of limited common property (crawl space) is the centerline of the floor above.

This sheet shows strata lot boundary dimensions to the midpoint of the structural portions of exterior walls and the midpoint between structural portions of party walls between strata lots.

The Association of BC Land Surveyors has granted relief from compliance with Rule 2-2 (Requirement for georeferencing) and Rule 2-3 (Requirement for ties to integrated survey monuments).

This plan lies within the Metro Vancouver Regional District

This plan is based on the following Land Title and Survey Authority records:
Plan VR1234

BC Land Surveyor, BCLS 123
The 27th day of January, 2021.

ABCLS Land Surveying
Street Address,
City, BC, Postal Code.

File:
Drawing:
Date:

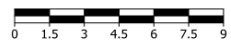
This plan lies within the jurisdiction of the Approving Officer for the City of Vancouver

**EXPLANATORY PLAN OF LOT A PLAN EPP123456,
DISTRICT LOT 123, GROUP 1, NEW WESTMINSTER
DISTRICT CREATING STRATA LOT 7 STRATA
PLAN EPS1234**

Amended Sheet 2A of 5 Sheets
STRATA PLAN EPS1234

PURSUANT TO SECTIONS 262 OF THE STRATA PROPERTY ACT.

BCGS MAP SHEET 12A.123



All distances are in metres and decimals thereof, unless otherwise noted.

The intended plot size of this plan is 280mm in width by 432mm in height (B size) when plotted at a scale of 1 : 150.

Integrated Survey Area No. 31, City of Vancouver, NAD83 (CSRS) 4.0.0.BC.1.MVRD

Civic Address:
Street Address,
City, BC, Postal Code

LEGEND

- CP denotes common property
- LCP denotes limited common property
- m² denotes square metres
- SL denotes strata lot

This sheet shows strata lot boundary dimensions to the midpoint of the structural portions of exterior walls and the midpoint between structural portions of party walls between strata lots.

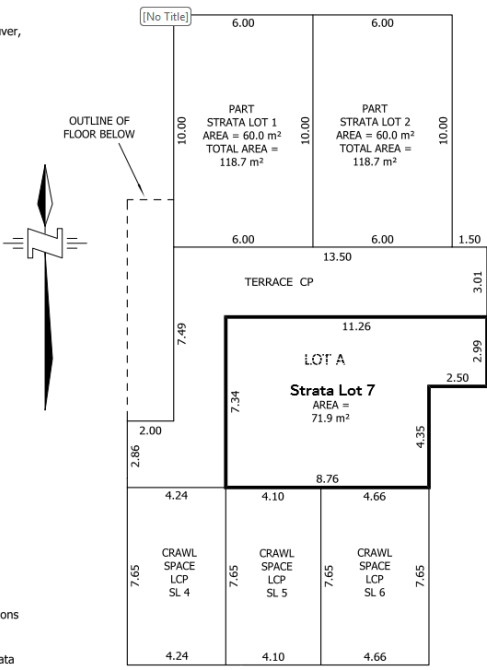
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ABCLS Land Surveying

Street Address,
City, BC, Postal Code

File:
Drawing:
Date:



Boundary of Lot A is midpoint of structural portion of party wall

This plan lies within the jurisdiction of the Approving Officer for the City of Vancouver

This plan lies within the Metro Vancouver Regional District

This plan is based on the following Land Title and Survey Authority records:

Plan VR1234

BC Land Surveyor, BCLS 123
The 27th day of January, 2021.

Building Strata – New Strata Lot

- Plan Title
- Pursuant to Reference
- Bold Outline
- Updated Cross Section Sheet (if area depicted)
- Benefit of limited common property updated
- Amended sheets correctly numbered
- New strata lot continues with the next sequential number/letter
- Form 9 LTA or Explanatory Plan Statement
- Amended sheet conforms to original strata plan



Strata Property Act Filings

- Amended Form V signed by B.C.L.S. [SPA s. 262(3)(c)(iii)]
- Amended Form W [SPA s. 262(3)(c)(iv)]
 - When strata index contains a Form W
- Form Z.1 (if required) complies with regulation [Reg. 43/2000 s. 17.20]



Bare Land Strata – New Strata Lot

- Application to Deposit Plan
 - Executions and Approvals
 - Supporting Documents
- Examination of Amended Sheets
 - Plan Requirements
- Strata Property Act Filings
 - Form V, W, and Z.1 (if applicable)

Application to Deposit Plan

- Legal Description
- Plan Type
- Number of New Lots Created
- Registered Owners Execution
- Charge Owner Execution (If Required)
- Approving Officer Execution
- Form E stating the resolution required by s. 262(3)(a) or (b) has been passed.

FORM_DSPL_V20

APPLICATION TO DEPOSIT PLAN
AT LAND TITLE OFFICE
PROVINCE OF BRITISH COLUMBIA

[HELP GUIDE](#) [LOCK](#) PAGE 1 OF 3 PAGES

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John Doe Lawyer
1234 Around the Corner Street
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THE OWNERS, STRATA PLAN VAS1234
1235 AROUND THE CORNER STREET
VANCOUVER BRITISH COLUMBIA
V1V 1V1 CANADA [Joint Tenants ?](#)

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Strata Property Act – Form E

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- Tick the appropriate box to show the resolution was passed by a 3/4 vote or a unanimous vote.
- Signed by 2 strata council members unless the council consists of only one member.

Strata Property Act
FORM E

[am. B.C. Reg. 289/2000, s. 3; 206/2016, Sch. 1, s. 2.]

CERTIFICATE OF STRATA CORPORATION

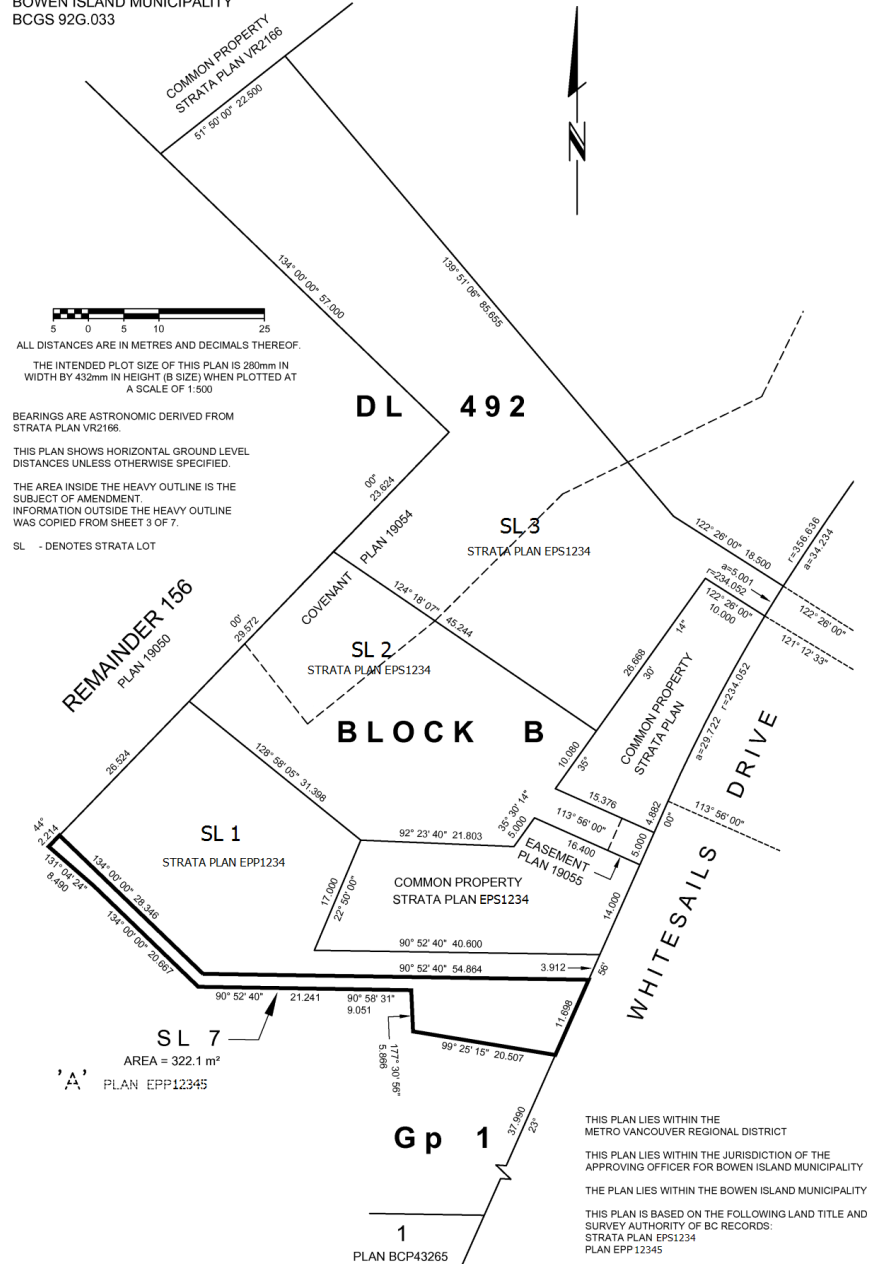
(Sections 78, 79, 80, 100, 214, 257, 259, 261, 262, 263, 266, 269, 274, 283 of the Act and sections 17.20 to 17.22 of the Regulation)

CERTIFICATE FOR SECTION 78, 79, 80, 214, 257, 259, 261, 262, 263 OR 266 OF THE ACT OR SECTION 17.20 OF THE REGULATION

The Owners, Strata Plan EPS1234 certify that a resolution referred to in section 262 of the Strata Property Act was passed by a unanimous vote or 3/4 vote at an annual or special general meeting held on March 1, 2026, and that the attached instrument, schedule, plan or other document conforms to the resolution. For the purposes of section 165 (4) (f) of the Land Title Act, execution of the attached instrument has been approved by a resolution at an annual or special general meeting in accordance with the requirements of the Strata Property Act or the Strata Property Regulation, and the instrument conforms to the resolution.

.....
Signature of Council Member

.....
Signature of Second Council Member
(not required if council consists of only one member)

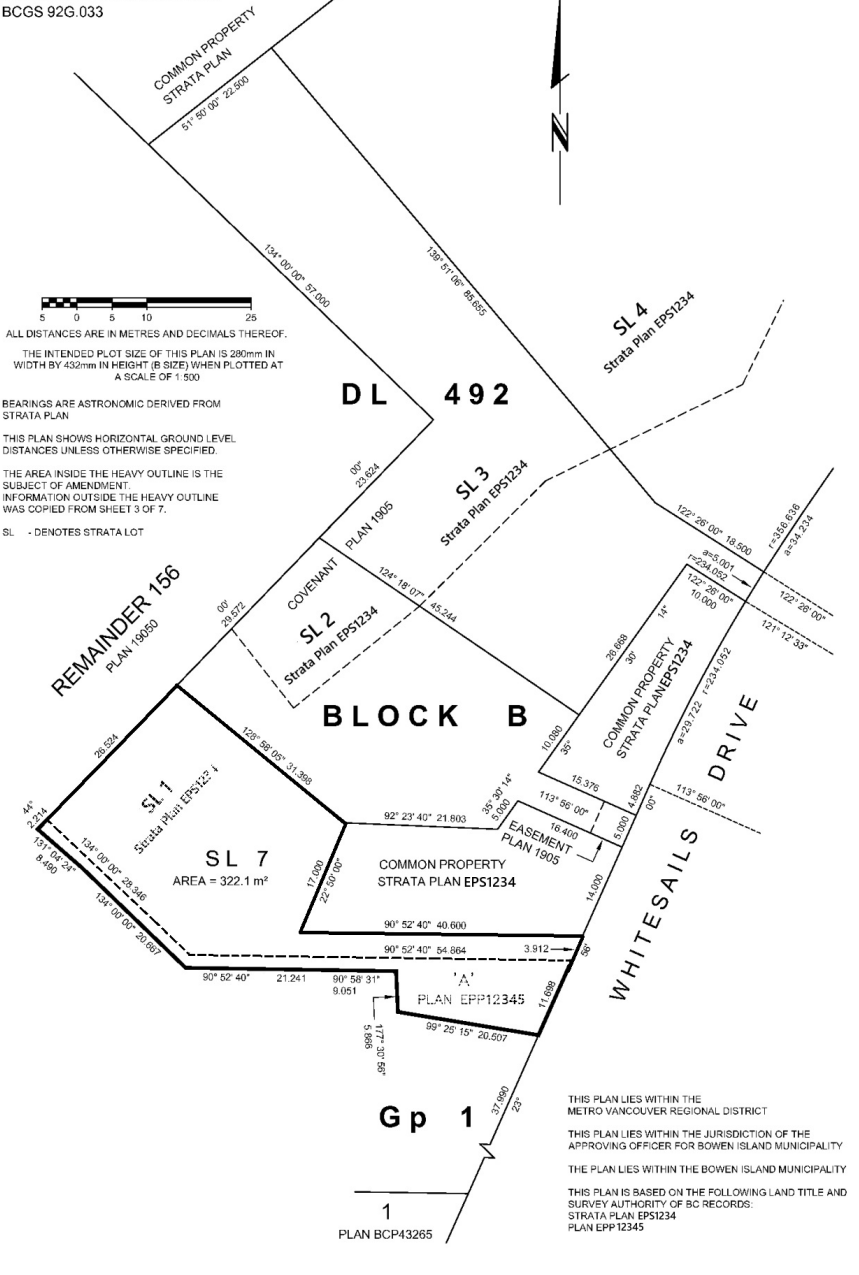


Bare Land Strata – New Strata Lot

- Plan Title
- Pursuant to Reference
- Bold Outline
- Benefit of limited common property updated
- Amended sheets correctly numbered
- New strata lot continues with the next sequential number/letter
- Form 9 LTA or Explanatory Plan Statement
- Amended sheet conforms to original strata plan



PURSUANT TO SECTION 262 OF THE STRATA PROPERTY ACT
 BOWEN ISLAND MUNICIPALITY
 BCGS 92G.033



Bare Land Strata – New Strata Lot Consolidation

- Plan Title
- Pursuant to Reference
- Bold Outline
- Benefit of limited common property updated
- Amended sheets correctly numbered
- New strata lot continues with the next sequential number/letter
- Form 9 LTA or Explanatory Plan Statement
- Amended sheet conforms to original strata plan



Strata Property Act Filings

- Amended Form V signed by B.C.L.S. [SPA s. 262(3)(c)(iii)]
- Amended Form W [SPA s. 262(3)(c)(iv)]
 - When strata index contains a Form W
- Form Z.1 complies with regulation [Reg. 43/2000 s. 17.20]
 - When strata has an interest upon destruction



Registrar's Duties on Amendment

- Add a statement to the current strata plan sheets that have been amended.

AMENDED PURSUANT TO SECTION 262, STRATA PROPERTY ACT
THISDAY OF, 20..... SEE AMENDED SHEET ## OF ##
AND (DOCUMENT NUMBER).

- Append all amended sheets after the current sheet(s).
- Update the legal description of all the strata lots to refer to the Form V instead of the Form 1 (if applicable)



Check List

Title Requirements

- Common Ownership (If adding land to existing strata lot)
- Any Document that are required to resolve the Priority (if adding land to existing strata lot)

Application to Deposit Plan

- Plan Type – Strata (Amendment)
- Number of New Lots Created
- Charge Owner Execution (If Required)
- Approving Officer Execution
- Form E stating the resolution required by s. 262(3)(a) or (b) has been passed.

Amended Sheet Requirements

- Plan Title
- Pursuant to Reference
- Updated Sheets Showing New Strata Lots
- Amended sheets correctly numbered
- New strata lot continues with the next sequential number/letter
- Amended sheet conforms to original strata plan
- Benefit of limited common property updated (if adding land to existing strata lot)

Strata plan amendment Part A & B - Multi-step scenario

Review Scenario

1. Subdivision of existing strata lot
2. Conversion of strata lot in common property
3. Subdivision of common property within a building
4. Conversion of land owned by strata corp. into a new strata lot
5. Consolidation of new strata lot with existing strata lot

SECTIONS
SCALE 1:200

S.L. 29	S.L. 30	S.L. 31	S.L. 32	S.L. 33
S.L. 29	S.L. 30	S.L. 31	S.L. 32	S.L. 33
S.L. 19	S.L. 20	S.L. 21	S.L. 22	S.L. 23
S.L. 9	S.L. 10	S.L. 11	S.L. 12	S.L. 13
LCP				

SECTION A-A

S.L. 33	S.L. 34
S.L. 23	S.L. 24
S.L. 13	S.L. 14
LCP	C

SECTION B-B

LCP for the exclusive use of S.L. 1	C	S.L. 6	S.L. 7	S.L. 8	C	
	C	S.L. 6	S.L. 7	S.L. 8	C	
	C	S.L. 3	S.L. 4	S.L. 5	C	
S.L. 1	C			S.L. 2	C	
S.L. 1	C	S.L. 1	C	S.L. 1	LCP	C

SECTION C-C

Sub
Nov. 30, 1982

EXPLANATORY PLAN OF SUBDIVISION OF STRATA LOT 1, DISTRICT LOT 4126, KOOTENAY DISTRICT, STRATA PLAN NES123

STRATA PLAN NES123

Pursuant to Section 259 of the Strata Property Act

CITY OF FERNIE ASSESSMENT AUTHORITY
SECTIONS

BCGS 82G.045

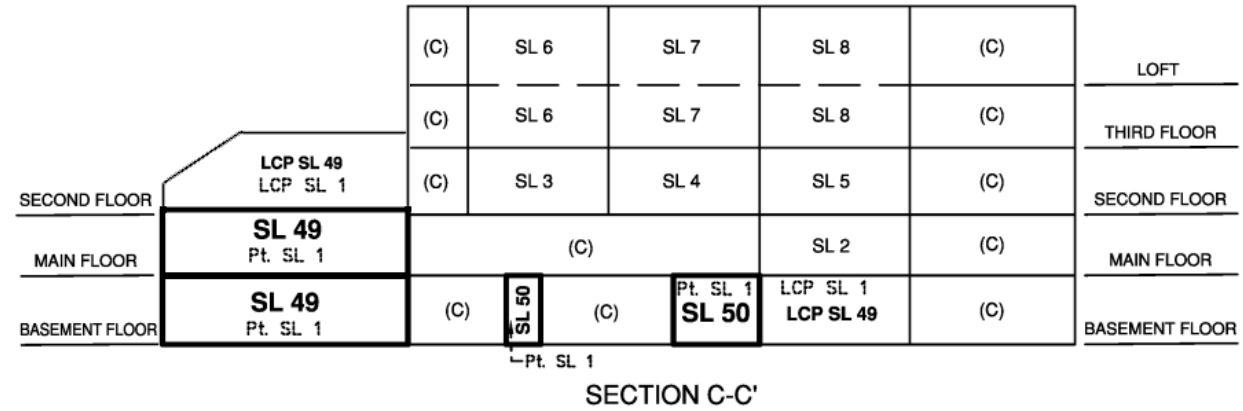
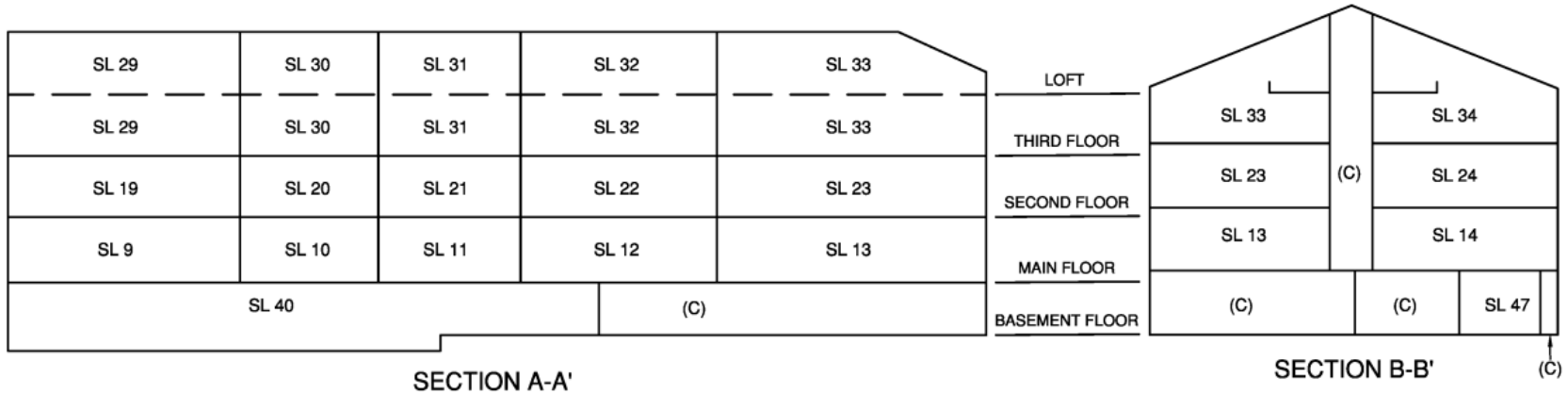


The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:200.

All distances are in metres and decimals thereof.

LEGEND

- SL - denotes Strata Lot
- (C) - denotes Common Property
- LCP - denotes Limited Common property for the Exclusive Use of Designated Strata Lot



Civic Address:

This sheet shows dimensions to the centreline of all walls. Section arrows on this plan point in the direction of view. All balconies are defined as to height by the centre of the floor above or its extensions, or, where there is no floor above, by the average height of a Strata Lot within the same building unless otherwise indicated.

This plan lies within the Regional District of East Kootenay

This plan is based on the following Land Title and Survey Authority of BC records:

Sam Surveyor BCLS 123
May 24, 2018

EXPLANATORY PLAN OF SUBDIVISION OF STRATA LOT 1, DISTRICT LOT 4126, KOOTENAY DISTRICT, STRATA PLAN NES123

Pursuant to Section 259 of the Strata Property Act

CITY OF FERNIE ASSESSMENT AUTHORITY

MAIN FLOOR

BCGS 82G.045

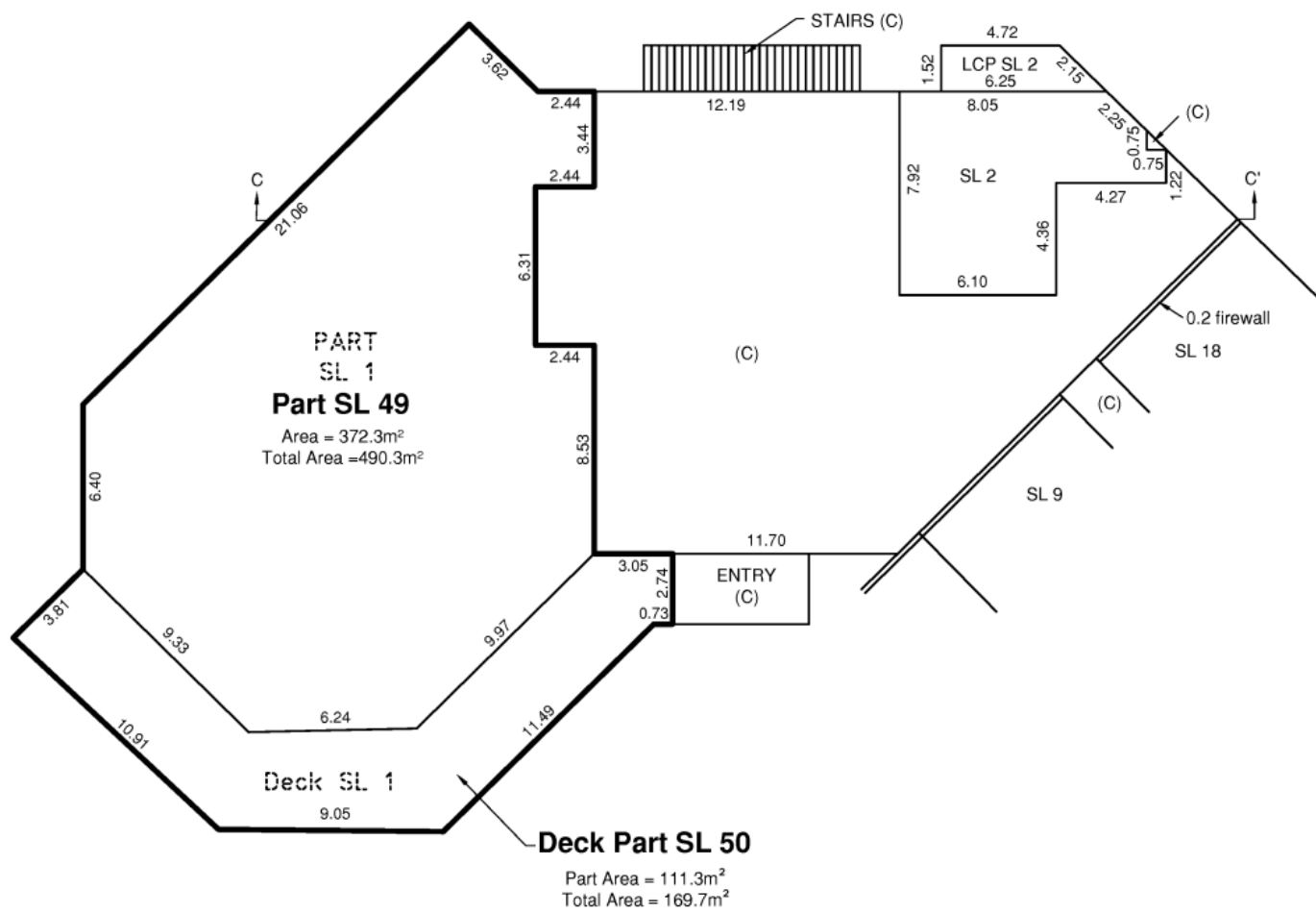


The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:200.

All distances are in metres and decimals thereof.

LEGEND

- SL - denotes Strata Lot
- (C) - denotes Common Property
- LCP - denotes Limited Common property for the Exclusive Use of Designated Strata Lot



This sheet shows dimensions to the centreline of all walls. Section arrows on this plan point in the direction of view. All balconies are defined as to height by the centre of the floor above or its extensions, or, where there is no floor above, by the average height of a Strata Lot within the same building unless otherwise indicated.

PROJECT: /13/2022 4126 PMA USE/IT: DUBVIA, KACZOWNA

Examination Requirements – s. 259 SPA

Title Requirements

- Common ownership
- Any Documents that are required to resolve the Priority

Application to Deposit Plan

- Plan Type – Strata (Amendment)
- Number of New Lots Created
- Access to strata lots
- Registered owner(s) execution [SPA s. 244(1)(g)(i)]
- Charge owner execution [SPA s. 244(1)(g)(ii)]
- Approving Officer Approval [SPA s. 244(13)(b)(ii)]
- Agricultural Land Commission Approval [ALC Act s. 19]
- Form E in accordance with s. 259(3)(a) or s. 260

Plan Requirements

- Amended sheets conform to the original strata plan
 - Amended sheets correctly numbered
- Strata lot numbers continue series
- All portions of amended strata lot included (no remainders permitted)
- cross sections amended (if required) [Reg. 43/2000 s. 14.4(1) (i) & SPR s. 7-8 & 7-9]
- Access to strata lots
- Approving Officer Statement, for a division of a Strata Lot

EXPLANATORY PLAN OF STRATA LOT 50, DISTRICT LOT 4126, KOOTENAY DISTRICT, STRATA PLAN NES123

STRATA PLAN NES123

Pursuant to Section 263 of the Strata Property Act

CITY OF FERNIE ASSESSMENT AUTHORITY
MAIN FLOOR

BCGS 82G.045

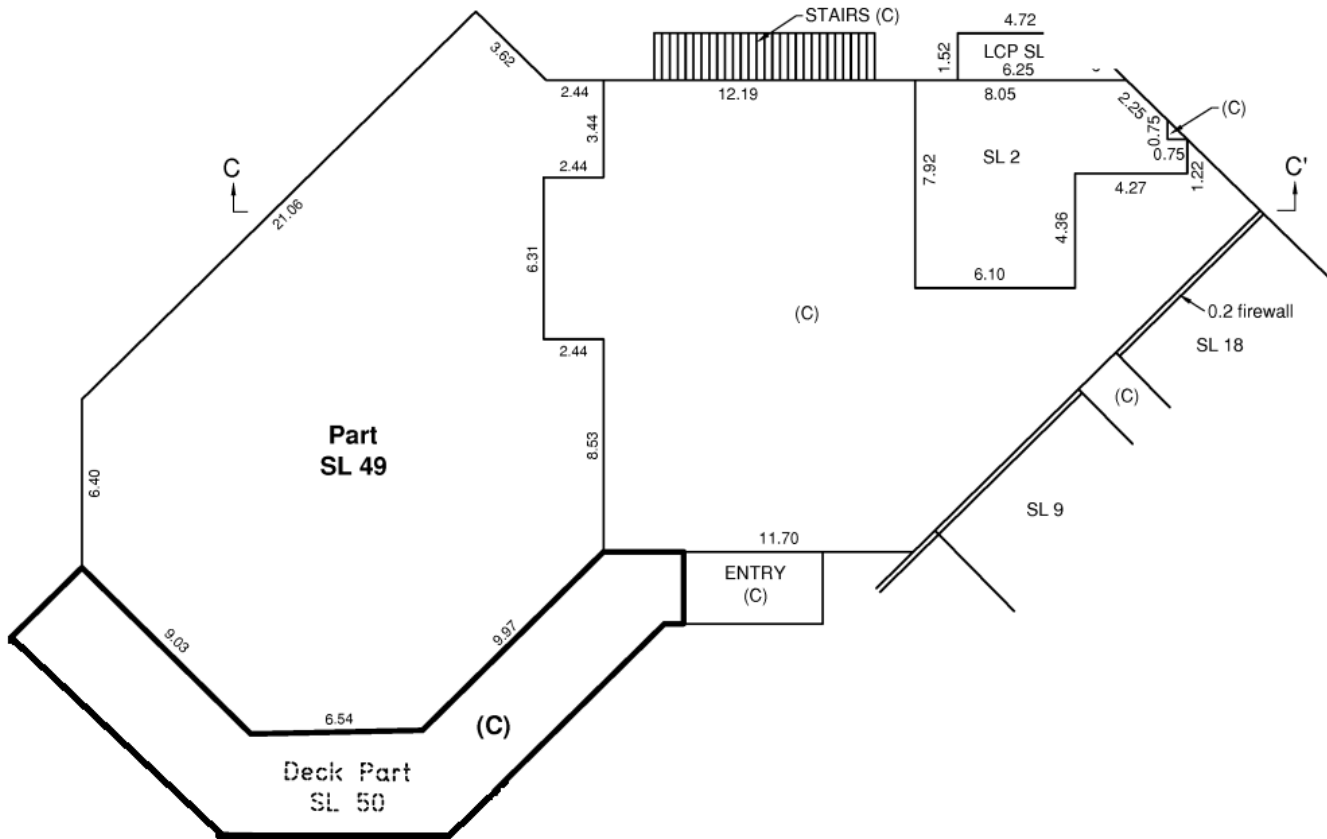


The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:200.

All distances are in metres and decimals thereof.

LEGEND

- SL - denotes Strata Lot
- (C) - denotes Common Property
- denotes Limited Common property for the Exclusive Use of Designated Strata Lot



This sheet shows dimensions to the centreline of all walls. Section arrows on this plan point in the direction of view. All balconies are defined as to height by the centre of the floor above or its extensions, or, where there is no floor above, by the average height of a Strata Lot within the same building unless otherwise indicated.

Examination Requirements – s. 263 SPA

Title Requirements

- Common ownership
- Financial charges must be released

Application to Deposit Plan

- Plan Type – Strata (Amendment)
- Charge owner execution [SPA s. 244(1)(g)(ii)]
- Form E in accordance with s. 263(2)(b)(iv)

Plan Requirements

- Amended sheets conform to the original strata plan
 - Amended sheets correctly numbered
- cross sections amended (if required) [Reg. 43/2000 s. 14.4(1)(i) & SPR s. 7-8 & 7-9]
- All portions of amended strata lot included (no remainders permitted)

**EXPLANATORY PLAN OF SUBDIVISION OF PARTS OF THE COMMON PROPERTY OF
ON THE MAIN FLOOR OF STRATA PLAN NES123, DISTRICT LOT 4126, KOOTENAY DISTRICT**

PLAN EPP12345

Pursuant to Section 253 and 265 of the Strata Property Act

BCGS 82G.045



The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:500.

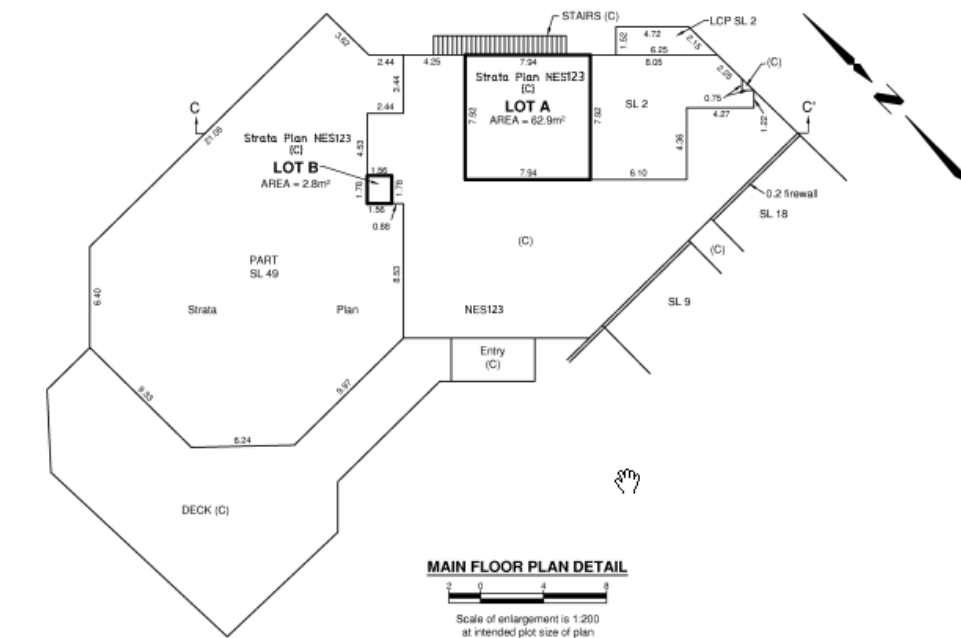
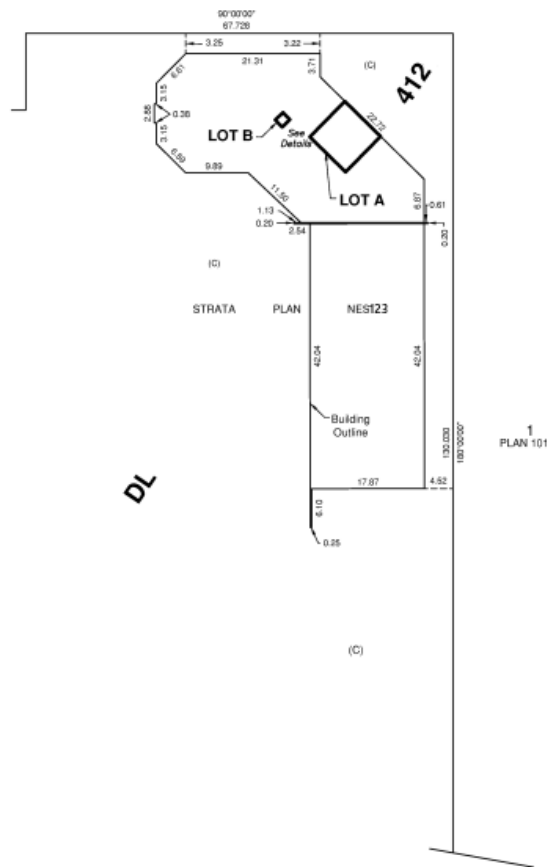
All distances are in metres and decimals thereof.

Bearings are astronomic, derived from Strata Plan NES14.

Boundaries of Lots A and B extend to the centre of exterior walls, and to the centre of the floors, interior walls, and ceilings of the existing building.

LEGEND

- SL - denotes Strata Lot
- (C) - denotes Common Property
- LCP - denotes Limited Common property for the Exclusive Use of Designated Strata Lot



(C)	SL 6	SL 7	SL 8	(C)
(C)	SL 6	SL 7	SL 8	(C)
LCP SL 49	(C)	SL 3	SL 4	SL 5
SL 49	(C)	Strata Plan NES123 (C)	LOT A	SL 2
SL 49	(C)			

SECTION C-C'



Scale of enlargement is 1:200 at intended plot size of plan

This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure.

This plan lies within the Regional District of East Kootenay

This plan is based on the following Land Title and Survey Authority of BC records:

Sam Surveyor, BCLS 123
May 24, 2018

Examination Requirements – s. 253 & 265 SPA

Application to Deposit Plan

- Execution by all strata lot owners
- Execution by all charge owners on the SL and CP
- Approving Officer Approval
- Agricultural Land Commission Approval (if required)

Plan Requirements

- Plan title
- Pursuant to Statement
- Ghosting of existing charges
- Access to all lots
- Approving Officer Statement
- Agricultural Land Reserve Statement (if required)

EXPLANATORY PLAN OF LOTS A AND B, DISTRICT LOT 4126, KOOTENAY DISTRICT, PLAN EPP12345

Amended Sheet 6D of 20 Sheets

STRATA PLAN NES123

Pursuant to Section 262 of the Strata Property Act

CITY OF FERNIE ASSESSMENT AUTHORITY
SECTIONS

BCGS 82G.045

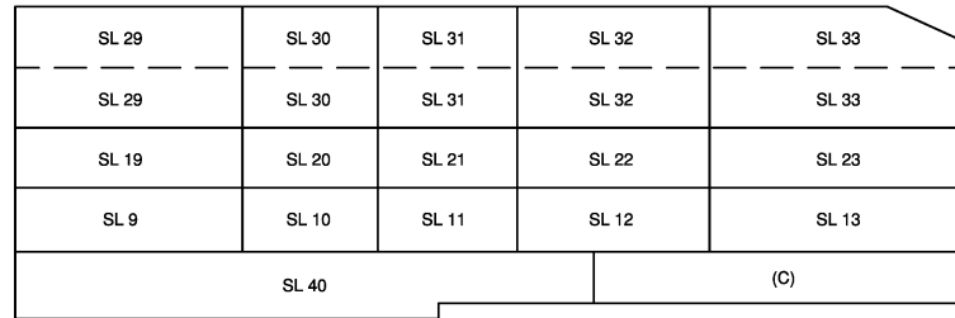


The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:200.

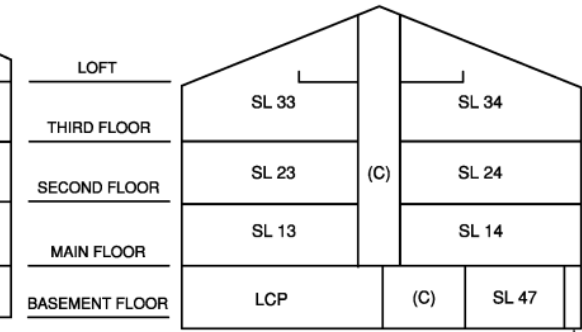
All distances are in metres and decimals thereof.

LEGEND

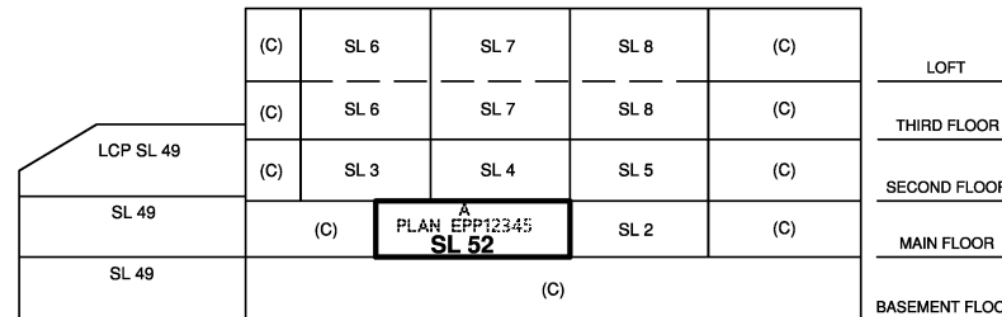
- SL - denotes Strata Lot
- (C) - denotes Common Property
- denotes Limited Common property for the Exclusive Use of Designated Strata Lot
- LCP - denotes Limited Common property for the Exclusive Use of Designated Strata Lot



SECTION A-A'



SECTION B-B'



SECTION C-C'

Civic Address:

This sheet shows dimensions to the centreline of all walls. Section arrows on this plan point in the direction of view. All balconies are defined as to height by the centre of the floor above or its extensions, or, where there is no floor above, by the average height of a Strata Lot within the same building unless otherwise indicated.

This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure.

This plan lies within the Regional District of East Kootenay

This plan is based on the following Land Title and Survey Authority of BC records:

Sam Surveyor BCLS 123
May 24, 2018

Printed: 01/19/2022 1:53 PM User: David.Kuczkowski

EXPLANATORY PLAN OF LOTS A AND B, DISTRICT LOT 4126, KOOTENAY DISTRICT, PLAN EPP12345

STRATA PLAN NES123

Pursuant to Section 262 of the Strata Property Act

CITY OF FERNIE ASSESSMENT AUTHORITY
MAIN FLOOR

BCGS 82G.045

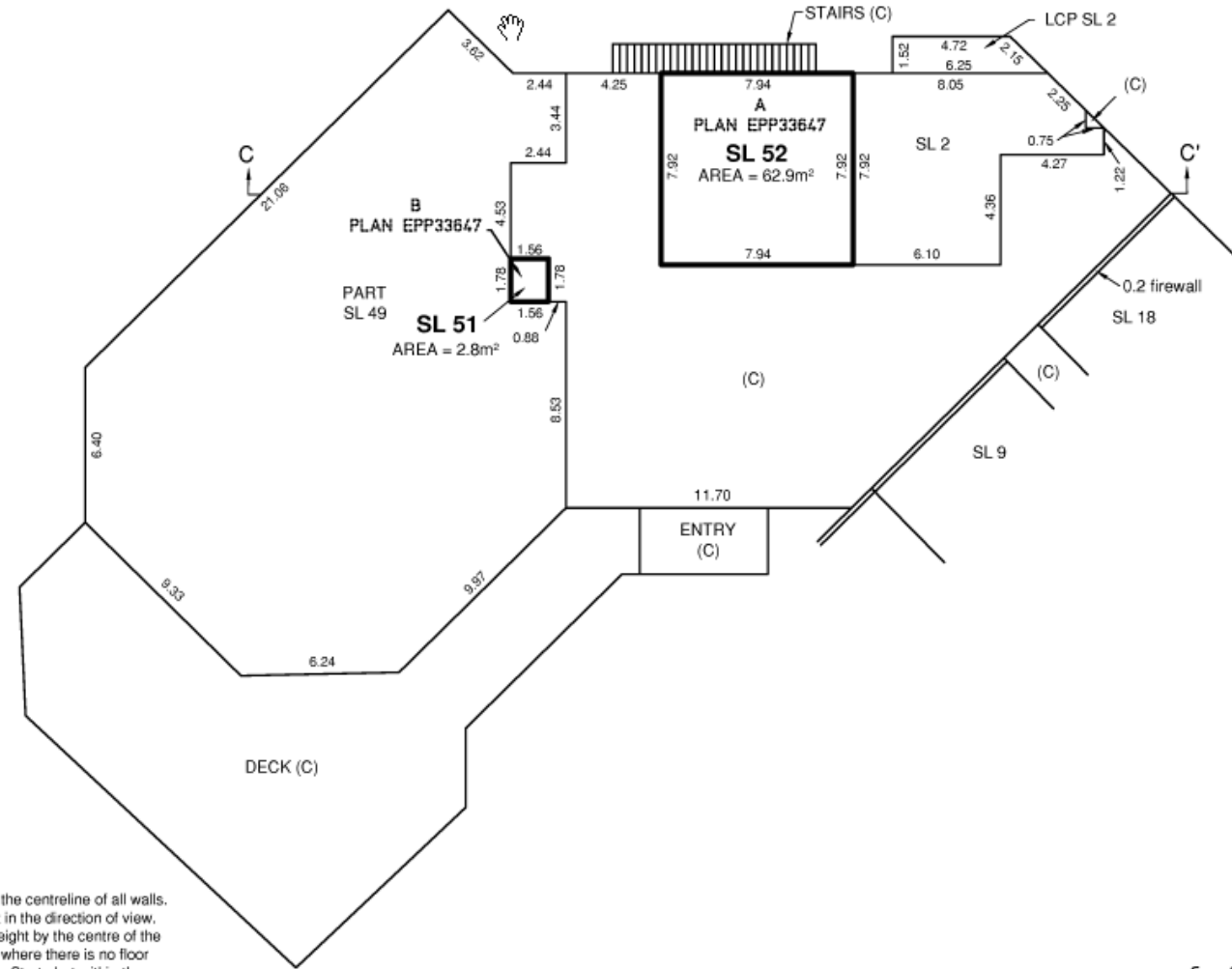


The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:200.

All distances are in metres and decimals thereof.

LEGEND

- SL - denotes Strata Lot
- (C) - denotes Common Property
- denotes Limited Common property for the Exclusive Use of Designated Strata Lot
- LCP -



This sheet shows dimensions to the centreline of all walls. Section arrows on this plan point in the direction of view. All balconies are defined as to height by the centre of the floor above or its extensions, or, where there is no floor above, by the average height of a Strata Lot within the same building unless otherwise indicated.

Sam Surveyor BCLS 123
May 24, 2018

Examination Requirements – s. 262 SPA

Application to Deposit Plan

- Plan Type – Strata (Amendment)
- Number of New Lots Created
- Charge Owner Execution (If Required)
- Approving Officer Execution
- Form E stating the resolution required by s. 262(3)(a) or (b) has been passed.

Amended Sheet Requirements

- Plan Title
- Pursuant to Reference
- Updated Sheets Showing New Strata Lots
- Amended sheets correctly numbered
- New strata lot continues with the next sequential number/letter
- Amended sheet conforms to original strata plan
- Benefit of limited common property updated (if adding land to existing strata lot)

EXPLANATORY PLAN OF SUBDIVISION OF STRATA LOTS 49 AND 51, DISTRICT LOT 4126, KOOTENAY DISTRICT, STRATA PLAN NES123

STRATA PLAN NES123

Pursuant to Section 259 of the Strata Property Act

CITY OF FERNIE ASSESSMENT AUTHORITY
SECTIONS

BCGS 82G.045

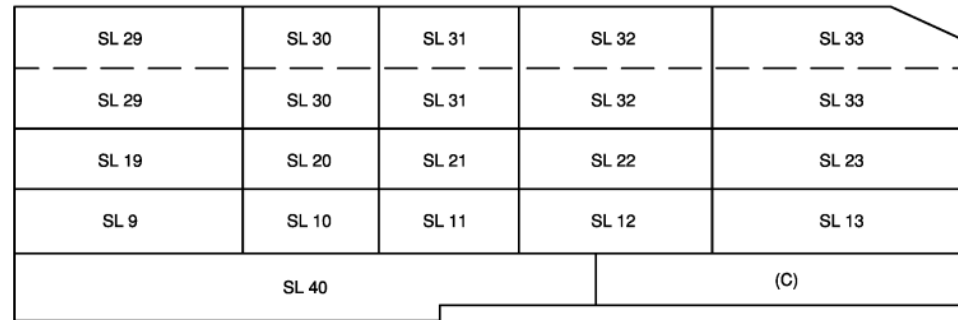


The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:200.

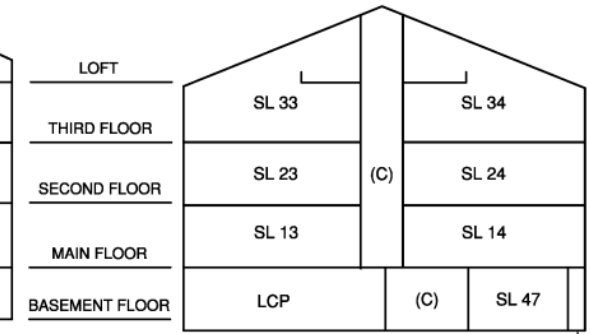
All distances are in metres and decimals thereof.

LEGEND

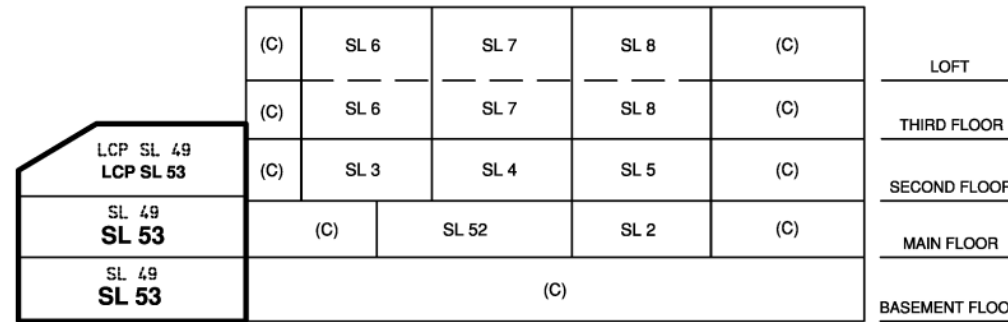
- SL - denotes Strata Lot
- (C) - denotes Common Property
- LCP - denotes Limited Common property for the Exclusive Use of Designated Strata Lot



SECTION A-A'



SECTION B-B'



SECTION C-C'

Civic Address:

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This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure.

This plan lies within the Regional District of East Kootenay

This plan is based on the following Land Title and Survey Authority of BC records:

Sam Surveyor, BCLS 123
May 24, 2018

Printed: 10/19/2022 2:25 PM User: David.Kaczynski

Examination Requirements – s. 259 SPA

Title Requirements

- Common ownership
- Any Documents that are required to resolve the Priority

Application to Deposit Plan

- Plan Type – Strata (Amendment)
- Number of New Lots Created
- Access to strata lots
- Registered owner(s) execution [SPA s. 244(1)(g)(i)]
- Charge owner execution [SPA s. 244(1)(g)(ii)]
- Approving Officer Approval [SPA s. 244(13)(b)(ii)]
- Agricultural Land Commission Approval [ALC Act s. 19]
- Form E in accordance with s. 259(3)(a) or s. 260

Plan Requirements

- Amended sheets conform to the original strata plan
 - Amended sheets correctly numbered
- Strata lot numbers continue series
- All portions of amended strata lot included (no remainders permitted)
- cross sections amended (if required) [Reg. 43/2000 s. 14.4(1) (i) & SPR s. 7-8 & 7-9]
- Access to strata lots
- Approving Officer Statement, for a division of a Strata Lot

Quiz

Resources

Resources

- ltpm.ltsa.ca/strata-property-act-sbc-1998-c-43
- ltpm.ltsa.ca/strata-property-regulations

- abcls.ca/page/practice-resources

- help.ltsa.ca/ltsa-enterprise/strata-property-act-filing
- ltsa.ca/professionals/land-title-practice/land-title-forms
- ltsa.ca/professionals/access-to-records/webinar-resources

Contact us

- ltsa.ca/contact-us
- Email customerservice@ltsa.ca
- Phone 604-630-9630 or
1-877-577-LTSA(5872)

Strata Plan series

- Part 1 Strata Plan of a Building - Intro to series [[view recording](#)]
- Part 2 Strata Plan Basic Amendments Part A [[view recording](#)]
- Part 3 **Strata Plan Amendments Part B [TODAY]**
- Part 4 Strata Plan Types [[October 8, 2026 – registration today!](#)]
- Part 5 Strata Plan Cancellation and Winding Up of a Strata Corporation [[February 9 – register today!](#)]

- To register: itsa.ca/upcoming-events

Webinar library 1/2

- Fundamentals – Form A, B, C (Release and Charge)
- Land Title Application Help Resources
- All About Land Title Defects
- Minimizing Turnaround Times for Land Title Applications
- Survey Plan Submissions Part 1, Part 2

 **Visit: itsa.ca/webinar-resources**

Webinar library 2/2

- Estates, Trusts and Powers of Attorney
- Caveats, Certificates of Pending Litigation (CPLs) and Court Orders
- Easements, Restrictive Covenants and Right of First Refusal
- LOTR Filing Requirements and Ongoing Obligations
- Web Filing: Introduction, Pro Tips and More

 **Visit: itsa.ca/webinar-resources**

Questions?



Thank you.