

APPLICATION TO THE BOARD OF VARIANCE

Please note that Plans and/or other further supporting documents must be attached.

Applications must be submitted to the Planning Department. **Incomplete applications will not be accepted.**
You will be advised of the date, time and place of the meeting by the Board of Variance Secretary (Phone: 250-490-2523)

Revised: March 1, 2016

APPLICANT INFORMATION	
NAME:	PHONE:
COMPANY:	CELL:
ADDRESS:	FAX:
	EMAIL:
PROPERTY OWNER INFORMATION	
NAME:	PHONE:
COMPANY:	CELL:
ADDRESS:	FAX:
	EMAIL:
PROPERTY INFORMATION	
CIVIC ADDRESS:	
LEGAL DESCRIPTION:	
ZONING DESIGNATION:	OFFICIAL COMMUNITY PLAN DESIGNATION:
INDICATE THE BYLAW, SECTION AND DESCRIPTION OF VARIANCE	
OUTLINE GROUNDS of APPEAL (hardship, interpretation, rural or industrial servicing, non-conformance, destruction, etc.) If more space is required, please submit a 'Letter of Rationale'.	

Applicant to Complete	Staff to Complete	Required Items
		Complete application form
		A current copy of certificate (s) of title (searched within 30 days)
		Current copies of any restrictive covenants, utility rights-of-way or easements
		2 sets of plans (The quality of the plans will depend on the type of application that is being applied for. All plans however, must be clearly legible and show all property lines and dimensions.)
		Owner authorization or Agency Agreement (If the owner is not the applicant)
		Letter of Rationale outlining reason for application. Include any information you would like staff and Council to consider when reviewing your proposal.
		Bylaw Enforcement Letter (if required)
		Additional items such as photos, letters of support from neighbours may also be submitted but not required.
		Application Fee
_____	_____	
initial	initial	
APPLICANT CONFIRMATION As applicant or approved agent, I confirm that I have attached to this application the required plans and specifications of the proposed development in accordance with the application checklist. I accept responsibility for processing delays caused by incorrect or insufficient submission materials. I understand that this application form is a public document and that any and all information contained in it, including personal information as that term is defined in the Freedom of Information and Protection of Privacy Act of B.C., is open for inspection by the public and may be reproduced and distributed to the public as part of a report (s) to Council or for purposes of a public hearing. And, I understand that approval is subject to Staff and Council deliberation and assessment.		
_____		_____
Applicant Signature		Date
BOARD OF VARIANCE APPLICATION FEES		
	Fee	√ if Applicable
Application Fee	\$500.00	
Land Title Search (When not provided at time of application)	\$21.00 <i>(incl. GST)</i>	
INTERNAL USE		
CHEQUE NO:	ADDRESS	DATE RECEIVED:
AMOUNT:		
RECEIVED BY:		
ACCOUNT NO:		