

# 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 ([planning@penticton.ca](mailto:planning@penticton.ca)).

**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: 250-490-2501)

January 1, 2026

Application(s) #		
Master Project #		Date Received:
<b>APPLICATION FEES</b>		
Application Fee		\$675.00
Land Title Search (When not provided at time of application)		\$24.15 (incl. GST)
<b>APPLICANT INFORMATION (Property Owner(s) or Agent**)</b> <span style="float: right;">**See Agency Agreement</span>		
Name(s):	Phone:	
Company:	Cell:	
Mailing Address:	Email:	
<b>PROPERTY OWNER INFORMATION</b>		
Name(s):	Phone:	
Company:	Cell:	
Mailing Address:	Email:	
<b>PROPERTY INFORMATION</b>		
Civic Address/Legal Description:		
<b>INDICATE THE BYLAW, SECTION AND DESCRIPTION OF VARIANCE</b>		

**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
		<b>A current copy of certificate (s) of title (searched within 30 days)</b>
		<b>Current copies of any restrictive covenants, utility rights-of-way or easements</b>
		<b>Plans</b> (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.)
		<b>Owner authorization or Agency Agreement</b> (If the owner is not the applicant)
		<b>Letter of Rationale</b> outlining reason for application. Include any information you would like staff and Council to consider when reviewing your proposal.
		<b>Bylaw Enforcement Letter</b> (if required)
		<b>Additional items such as photos, letters of support from neighbours may also be submitted but not required.</b>
		<b>Application Fee</b>
Initial	Initial	

**Applicant/Agent Confirmation**

As **Applicant**, 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, excluding personal information as that term is defined in the *Freedom of Information and Protection of Privacy Act*, 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

***If all registered owners of the property are the 'Applicant', all must sign below. If only one registered owner is the 'Applicant', the remaining registered owner(s) must provide an Agency Agreement. Please submit a separate page if more signatures are required.***

Print Name

Signature

Date

Print Name

Signature

Date

Information collected on this form is done so under the authority of section 26 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information, please contact the Legislative Services Department at 250-490-2400.