

Board of Variance Application Checklist

Required Items
<ul style="list-style-type: none"> <input type="checkbox"/> Application Fee of \$250.00 (No GST) <input type="checkbox"/> Completed Board of Variance Application Form <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Variance Rationale Letter <input type="checkbox"/> Completed Board of Variance Checklist (Dated and Signed) <input type="checkbox"/> BCLS Site Survey <input type="checkbox"/> Elevation Drawings
Additional Items
<ul style="list-style-type: none"> <input type="checkbox"/> Appointment of Agent Form (When Applicant is not on Title to the Property) <input type="checkbox"/> BCLS Height Survey (Height Variances) <input type="checkbox"/> Letter from Applicable Professional (i.e.: Mechanical Engineer) <p><i>Please note: a discussion with staff is required to determine additional application requirements.</i></p>

Certificate of Title (1 Copy)

Copy of the Certificate of Title for the subject land(s) and a copy of all relevant covenants. These documents must be obtained no longer than two weeks prior to application.

Variance Rationale Letter

A letter outlining the rationale of the proposed variance and how the current Zoning Bylaw regulations cause an “undue hardship” to the subject land(s).

BCLS Site Survey (2 Copies)

A sealed, legal survey from a Certified British Columbia Land Surveyor is required to confirm proposed dimensions and distances. The site survey needs to include all existing and proposed enhancements on the subject land(s) and must indicate distances from outer corners and external walls to adjacent property lines as well as to adjacent buildings or structures.

Elevation Drawings

Drawings that show the finished appearance of a given side of a building or structure with vertical height measurements.

Signature for Board of Variance Application

I / we hereby declare that all of the above statements and the information and materials submitted in support of this application are, to the best of my knowledge, true and correct in all aspects.

Date

Applicant Signature (print name below)
