

Development Variance Permit Application Checklist



Required Items

- Application Fee(s)
- Completed Development Variance Permit Application Form
- Certificate of Title
- Development Data
- Variance Rationale
- Completed Checklist (*dated and signed*)

Additional Items

<i>Required</i>	<i>Submitted</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Appointment of Agent Form
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Study
<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations
<input type="checkbox"/>	<input type="checkbox"/>	BCLS Height Survey
<input type="checkbox"/>	<input type="checkbox"/>	BCLS Site Survey Plan
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Please note: a pre-application meeting with staff is required to determine additional application requirements.

Incomplete applications will be returned to the applicant.

I / we hereby declare that all of the above statements and the information and materials have been submitted in support of this application.

Date

Applicant Signature (*print name below*)

Please be advised that further information may be required as a result of the application review process, therefore the above lists should not be considered an exhaustive list of requirements.

Relevant Documents and Plans Must be Sealed by the Appropriate Professional.

Documents and plans will not be accepted if they are bound or stapled. Plans must be folded.

Certificate of Title (1 copy)

Copy of the Certificate of Title for subject land(s), and a copy of all relevant covenants, no older than two weeks at the time of application.

Development Data (to be provided on Site Plan)

This should summarize the proposed variance, including the existing regulation, proposed development and requested variance.

Variance Rationale (1 copy)

A written explanation that explains why the variance is necessary. The rationale should include relevant justification to address the development with respect to form and character (architectural and/or landscape), connectivity, sustainability, etc.

Appointment of Agent Form (1 copy)

Required if the applicant is not the registered owner of the subject property. Please note if company search is required.

Traffic Study (3 copies)

To include, but not limited to, impacts to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.

Building Elevations (3 full-scale copies)

The proposed building elevations should be submitted: north, south, east and west.

BCLS Height Survey (3 copies)

A height survey will be required in order to establish the extent of a height variance. The survey, which must be completed by a British Columbia Land Surveyor, must include the natural and finished grade for all outer points of a building or the natural grade for any fence or retaining wall variance.

BCLS Site Survey Plan (3 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 improvements on the subject property and indicate distances from outer corners and external walls to adjacent property lines and to adjacent buildings or structures.

Site Plans (3 full-scale copies / 1 reduced 8.5" x 11" copy)

Legal data (survey) showing dimensions of all property lines, rights-of-way and easements, north arrow, scale and date of plan. Dimensions and setbacks of proposed and existing buildings. Location, numbering and dimension of all off-street parking and loading spaces/docks. Existing and proposed access points to site, off-street parking and loading areas. All watercourses, including their natural boundary, wetland boundary (where applicable), top of bank (where applicable) and leave strip boundaries.