

Application Form for Development Variance Permits



**Community Services Department
Planning Section**
Regional District of Central Okanagan
1450 K.L.O. Road,
Kelowna, B.C. V1W 3Z4
Phone: (250) 469-6227
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www.regionaldistrict.com

Office Use Only

File No. _____
Application Fee(s) _____
Electoral Area _____
Date Received _____
Receipt No. _____

It is strongly recommended that the applicant meet with staff to review development variance permit application requirements prior to completing the application or producing drawings in order to ensure understanding of the requirements, ensure appropriate information is included, and avoid unnecessary delays.

One application can include several requested variances to different bylaws. A separate application is not required for each variance being requested. It is important that each request be specifically listed and clear.

Incomplete applications will be returned. All information listed in the application must be provided (and must be clear) in order for the application to be accepted by the Community Services Department.

If a variance is granted it applies only to the specific regulations and the specific variance as stated in the development variance permit. All proposals must meet all requirements and bylaws of the Regional District including the regulations contained in the applicable bylaws and legislation such as but not limited to the Regional District Zoning Bylaw, the Regional District Subdivision and Development Bylaw, the BC Building Code, or the Regional District Joe Rich Rural Land Use Bylaw.

A development variance permit cannot be considered where use or density would be affected.

Section 1 Description of Owner (and Agent if applicable) (This section must be filled in)

Owner(print clearly) _____ Agent(print clearly) _____
Address _____ Address _____

Phone (daytime) _____ Phone (daytime) _____
Phone (other) _____ Phone (other) _____
Fax _____ Fax _____
E-Mail _____ E-Mail _____

An application fee and proof of ownership in the form of a State of Title Certificate no more than 90 days old is required. A letter of authorization from the property owner is required if the owner wishes a person to act as agent on their behalf.

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Application for variance(s) to: Joe Rich RLUB Zoning Bylaw #871 Sub. and Dev. Bylaw
 Other (specify) _____

Section 2 Description of Property (This section must be filled in)

Lot _____ Plan _____ Block _____ District Lot _____ Section _____ Township _____

Street Address _____

Zone from Zoning Bylaw #871 (or in the case of Joe Rich the RLUB designation) _____

Official Community Plan designation (if located within an OCP) _____

Current Land Use (brief description) _____

Current method of sewage disposal: Community Sewer Septic Tank Other

Current method of water supply: Community Water Well Other

Land is in the Agricultural Land Reserve: Yes No

Section 3 Variances to a Regional District Bylaw (This section must be filled in)

All bylaws and regulations of the Regional District must be adhered to unless a specific variance to a regulation is requested in the application, and subsequently approved and included in the development permit.

List all requested variances to the regulations in bylaws of the Regional District. Clearly state each specific item, for example: "Zoning Bylaw #871 – A reduction of regulation 10.1.8 minimum rear setback in the R-3A zone from 9.0 metres to 7.5 metres." Each variance should also be marked on the applicable drawings. A variance cannot be considered where use or density would be affected. (Attach additional pages if necessary.)

1 _____

2 _____

3 _____

Provide a written rationale for each variance to a bylaw that is being requested. The written rationale should indicate the reasons for the variance(s) being requested and why current regulations cannot be accommodated. (Attach additional pages if necessary)

Section 4 Required Information (This section must be filled)

All of the following items must accompany the application. As an applicant you have included (check off the boxes):

- Application fee(s)** (Must accompany all applications).. Refer to the fee schedule or planning staff for more information.
- Proof of ownership of the property** (Must accompany all applications) A state of title certificate no more than 90 days old (available from the BC Registrar of Land Titles) is required.
- Existing covenants, right of ways, easements and previously issued development permits registered on the title.** (Must accompany all applications)
- A letter from the owner authorizing the agent to act on his behalf for the purposes of the application.** This is required only where the owner has decided that another person is to act on the owner's behalf for the purposes of being the contact and providing direction for the application.
- Schedule 1 – Site Profile OR Site Profile Waiver**
- Site Plan** (clear and to scale) showing property lines, existing and proposed buildings, parking and roadways, and significant features relevant to consideration of the proposed variance
- Plans and/or drawings illustrating the variance** (Must accompany all applications).. The variance should be indicated on the appropriate type of plan such as a site plan, elevation drawings of buildings, or sections in order to clearly illustrate the request. For example an elevation drawing can show proposed buildings, site topography, and how a requested height variance appears on that property.

Number of each drawing to be provided (all drawings must be to scale and clear): -

- Two (2) full sized sets of drawings 24" x 36" (60.96 cm x 91.44 cm) (Full sized drawings may not be required for very simple applications. Staff can provide more information.)
- One (1) one set of drawings 11" x 17" (27.94 cm x 43.18 cm) suitable for black and white reproduction ;
- Adobe PDF versions of each digitally produced drawing

Section 5 Signatures *(This section must be filled in)*

I hereby grant Regional District staff full right of access to the subject property, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, except Statutory Holidays, while this application is in effect.

_____ Date: _____

Owner (signature)

(If the owner is a registered company then the signature must be of a person with authority under the company to submit this application and their title under the company must be indicated)

_____ Date: _____

Agent of Owner (if applicable) (signature)

Important information

- *The application must be complete including all required information. All incomplete applications will be returned.*
- *Information contained on this form is collected in accordance with the Local Government Act of BC and is subject to the Freedom of Information and Privacy Act of BC. All submitted items will not be returned to the applicant.*
- *There are development variance permit application guides available that further describe the steps and process in considering the application. A copy can be obtained from the Regional District of Central Okanagan website www.regionaldistrict.com. Go to the Planning Department page and click on "Applications and application guides".)*

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