



PLANNING SERVICES

Board of Variance Application

Office Use Only
File No.:
Appl Fee(s):
Date Received:
Receipt No:

All Sections of this application form **must be filled in**. Incomplete applications will not be accepted.

It is recommended that the applicant meet with staff to review land use planning regulations and application requirements prior to producing drawings and reports to ensure appropriate information is included and avoid unnecessary delays.

A building permit will not be issued until after required Variance or Development Permits have been approved and issued.

There may be charges and costs unrelated to this application that are assessed at the time of building permit or subdivision such as development cost charges, sewage utility latecomer fees, legal fees, surveyor fees, etc.

Section 1 Owner Information (and Agent if applicable)

Applicant / Agent		Owner(s)	
Full Legal Name:		Full Legal Name:	
Mailing Address:		Mailing Address:	
City:	Postal Code:	City:	Postal Code:
Phone:		Phone:	
Email:		Email:	

Attach additional pages if required.

Section 2 Property Information

As indicated on the State of Title Certificate

Civic Address:						
Legal Description:						
Lot	Plan	Block	District Lot	Section	Township	
Zone from Zoning Bylaw #871 or Joe Rich the RLUB designation:			Official Community Plan designation:			
Current Land Use:						
Proposed Land Use:						
Current method of sewerage disposal:						
<input type="checkbox"/> Community Sewer <input type="checkbox"/> Septic Tank <input type="checkbox"/> Other						
Current method of water supply:						
<input type="checkbox"/> Community Water <input type="checkbox"/> Well <input type="checkbox"/> Other						
Any restrictive covenants registered on the subject property:						
<input type="checkbox"/> Yes (if Yes, attach details) <input type="checkbox"/> No						

Section 2 Property Information – cont.

Any restrictive easements or rights-of-ways on subject property:	<input type="checkbox"/> Yes (if Yes, attach details)	<input type="checkbox"/> No
Land is in the Agricultural Land Reserve:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the site been used for any industrial or commercial purposes or activities described in schedule 2 of the Contaminated Sites Regulation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*(If yes, a Site Disclosure Statement (SDS) is required please visit the BC Provincial website for more info on SDS forms
<https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-sites-that-may-be-contaminated>)*

Section 3 Nature of Appeal

This is an appeal to the Board of Variance under Part 14, Division 15 of the Local Government Act to determine whether compliance with the following will cause undue hardship;

540 (a)	<input type="checkbox"/>	A bylaw respecting the siting, dimensions, or size of a building or structure, or the siting of a manufactured home in a manufactured home park.
540 (b)	<input type="checkbox"/>	A subdivision servicing requirement under section 506 (1) (c) of the <i>Local Government Act</i> in an area zoned for agricultural or industrial use.
540 (c)	<input type="checkbox"/>	The prohibition of a structural alteration of an addition to a structure pursuant to Section 531(1) of the <i>Local Government Act</i> .

Development Proposal

Provide a description of the proposed development (please attach as a separate sheet, as required)

Requested Variances and Rationale

List all requested variances to the regulations in bylaws of the Regional District. Each variance should be marked on the applicable drawings. A variance cannot be considered where use or density would be affected.

The Board may grant minor variances once they have heard from the applicant and affected property owners and if it finds undue hardship and if the variance does not;

- result in inappropriate development of the site
- adversely affect the natural environment
- substantially affect the use and enjoyment of adjacent land
- vary the permitted uses and densities
- defeat the intent of the bylaw.

1.	Bylaw Name: _____	Section No. _____
	Proposed Variance: _____	
	Rationale: _____	
2.	Bylaw Name: _____	Section No. _____
	Proposed Variance: _____	
	Rationale: _____	

Section 4 Required Information

All of the following items listed below must be submitted with the application. Please make certain all items have been checked off and attached to ensure application is complete.

<input type="checkbox"/>	Board of Variance application fee.
<input type="checkbox"/>	Completed application form.
<input type="checkbox"/>	Proof of ownership of the property. <i>A current title search no more than 90 days old (available from the BC Registrar of Land Titles) is required.</i>
<input type="checkbox"/>	Copies of existing covenants, right of ways, easements, and any encumbrances registered on the title.
<input type="checkbox"/>	Agent authorization Required when another person is acting on the owner's behalf for the purposes of being the primary contact and providing direction for the application. All owners on title must sign authorization.
<input type="checkbox"/>	<p>Drawings, information, plans and professional reports;</p> <p><u>Site Plan</u> – drawn to scale and showing dimensions, shall include the following (as applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> North arrow and scale; <input type="checkbox"/> Dimensions and boundaries of property lines, rights-of-way, and easements; <input type="checkbox"/> Location, dimensions and setbacks of proposed and existing buildings / structures (including projections and overhangs) to lot lines, rights-of-ways, easements; <input type="checkbox"/> Location of existing & proposed access roads, driveways, pathways, screening and fencing; <input type="checkbox"/> Natural & finished grades of site, at buildings & retaining walls (indicate source of grade data) <input type="checkbox"/> Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.); <input type="checkbox"/> Location of all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes; <input type="checkbox"/> Trees and vegetation to be retained and removed; and <input type="checkbox"/> Existing and proposed covenant areas. <p><u>Development Plans</u> – drawn to scale and including the following (as applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building sections, elevations, floor plans and finishes; <input type="checkbox"/> Landscaping, screening & fencing proposed for the site; and <input type="checkbox"/> Access roads and driveways (proposed and existing), vehicle parking spaces and pathways.

Section 5 Coordinating Professionals

List any professionals known to date (e.g. Architect, Landscape Architect, Engineer, Biologist, etc:

Name:		Name:	
Title:		Title:	
Mailing Address:		Mailing Address:	
Phone:	Email:	Phone:	Email:

Section 6 Applicant Confirmation & Signatures

As applicant or approved agent:

1. I confirm that I have read all relevant Regional District of Central Okanagan bylaws and policies and that this application is in conformance (unless a bylaw amendment forms part of this application).
2. I have attached to this application the required plans and specifications of the proposed development in accordance with the application checklist.
3. I accept responsibility for processing delays caused by incorrect or insufficient submission materials.
4. I understand that the Board of Variance process is public and therefore 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 the Regional Board.
5. I agree to provide any other information the Board of Variance determines that it needs to make its decision.
6. I understand that I am responsible for obtaining development authorizations and permissions from Telus, FortisBC, and Shaw Cable and for providing the File Manager with copies of responses from these utilities.
7. I hereby grant Regional District of Central Okanagan staff and members of the Board of Variance, upon reasonable notice to the applicant or approved agent, 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.
8. I hereby authorize the agent (or the primary contact acting as agent as indicated on page 1 of this application) to act on my behalf (and all other owners listed on title of the subject property) as an agent for all purposes of this application. (All owners listed on title must provide consent.)

Owner (signature) (print name) Date: _____

Owner (signature) (print name) Date: _____

Owner (signature) (print name) Date: _____

Owner (signature) (print name) Date: _____

(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)

Agent (if applicable) (signature) (print name) Date: _____

Important information

- 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.
- This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial, or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.