



Board of Variance Application

Office use only:	
Application No.	
Received:	

Property owner information (please print):	
Property Owner:	
Mailing Address:	
City/Town, Province:	
Postal Code:	Day Phone:
Email:	
As the registered owner of the property (or properties) listed below, I hereby authorize this application.	
_____	_____
Owner signature	Date

ALL REGISTERED PROPERTY OWNERS MUST SIGN THE APPLICATION.

Please check (✓) if there is more than one property owner. If yes (✓) please list separately on page 3.

Authorized Agent information (please print):	
Authorized Agent:	
Mailing Address:	
City/Town, Province:	
Postal Code:	Day Phone:
Email:	

Description of property (or properties) included in this application (use separate sheet if necessary):						
District Lot:	Plan:	Block:	Lot:	PID:	Zoning:	
District Lot:	Plan:	Block:	Lot:	PID:	Zoning:	
District Lot:	Plan:	Block:	Lot:	PID:	Zoning:	
Civic Address (or general location):						

Variance Information:	
Please check (✓) the type of variance applied for:	
<input type="checkbox"/>	Variance to allow a structural alteration or addition to a building or structure containing a non-conforming use
<input type="checkbox"/>	Variance respecting the siting, dimensions or size of a building or structure
<input type="checkbox"/>	Variance to the subdivision servicing requirements in an area zoned for agricultural or industrial use

Office use only:	
Title checked by:	
On:	

Variance Information:

Provide a detailed description of the proposed development (residential, commercial, number of dwellings, etc.):

Provide a brief description of the variance(s) requested and reason(s) in support of the application (more detailed information and consideration of specific variance criteria is required on page 4):

Attendance at Board of Variance Hearing:

In accordance with the *Local Government Act*, this application will be forwarded to the Board of Variance for a decision. Please check (✓) below if you and/or your agent wish to attend the Board of Variance hearing:

- Owner will attend hearing
- Agent will attend hearing
- Both owner and agent will attend hearing

Office use only:

Meeting Date:

Applicant Declaration:

I/we acknowledge that the Sunshine Coast Regional District, and its officers and employees, have not made any representation as to the property uses permitted if this application is successful.

I/we am/are aware that, regardless of discussions with or representations by Sunshine Coast Regional District officials or employees, payment of the application fee does not guarantee or constitute a favourable decision of the Board of Variance and that the application may not proceed for a variety of reasons.

I/we declare that all statements made on this application, and all statements made in support of this application, are true. I/we agree to comply with all provisions of the respective zoning bylaw, official community plan and any other applicable provincial legislation.

Applicant signature

Date

The personal information you provide on this form is being collected under the authority of Section 895 of the *Local Government Act* and Section 32 of the *Freedom of Information and Protection of Privacy Act*. This information will be used to issue an order of the Board of Variance and for enforcement of applicable laws. This information may be circulated to persons or authorities as necessary for the review process. Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information please contact the Information and Privacy Coordinator, 1975 Field Road, Sechelt, British Columbia, V0N 3A1, (604) 885-2261.

Required Documentation:

Please check (✓) below. In order to process your application to the Board of Variance, the application must be accompanied by the following:

- If the variance applied for relates to the structural alteration or addition to a non-conforming building or structure, or to the siting, dimensions or size of a building or structure, provide one set of full-size and reduced (8.5" x 11") architectural drawings (1:250 minimum), plus digital copy if available, which may include a scaled site plan, building elevations, building and site sections, and roof plan. Exceptions to specific architectural drawings may be made, if sufficient information is provided illustrating the nature of the variance requested and its implications on structures, buildings, adjacent land and the natural environment.
- If the variance applied for relates to the siting, dimensions or size of a building or structure or off-street parking stalls, a current BC Land Surveyor's survey certificate or real property report.
- If the variance applied for relates to the cutting or removal of trees, provide a scaled site plan illustrating the location of the tree(s) relative to the property line and other features, information on the species, size and height of the tree(s), including photographs.
- Fee in the amount of \$ _____ made payable to Sunshine Coast Regional District (see fee schedule).

Office use only:
Receipt No: _____

Additional property owner information (please print):
2 nd Property Owner:
Mailing Address:
City/Town, Province:
Postal Code:

<i>As the registered owner of the property (or properties) listed above, I hereby authorize this application.</i>	
_____	_____
Owner signature	Date

Additional property owner information (please print):
3 rd Property Owner:
Mailing Address:
City/Town, Province:
Postal Code:

<i>As the registered owner of the property (or properties) listed above, I hereby authorize this application.</i>	
_____	_____
Owner signature	Date

Additional property owner information (please print):
4 th Property Owner:
Mailing Address:
City/Town, Province:
Postal Code:

<i>As the registered owner of the property (or properties) listed above, I hereby authorize this application.</i>	
_____	_____
Owner signature	Date

A person may apply for an order of the Board of Variance in circumstances where it is believed that compliance with certain regulations may cause undue hardship and the variance is minor.

- ① Please describe the regulations, requirements and circumstances, which if complied with, would cause undue hardship. Describe the nature of the hardship and how the requested variance would prevent undue hardship:

- ② A variance should not result in inappropriate development of a site. Please describe how the requested variance meets this criteria:

- ③ The variance should not adversely affect the natural environment. Please describe how the requested variance meets this criteria:

- ④ The variance should not substantially affect the use and enjoyment of adjacent land. Please describe how the requested variance meets this criteria:

- ⑤ The variance should not vary the permitted uses or densities on a parcel, nor should a variance defeat the intent of the bylaw. Please describe how the requested variance meets this criteria:
