

Board of Variance Application Checklist



Required Items

- Application Fee of \$100.00 (No GST)
- Completed Board of Variance Appeal Application Form
- Certificate of Title
- Appeal Rationale
- Completed Checklist (dated and signed)

Additional Items

- BCLS Site Survey Plan (Setback Variances)
- BCLS Height Survey
- Elevation Drawings (Height Variances)

Please note: a discussion with Staff is required to determine additional application requirements.

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.

Appeal Rationale (1 copy)

A written statement outlining the rationale of the proposed variance and how the current regulations place an “undue hardship” on the property.

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

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)