

APPLICATION TO THE BOARD OF VARIANCE

Municipal Contact:			Phone: (250) 997-3221
	Date Received:		Fax: (250) 997-5186
Applicant:	Phon	e:_	Fax:
Address:			
Email:	Postal	Co	de:
Registered Owner:	(if not applicant)		
Address:			
Email:			Postal Code <u>:</u> Fax:
Littuin			, u^.
Legal Description:	SUBJECT PROPER	TY	
Address:			
Current OCP Designation:Current Zoning Designation:Current Land Use/Development:			
·			
Proposed Use/Development:	PROPOSED VARIAN	<u>NCE</u>	•
Proposed Variation and/or Supplement to the Existing Regulations:			
ADDITIONAL INFORMATION: (Reasons and comments in support of the application. Use separate sheet or attach plans if required.)			
REQUIRED DOCUMENTATION			
☐ Application Fee \$300	REQUIRED DOCUMEN		Dimensioned Site Development Plan
Certificate of Title			Front and Side Elevation Drawings (minimum 1:50 scale) (if required)
Authorization of OwnerDimensioned Sketch Plan			Contour Map (minimum 1:1000 scale) (ifrequired) Other
I/WeVariance.			make this application to the District of Mackenzie Board of
I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand this application including any plans submitted is public information. I authorize reproduction of any plans/reports for the purposes of application processing and reporting.			
(Date)			(Applicant's Signature)
This application is made with my full knowled	edge and consent.		
(Date)		(Re	gistered Owner's Signature)
FOR OFFICE USE ONLY			
Application Form Complete	_		Dimensioned Site Development Plan Submitted
□ Application Fee Submitted□ Certificate of Title Submitted			Front and Side Elevation Drawings Submitted (min. 1:50 scale) (ifrequired) Contour Map Submitted (minimum 1:1000 scale) (ifrequired)
Authorization of Owner Submitted	i		Other Submitted (Illiminian 1. 1000 scale) (Irrequired)
□ Dimensioned Sketch Plan Submitt	ted		

Application Checklist:

The Applicant must submit the following:

- ☐ <u>Dimensioned Sketch Plan</u> drawn to a minimum scale of 1:1,000 showing the following:
 - o parcel or parcels to be granted a variance
 - location (with dimensions from property lines) of existing buildings, structures and any natural features on or adjacent to the property
- ☐ <u>Dimensioned Site Development Plan</u> drawn to a minimum scale of 1:1,000 showing the following:
 - o any proposed buildings or structures
 - parking layout (with individual parking stalls clearly indicated)
 - vehicle access
 - o site landscaping

General Overview of Process:

1. Preliminary Inquiry

2. Application Submitted

3. Applicant Notified of Hearing

4. Notify Neighbouring Properties

5. Technical Review by District Staff

6. Board of Variance Hearing

7. Decision of the Board of Variance

8. Applicant Notified of Decision

9. Variance Filed with the District