



APPLICATION TO THE BOARD OF VARIANCE

Municipal Contact: \_\_\_\_\_

Phone: (250) 997-3221

Application No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

Fax: (250) 997-5186

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Registered Owner: \_\_\_\_\_

(if not applicant)

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

SUBJECT PROPERTY

Legal Description: \_\_\_\_\_

Address: \_\_\_\_\_ Parcel Size: \_\_\_\_\_

Current OCP Designation: \_\_\_\_\_ Current Zoning Designation: \_\_\_\_\_

Current Land Use/Development: \_\_\_\_\_

PROPOSED VARIANCE

Proposed Use/Development:

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, Certificate of Title, Authorization of Owner, Dimensioned Sketch Plan, Dimensioned Site Development Plan, Front and Side Elevation Drawings, Contour Map, Other

I/We \_\_\_\_\_ make this application to the District of Mackenzie Board of Variance.

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.

(Date) (Applicant's Signature)

This application is made with my full knowledge and consent.

(Date) (Registered Owner's Signature)

FOR OFFICE USE ONLY

- Application Form Complete, Application Fee Submitted, Certificate of Title Submitted, Authorization of Owner Submitted, Dimensioned Sketch Plan Submitted, Dimensioned Site Development Plan Submitted, Front and Side Elevation Drawings Submitted, Contour Map Submitted, Other Submitted

## Application Checklist:

The Applicant must submit the following:

- Dimensioned Sketch Plan drawn to a minimum scale of 1:1,000 showing the following:
  - 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
  
- Dimensioned Site Development Plan drawn to a minimum scale of 1:1,000 showing the following:
  - any proposed buildings or structures
  - parking layout (with individual parking stalls clearly indicated)
  - vehicle access
  - site landscaping

## General Overview of Process:

