



APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT

Municipal Contact: _____

Phone: (250) 997-9221

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
- Application Fee for Site Profile \$50
- Completed Site Profile Form
- Certificate of Title (dated no later than 30 days prior to submission)
- Authorization of Owner
- Dimensioned Sketch Plan (see reverse for required content)
- Dimensioned Site Development Plan (see reverse for required content)
- Contour Map (minimum of 1:1000 scale) (if applicable)
- Other _____

I/We _____ (Applicant's Signature) make application to the District of Mackenzie for the issuance of a Development Variance Permit.

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 knowledge and consent.

(Date) (Registered Owner's Signature)

FOR OFFICE USE ONLY

- Application Form Complete
- Application Fee Submitted
- Application Fee for Site Profile Submitted
- Completed Site Profile Form (Schedule 1) Submitted
- Certificate of Title Submitted
- Authorization of Owner Submitted
- Dimensioned Sketch Plan Submitted (if required)
- Dimensioned Site Development Plan Submitted (if required)
- Contour Map Submitted (minimum of 1:1000 scale) (if required)
- 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:

