

Board of Variance Application Form

Property Information			
Address: (If assigned)		PID:	
Owner Information (All registered property owners must sign)			
Name(s):			
Mailing Address:	City/Prov:	Postal Code:	
Primary Telephone:	Email:		
Signature of Owner:			Date:
Signature of Owner:			Date:
Signature of Owner:			Date:

Agent Authorization I, the owner, hereby give permission to _____ to act as my/our agent in all matters relating to this application.

Agent Information			
Name(s):			
Mailing Address:	City/Prov:	Postal Code:	
Primary Telephone:	Email:		
Signature of Agent:			Date:

Reason For Appeal

I/We, the registered owner(s) of the above noted property, hereby appeal to the Board of Variance for the following:

- To review a decision made by the building inspector pursuant to Section 532 of the **Local Government Act (LGA)**.

Or,

To determine that compliance with the following will cause undue hardship:

- Relating to siting, size and dimensions of a building or structure, or the siting of a manufactured home in a manufactured home park. (Note: use and density, including varying maximum building size provisions, will not be considered for variance).
- A variance or exemption to relieve hardship - Section 540 of the LGA
- An exemption to relieve hardship from early termination of land use contract - Section 543 of the LGA
- The prohibition of structural alteration and addition pursuant to Section 531 of the LGA.
- A subdivision servicing requirement pursuant to Section 506 of the LGA in an area zoned for agricultural or industrial uses

Riparian Areas Protection Regulation Declaration

Please indicate whether the development proposal involves residential, commercial, industrial uses, or includes the removal or alteration of any vegetation; soil disturbance; construction of buildings and structures; creation of impervious or semi-impervious surfaces; trails, roads, docks, wharves, bridges and, infrastructure and works of any kind within:

Yes No **30 metres of the high water mark of any water features**
Yes No **A ravine or within 30 metres of the top of a ravine bank**

“Water features” includes; 1) a watercourse, whether it usually contains water or not; 2) a pond, lake, river, creek, or brook; 3) a ditch, spring, or wetland that is connected by surface flow to 1 or 2 above.

Under the [Riparian Areas Protection Act](#), a riparian area assessment report may be required before this application can be processed (see [Riparian Areas Regulation Brochure](#)).

Owner/Agent Declaration

The property described above is the subject of this application and is made with my full knowledge and consent. I declare that the information submitted in support of the application is true and correct in all respects. By completing this application form, the owner and/or applicant hereby is aware and authorizes site inspections to be conducted by Regional District staff. Additionally, I acknowledge that upon issuance of a DP or DVP, the CVRD will register a notice on the owner’s land title.

Please note: Incomplete applications will be returned to the applicant. Where the CVRD incurs legal costs for the review, preparation, finalization, or registration of any documents related to any application, such legal costs will be paid by the applicant. In order for a variance to remain valid, a Building Permit must be issued within two years of the appeal date. This time limit may be increased or decreased at the Board’s discretion.

Signature of Registered Owner(s) or Applicant

Date

Freedom of Information Notice:

This information is collected pursuant to [Part 14 of the Local Government Act](#) and [CVRD Development Application Procedures and Fees Bylaw No. 4379](#). This information has been collected and may form part of the public record and may be included in a meeting agenda that is posted online when this matter is considered before the Board or a Committee of the Board. I hereby consent that all information, including personal information, contained in this document including all attachments maybe made available to the public. Note: For more information on disclosure, contact the CVRD FOI Coordinator at 250.746.2507 or 1.800.665.3955.