



## Board of Variance Permit Application

It is recommended that the applicant consult Planning Services staff before submitting an application. A pre-application meeting may be scheduled by providing the Planning Department with a detailed proposal summary and a concept plan of the proposed development.

| OWNER(S) INFORMATION |                  |
|----------------------|------------------|
| Name:                | Name:            |
| Mailing Address:     | Mailing Address: |
| Phone:               | Phone:           |
| Email:               | Email:           |

*\*If there are additional owners registered on title, please attach their information on a separate sheet*

| AGENT INFORMATION (IF APPLICABLE) |
|-----------------------------------|
| Name:                             |
| Mailing Address:                  |
| Phone:                            |
| Email:                            |

| NOTICE OF COLLECTION OF PERSONAL INFORMATION  |
|---|
| The personal information on this form is being collected in accordance with Section 26 of the <i>Freedom of Information and Protection of Privacy Act (FIPPA)</i> and will be collected, used or disclosed only in a manner consistent with the administration of the management of development of the Regional District of Central Kootenay. If you have any questions about the collection, use or disclosure of this information, please contact the Regional District of Central Kootenay Privacy Officer at 250-352-6665 (toll free 1-800-268-7325), <a href="mailto:foi@rdck.bc.ca">foi@rdck.bc.ca</a> , or RDCK Privacy Officer, Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4 |

| APPLICATION INFORMATION   |                                      |                          |
|---|--------------------------------------|--------------------------|
| Civic Address:  |                                      | Electoral Area:          |
| Legal Description:  |                                      | Parcel Identifier (PID): |
| Zoning:   | Official Community Plan Designation: |                          |
| Existing Land Use and Structures:   |                                      |                          |
| Are there any restrictive covenants registered on the subject property:   | No                                   | Yes                      |
| <ul style="list-style-type: none"> <li>If yes, please ensure copies are submitted with application package</li> </ul> |                                      |                          |
| Any registered easements or right-of-ways over the subject property:  | No                                   | Yes                      |
| <ul style="list-style-type: none"> <li>If yes, please ensure copies are submitted with application package</li> </ul> |                                      |                          |
| Is the property in the Agricultural Land Reserve:   | No                                   | Yes                      |
| Is there a watercourse on/adjacent to the property:   | No                                   | Yes                      |
| If yes, Watercourse name:   |                                      |                          |

| AGENT AUTHORIZATION   |       |
|---|-------|
| As owner(s) of the land described in this application, I/we hereby authorize: _____ to act as agent in regard to this land development application. |       |
| Owner Signature:  | Date: |
| Print Owner Name:   |       |
| Owner Signature:  | Date: |
| Print Owner Name:   |       |

*\*If there are additional owners registered on title, please attach their authorization on a separate sheet*

| REQUIRED DOCUMENTATION |  |  |
|------------------------|--|--|
|                        | Certificate of Title                                   | A copy of the property(s) Title, issued not more than 30 days prior to the application date. Copies of titles can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If a title is not submitted, the RDCK will obtain a copy for a fee of \$17.   |
|                        | Copy of Non-Financial Charges on Title (if applicable) | A copy of all non-financial charges (covenants, easements, right-of-ways, etc.) registered on the subject property(s) title. Copies of these documents can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If the documents are not submitted, the RDCK will obtain a copy for an additional fee of the cost of the documents.  |
|                        | Application Fee  | An application fee of \$500 as set out in Schedule 'A' of the <i>RDCK Planning Procedures and Fees Bylaw</i> .   |
|                        | Site Disclosure Statement or Site Disclosure Form      | Review <u>Schedule 2</u> of the <i>Environmental Management Act</i> to determine whether a Site Disclosure Statement is required, or if the Site Disclosure Form is sufficient.  |
|                        | Site Plan  | <p>Drawn to scale and shall include the following (if applicable):</p> <ul style="list-style-type: none"> <li>• North arrow and scale</li> <li>• Address, Legal Description and PID</li> <li>• Dimensions and boundaries of property lines, right of way, covenant areas and easements</li> <li>• Location and dimensions of existing and proposed structures and setbacks to parcel lines, right of ways, covenants and easements</li> <li>• Location of existing access roads, driveways, parking spaces, pathways, screening and fencing</li> <li>• Natural and finished grades of site, at buildings and retaining walls</li> <li>• Location of any physical or topographic constraints (ie: watercourses, slopes, hazard areas, etc) on or adjacent to the property</li> <li>• Location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drainage on or adjacent to the property</li> </ul> |
|                        | Proposal Summary                                       | The summary must include the sections and provisions of the bylaw which the variance is being requested for, the variance required and the rationale for hardship. This should include the effects, positive or negative, to surrounding properties.   |
|                        | Design Plans   | <p>Board of variance permit applications associated with a building that will require compliance with BC Building Code should provide the following (if applicable):</p> <ul style="list-style-type: none"> <li>• Elevation drawings</li> <li>• Building sections</li> <li>• Floor plans</li> </ul>  |

\*Additional material or more detailed information may be requested by the Regional District upon review of an application.

**DECLARATION**

I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Owner or Authorized Agent