



BOARD OF VARIANCE PERMIT APPLICATION FORM

**** Applicants are advised to consult with Planning Staff before submitting an application.**
 This application is submitted for the following:

Board of Variance

DESCRIPTION OF PROPERTY

Street Address: _____
Legal Description: Lot ___ Block ___ Section ___ Plan _____ Except _____
Property Size: _____

APPLICANT'S CONTACT INFORMATION - Please print clearly

<input type="checkbox"/> Check if APPLICANT is the sole OWNER, if not complete <i>Owner's Authorization Form</i> - attached			
Name _____			
Address _____	City _____	Province _____	Postal Code _____
Email _____	Tel _____	Cell _____	Fax _____

DESCRIPTION of the proposed variance and why the current bylaw requirements are presenting hardship: (Attach a separate page if necessary)

PROPERTY DETAILS

Current Zoning: _____	Current OCP Designation: _____
Adjacent Land Uses: N _____ S _____ E _____ W _____	
Within 30m of watercourse (stream, lake, wetland, etc?) or top of ravine bank? _____	
Within 15m of the high water mark of Sooke Harbour or Basin? _____	
1 st Proposed Variance: _____	
2 nd Proposed Variance: _____	
3 rd Proposed Variance: _____	
4 th Proposed Variance: _____	

Other enactments of the District of Sooke, the Province of British Columbia and the Government of Canada may apply to development affected by this bylaw. Applicants should satisfy themselves that all regulatory requirements affecting their proposal are met.

FEES

	Application Fee	Fee per Public Meeting	Each Additional Variance
Board of Variance Permit	\$500	\$200	n/a
Preparation of covenant or other legal document required under bylaw	+actual cost plus \$100 per document		
Covenant amendment	\$200 per document		

AUTHORIZATION

WASTE MANAGEMENT ACT: I, the applicant and/or owner, represent and warrant to the District of Sooke, knowing that the District of Sooke relies on this representation and warranty, that the property covered by this application has never, to the best of my knowledge having made due and diligent inquiry, been used for any purpose such that a site profile is required to be submitted under the British Columbia *Waste Management Act* and that the property is not contaminated or polluted in any way that would make it unlawful, unsafe or unsuited for the purpose for which it is to be used, including within the meaning of the British Columbia *Waste Management Act*.

I have read and agree to the above paragraph _____ (initial)

WAIVER AND INDEMNITY: I, the applicant and/or owner, assume all risks incidental to this application and agree to release, save harmless and indemnify the District of Sooke and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to persons or property arising out of or in connection with this application. I agree to conform to all applicable bylaws. I understand that no warranty is implied for the approval of this application and that this waiver and indemnity is binding on me, my heirs, executors and assigns.

I have read and agree to the above paragraph _____ (initial)

The undersigned owner/authorized agent of the owner (**Owner's Authorization Form attached**) makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicant's Signature

Date

Other enactments of the District of Sooke, the Province of British Columbia and the Government of Canada may apply to development affected by this bylaw. Applicants should satisfy themselves that all regulatory requirements affecting their proposal are met.

FREEDOM OF INFORMATION NOTICE: Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of processing this application and for municipal statistics. Enquiries about the collection or use of information on this form may be directed to the Deputy Clerk.

INFORMATION REQUIREMENTS

Required	May be Required by District Staff
<p>A. STATE OF TITLE CERTIFICATE – Dated within 30 days of the application and include copies of all non-financial charges on title (ie. covenants, easements, right-of-ways, etc.).</p> <p>B. SITE PLAN – Three copies drawn to scale (metric), and one reduced 8.5” x 11” Site Plan, showing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Civic address and legal description <input type="checkbox"/> A survey plan confirming the dimensions and setbacks of existing and proposed buildings, structures and utilities <input type="checkbox"/> Lot area and lot coverage <input type="checkbox"/> Dimensions of the property lines, right of ways, easements <input type="checkbox"/> Location of high water mark or top of bank of watercourses and riparian areas (if applicable) or location of SPEA if Riparian Area Assessment has been completed <input type="checkbox"/> Location and grade of steep slopes (> 30%) <input type="checkbox"/> Location of all existing and proposed water lines, gas lines, wells, septic fields, sanitary sewer and storm drain facilities <input type="checkbox"/> Scale bar and north arrow <input type="checkbox"/> Adjacent property uses <p>C. A BRIEF DESCRIPTION of the proposed variance and why the current bylaw requirements are presenting hardship</p>	<ul style="list-style-type: none"> <input type="checkbox"/> That the site plan include location of existing and proposed access, sidewalks, path, curbs, boulevards, edge of pavement and transit stops, location of numbering and dimensions of all vehicle and bicycle parking, manoeuvring aisles, vehicle stops and loading bays. <input type="checkbox"/> Contour plan with existing and proposed contours at 0.5m intervals. <input type="checkbox"/> Archaeology Study <input type="checkbox"/> Ecological Study <input type="checkbox"/> Rainwater management plan <input type="checkbox"/> Riparian Area Assessment Report <input type="checkbox"/> Other reports or assessment necessary to evaluate the Board of Variance Application

Other enactments of the District of Sooke, the Province of British Columbia and the Government of Canada may apply to development affected by this bylaw. Applicants should satisfy themselves that all regulatory requirements affecting their proposal are met.

OWNER'S AUTHORIZATION FORM

All property owners registered on the Certificate of Title must provide written approval to allow the APPLICANT to act on their behalf.

_____, is hereby authorized to act as my agent for the purpose of _____, located at:

Street Address: _____

Legal Description: Lot ___ Block ___ Section ___ Plan _____ Except _____

REGISTERED OWNER 1

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____

REGISTERED OWNER 2

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____

REGISTERED OWNER 3

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____

REGISTERED OWNER 4

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____

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