

CITY OF COURTENAY Planning Division 830 Cliffe Avenue Courtenay, BC, V9N 2J7 Tel: 250-334-4441 Fax: 250-334-4241 Email: planning@courtenay.ca

BOARD OF VARIANCE APPLICATION GUIDELINES

For detailed requirements and process See *Board of Variance Bylaw No. 1697, 1994*

The Board of Variance deals with appeals for minor variances

where compliance with the Zoning Regulation Bylaw No.2500, 2007 would cause undue hardship. The Board also deals with matters regarding additions and structural alterations to non-conforming buildings. The Board cannot deal with matters related to land uses, density limits, or any developments adversely affecting the natural environment or substantially affecting the use and enjoyment of adjacent land.

The Board is made up of volunteer members appointed by City Council. Elected City officials and City staff are not permitted to sit on the Board of Variance.

WHEN A BOARD OF VARIANCE ORDER IS REQUIRED:

A Board of Variance Order may be considered for a minor variance when a person alleges that compliance with a zoning requirement respecting the siting, dimension or size of a building or structure, or a subdivision servicing requirement in an area zoned for agricultural or industrial uses would cause undue hardship.

APPLICATION PROCESS:

Board of Variance Orders are considered by the Board of Variance members. For most applications, the process is as follows:

1. The applicant is encouraged to arrange for a pre-application meeting with the Planning Department to discuss their application

2. After receiving a complete application, the Board of Variance members are notified of the details of the application and a hearing date is set and notice (*within 40 days of receipt of notice to appeal*)

3. Staff will mail or otherwise notify adjacent property owners and occupants of the subject property of the proposed variance (2 weeks) prior to...

4. The board considers the application and may issue, table or refuse the order.

All decisions of the Board of Variance are final.



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Prior to submitting any application, you are advised to discuss the proposal including specific application requirements for your project and required fees with the Planning Department and to check the current zoning and OCP designation of the property.

*Incomplete applications will be returned to the applicant

It is the applicant's responsibility to be familiar and knowledgeable of all requirements, policies and applicable bylaws within the City of Courtenay, and to clearly represent how the application conforms to these requirements, policies and bylaws before the application will be accepted.

The coordinating professional must ensure that the submissions, including all plans are internally consistent. Plans that are not internally consistent will be returned to the coordinating professional with no further review.

Applications that are inactive for a period of 6 months or more may be closed at the discretion of the City.

APPLIC	ANT INFORMATION	DESCRIPTION OF PROPERTY
		_ Civic address:
 City: Phone:	Postal Code:	Legal Description:

If applicant is <u>NOT</u> the owner of property:

	Owner's Name: Own	ner's phone/e-mail:
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Owner's Address:

□ Written Strata Council Approval (if applicable) to be included with application.

DESCRIPTION OF PROPOSED VARIANCES/EXEMPTIONS		
SITE & BUILDING INFORMATION		
Current OCP Designation:	Current Zoning:	

SITE INFORMATION					
Require	d: Proposed:	Req	uired: Proposed:		
Site Coverage:		Landscaped Area:			
Parking Spaces:		Useable Open Space:			
Loading Spaces:		Fence Height:			
	VARIANCE	INFORMATION			
Bylaw & Section	Requirement	Proposed	Difference		
APPLICANT/AGENT AUTHORIZATION Complete <u>ONE</u> of the following:					
1. If the owners is applying perso	nally:				
a. I am the owner of the real pr					
and that I am registered as su	uch in the Land Registry Office ir	n Victoria, BC; and that			
b. I hereby agree to indemnify a	and save harmless the City of Co	urtenay and its employees against	all claims, liabilities, judgments,		
costs and expenses of whatso	pever which may in any way occu	ur against the said City and its emp	loyees in consequence and of		
incidental to, the consideration	on of the application				
Signature of Registered Own	er Date	 !			
company signatories must be			tures of all owners or required are shown on this form.		
2. If an agent is applying on beha	alf of the owner:				
		ho is the registered owner of the re	eal property, legally described as:		
h. I harabu agraa ta indomnifu a	nd keep harmlass the City of Co	urtenay and its employees against	all claims liabilitios judaments		
		r against the said City and its employees			
incidental to, the consideratio		against the sald City and its empl	oyees in consequence and or		
		writing that I am no longer acting o	on behalf of the undersigned		
		with me with respect to all matters	•		
application;	,	•			
I hereby declare that the fore	going information is true and pr	oper and I make this declaration kr	nowing that it is of the same force		
and effect as if made under o	ath and by virtue of the Canada	Evidence Act.			
Signature of Agent	Date	e			
Signature of Registered Owr	ner Dati	e			

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This checklist outlines the mandatory requirements for a complete submission. Please ensure you have included all required documentation and drawings. Please note that further submission materials may be required during application processing.

REQUIRED SUBMISSIONS					
		ompleted Application signed by the registered owners, or written authority for an agent to act on behalf of ne owner and written Strata Council approval (if applicable)			
	Certificate of Title * dated no more than 5 business days prior to the date of the application * Copy of Certificate of Title shall also include copies of any easements and covenants (this information is available from the Land Title Office).				
	Application Fee				
	BC Land Surveyors sketch plan in metric				
	Wri	ten summary, including description of proposed development and reasons/rationale for the proposal.			
	Elec	tronic submissions of all drawings to be provided with all applications (must be in PDF format)			
		ARCHITECTURAL SUBMISSIONS			
		Location Map			
		Site plan, including any existing buildings on the property in relation to legal property boundaries			
		Elevations, sections, floor plans (and roof plans where requested)			
		North arrow and drawing scales			
		Dimensions, in metric or metric conversions, for all elevations and site plans			
		eodetic elevation			
		Comprehensive building site layout			
		Exterior building materials and colours			
		Zoning bylaw compliance			
		Parking lot layout in accordance with City standards, including bicycle parking			
		Waste and recycling storage and pickup areas, for commercial, institutional, industrial and multi- residential			
		Vehicle/pedestrian circulation and turning radius for delivery and emergency vehicles including waste and recycling pick up services			
		Road widening			
		Fire hydrant locations			
		Open space			
		All watercourses and riparian areas, trees to be retained and any other sensitive environmental features including required setback areas			
		For applications within a Tree Management and Protection area, location of all existing trees greater than 20cm DBH shall also be included			