

ELECTORAL AREA A BOARD OF VARIANCE APPLICATION FORM

Please **PRINT** clearly in all sections of this form (except where a signature is required).

Applicant Information

Name: _____
 Mailing Address: _____
 Phone: _____ Email: _____

Registered Owner(s) Information

Full Legal Name: _____
 Full Legal Name: _____
 Mailing Address(es): _____
 Phone: _____ Email: _____

Property and Variance Information

Zoning: _____
 Legal Description: _____
 Project/Civic Address: _____
 Description of proposed construction project: _____

Detail the variance(s) to Electoral Area A Zoning Bylaw (Greater Vancouver Regional District Electoral Area A Zoning Bylaw No. 1144, 2011, as amended) you are requesting and the applicable section of the Bylaw to be varied below. Bylaws are available online at: <http://www.metrovancouver.org/boards/bylaws/Pages/default.aspx>

Variance Requested:	Zoning Bylaw Section:
<i>Example: principal building front lot line setback from required 7.5 metres to 6.2 metres</i>	<i>Section 310.3</i>

Undue Hardship

Please detail the undue hardship that is the reason for the application. Be specific. Attach a separate sheet to the application if there is not enough space.

Required Documents and Fee

ALL of the following MUST be included with your application.

<input type="checkbox"/>	SIGNED AND SEALED LEGAL SURVEY <i>A legal survey from a certified British Columbia Land Surveyor is required to confirm proposed dimensions and distances. The legal survey needs to include all existing and proposed improvements on the subject property and show distances from outer corners, decks and external walls to adjacent property lines, easements and watercourses.</i>
<input type="checkbox"/>	BUILDING ELEVATIONS (if applicable – only for height variances)
<input type="checkbox"/>	\$300 APPLICATION FEE (see attached for payment options)

Agent Designation (if applicable)

If you are not the Registered Owner of the property that requires Board of Variance approval, a letter signed by the Owner is required prior to the Board of Variance meeting allowing you to act as a representative on his/her behalf. Neither Board members nor Metro Vancouver staff are responsible for the completeness or accuracy of this Application. Please provide all necessary information so that the Board and staff can properly consider your request.

I hereby designate _____ to act as my agent in matters related to this application.

Registered Owner's Name: _____ Owner's Signature: _____

Registered Owner's Name: _____ Owner's Signature: _____

Signatures

I certify that the attached submission is complete and accurate, and includes all of the above items.

Registered Owner's Name: _____ Owner's Signature: _____ Date: _____

Registered Owner's Name: _____ Owner's Signature: _____ Date: _____

Applicant's Name: _____ Applicant's Signature: _____ Date: _____

The Board of Variance operates pursuant to regulations established by Division 15 of the *Local Government Act* and by *GVRD Electoral Area A Board of Variance Bylaw, 857, 1997*, as amended. Personal information you provide is directly related to and necessary for processing your application. Its collection is authorized under Section 26 of the *Freedom of Information and Protection of Privacy Act*. Some/all may be included/redacted for posting to the Metro Vancouver website, and in the meeting agenda which is available to the public. If you have questions regarding an application, please contact Tom Pearce at 604.432.6383 or Tom.Pearce@metrovancover.org.

Payment Options

- 1. Payable by Cheque**
Cheque is payable to "MVRD" accompanied by completed application form.
- 2. Payable by Credit Card**
Complete the following credit card payment information, including signature, and submit with a completed application. Signature below must be the Cardholder.

Credit Card Type:	Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>
Cardholder's Name <i>(as it appears on card):</i>	_____	
Credit Card Number:	_____	
Expiry Date:	_____/_____ MM/DD	
Contact Name:	_____	
Phone #:	_____	
Cardholder's Signature:	_____	

By signing this page, the Cardholder authorizes Metro Vancouver to process an application fee in the amount of \$300 using the credit card information provided above. Payment will be processed once staff have confirmed that the application is complete.

This Section for Office Use Only – to be completed by Metro Vancouver staff

Details of variance(s) requested and applicable Bylaw section: _____
Decision of the Board of Variance: _____
Chairperson: _____ Member: _____
Member: _____