



PLANNING DEPARTMENT
Board of Variance Application

DEVELOPMENT AND ENGINEERING SERVICES DIVISION
7030 Trans-Canada Highway, Duncan BC V9L 6A1
T 250.746.3104 | F 250.746.3154 | planning@northcowichan.ca

Contact Information	
Name of Applicant (Contact Person): <i>**If the applicant is not the registered owner an Agent Authorization form is required.</i>	Please Print
Company Name (If Applicable):	
Phone:	Cell:
Fax:	Email:
Mailing Address:	
Please indicate preferred method of correspondence: Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/>	

Property / Site Address	
Civic Address of Property:	
Legal Description of Property: <i>**Must match title</i>	
Proposed Variance Requested:	
Purpose of Proposed Variance:	
Is this variance required to legalize a building or structure that has already been constructed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was a valid Building Permit issued prior to construction? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, Building Permit No.:</i> _____	
<i>Please note: In order for a variance to remain valid, a Building Permit must be issued within six months of the appeal date. This time limit may be increased or decreased at the Board's discretion. A relaxation granted by the Board applies only to the Municipal bylaw specified.</i>	

Required Items

- \$250.00 application fee** (Payment by cash, debit or cheque payable to **District of North Cowichan**)
- Completed **Board of Variance Application** (BOV) form dated and signed below.
- One copy of the current state ****Certificate of Title** for the subject property and a copy of all relevant covenants registered on the title dated within 30 days of application.
- Two copies of a sealed, legal **Site Survey from a Certified British Columbia Land Surveyor (BCLS)** is required to confirm proposed dimensions and distances for all height and/or setback variances. The site survey must include all existing and proposed enhancements on the subject property and must indicate distances from outer corners and external walls to adjacent property lines as well as to the adjacent buildings or structures.
- Letter of Rationale** outlining the rationale of the proposed variance and how the current Zoning Bylaw regulations cause an "undue hardship" to the subject property.

Additional Items (if applicable)

- Completed ****Agent Authorization** form from all registered property owner(s) if an agent is acting on behalf of the owner(s)
 - Building Elevation Plan
 - Qualified Engineer's Report
- Please note: a discussion with staff in the Planning Department is required to determine additional application requirements.*

Signature for Board of Variance Application:

I / we hereby declare that all of the above statements and the information and materials submitted in support of this application are, to the best of my knowledge, true and correct in all aspects.

Applicant Signature

Print Name

Date