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## DESCRIPTION OF SUBJECT PROPERTY – A property title issued within the last 30 days is required.

Civic Address:

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Legal Description (include Parcel Identifier Number):

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**Note:** If there is more than one property related to this application, a list of the additional properties including all details above and current property titles (issued within the last 30 days) are also required.

## PROPOSED VARIANCE(S) REQUESTED – Please complete as per the example below:

| Zoning Bylaw Section & Requirement                     | Permitted         | Proposed           | Difference        |
|--------------------------------------------------------|-------------------|--------------------|-------------------|
| <i>Example: Section 56 (6) (a) – Side Yard Setback</i> | <i>3.0 metres</i> | <i>2.75 metres</i> | <i>.25 metres</i> |
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## NATURE OF HARDSHIP – Please provide the reason for your Appeal.

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Is this variance required to legalize a building or structure that has already been constructed? **Yes** \_\_\_\_ **No** \_\_\_\_

Was a valid Building Permit issued prior to construction? **Yes** \_\_\_\_ **No** \_\_\_\_

If **Yes**, please provide the Building Permit No: \_\_\_\_\_

**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.



## APPLICANT/OWNER INFORMATION

If you are an agent applying on behalf of the property owner, fill out the applicant and property owner sections. If you are the property owner and the applicant, only fill out the applicant section. The property owner must match the current Title.

Name of Applicant(s) or Agent: \_\_\_\_\_  
 Company Name (if applicable): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Numbers: Main: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_  
 Company Name (if applicable): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Numbers: Main: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

## AUTHORIZATION

**Please read the following authorization information fully, and complete to signify your authorization.**

I/We declare that all of the statements and information contained in the material submitted in support of this application are, to the best of my/our knowledge, true and correct in all respects. Where the applicant is **not the REGISTERED OWNER**, the application **must be signed by the REGISTERED OWNER(s)** acknowledging this application and the agency of the applicant.

\_\_\_\_\_  
**Applicant/Agent's Signature:**

\_\_\_\_\_  
**Date:**

Do you consent to the release of your personal contact information (address, phone number, and email) for the purposes of processing this application, including public viewing, posting to North Cowichan's website and sign postings?

**YES** \_\_\_\_ **NO** \_\_\_\_

As Registered Owner(s) of the Subject Property or Properties listed above, I/we hereby authorize the Applicant/Agent listed above to act on our behalf regarding this application. I/we acknowledge that North Cowichan will maintain communication only with the Applicant/Agent and I/we understand that any decisions by municipal staff or Council will be based on information provided by the Applicant/Agent. We agree to be bound by all decisions of the Applicant/Agent in this matter. **All owners registered on title must sign below to authorize this application.** If the property is owned by a corporation, a designated person with signing authority for the company must sign the form.

\_\_\_\_\_  
**Owner Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information is collected by North Cowichan under the authority of s.26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing this application. Please direct any questions about this to North Cowichan's Privacy Officer, 250-746-3116, 7030 Trans-Canada Highway, Duncan, BC, V9L 6A1.

## APPLICATION FEES

An application fee as set out in the Fees and Charges Bylaw No. 3874 is required for a complete application. Application fees can be submitted using one of the following payment options:

- Mail a cheque with your Application to the attention of the Planning Department.
- Drop off a cheque in the mail-slot with your Application at the North Cowichan Municipal Hall (to the left off the main entrance door) to the attention of the Planning Department.
- In-Person by cheque at the Municipal Office Planning Department.

**The following payment options are available after your application has been reviewed and opened:**

- In-Person by debit or cash with your application number and/or Fee Slip provided at the Municipal Office Planning Department.
  - Online Banking – Please use "North Cowichan – A/R" as the payee, using the application number you will be provided as your account to identify what you are paying. You will have to set up a new payee for each individual folder. For each payment, we request that you email a copy of your Fee Slip to [finance@northcowichan.ca](mailto:finance@northcowichan.ca) when payment has been made and copy the email to [planning@northcowichan.ca](mailto:planning@northcowichan.ca). In some cases, Applicants may need to contact their financial institution for vendor account formatting.
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## APPLICATION SUBMISSION CHECKLIST

As every property and development proposal is unique, and application requirements can vary, please contact Planning Staff by phone: 250-746-3119 or by email: [planning@northcowichan.ca](mailto:planning@northcowichan.ca) to discuss your project and application requirements prior to submitting an application. Planning Staff are here to guide you through the process and to advise if a Pre-Application Meeting is necessary prior to your submission. Incomplete applications will not be accepted.

### ✓ Required Application Documents for Submission

The following checklist outlines the requirements for a complete application submission. Please ensure you have included all the required documentation to avoid any delays with the processing of your application. Please note that further submission materials may be required during the application process.

| Required Documents:                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Completed Board of Variance Application                                                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> Payment of Application Fees                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> A Corporate Summary if Owner/Applicant is a Company, Business, Organization, etc.                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> Property Title or Statement of Certificate (issued within last 30 days)                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> Copies of all Rights of Ways, Easements, Covenants on Property Title                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> Letter of Rationale for Variance                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> Site Plan prepared by BC Land Surveyor including: <ul style="list-style-type: none"> <li>• North Arrow and Scale</li> <li>• Location of existing and proposed driveways, pathways and patios.</li> <li>• Location and dimensions of proposed buildings and setbacks to existing lot lines, right-of-ways, easements and covenants.</li> </ul> |

### ✓ Additional Application Documents for Submission

The following checklist will be used by Planning Staff at a Pre-Application Meeting and/or throughout the application process to indicate which additional information is required for a complete application and to support your proposal.

| Site Plan prepared by BC Land Surveyor including:                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location of all water features, including streams, wetlands, ponds, ditches, ocean, lakes on or adjacent to the subject property.<br><input type="checkbox"/> Required <input type="checkbox"/> Submitted <input type="checkbox"/> Not Required |
| Location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drains.<br><input type="checkbox"/> Required <input type="checkbox"/> Submitted <input type="checkbox"/> Not Required                         |
| Storm Water management and infrastructure and impermeable surfaces.<br><input type="checkbox"/> Required <input type="checkbox"/> Submitted <input type="checkbox"/> Not Required                                                               |
| Above ground services, equipment and exterior lighting details.<br><input type="checkbox"/> Required <input type="checkbox"/> Submitted <input type="checkbox"/> Not Required                                                                   |

**Site Plan prepared by BC Land Surveyor including (continued):**

Existing natural grade and finished grades of site including contour lines (including building and retaining walls).

☐ **Required**   ☐ **Submitted**   ☐ **Not Required**

Location, dimensions of all vehicle and bicycle parking, disability parking, vehicle stops and loading.

☐ **Required**   ☐ **Submitted**   ☐ **Not Required****Building Elevations including:**

All four elevations (Front, Rear, 2 Sides)

☐ **Required**   ☐ **Submitted**   ☐ **Not Required**

Height Measurements (height survey may be required)

☐ **Required**   ☐ **Submitted**   ☐ **Not Required**

Cross Sections

☐ **Required**   ☐ **Submitted**   ☐ **Not Required**

Exterior Finishes and Materials

☐ **Required**   ☐ **Submitted**   ☐ **Not Required****Floor Plans including:**

Layout of each Floor

☐ **Required**   ☐ **Submitted**   ☐ **Not Required**

Number of Units

☐ **Required**   ☐ **Submitted**   ☐ **Not Required****Landscaping Plan Overlay prepared by a qualified Landscape Architect including:**

Outline of existing accessory and proposed Buildings and Structures

☐ **Required**   ☐ **Submitted**   ☐ **Not Required**

Parking Layout and Surface Material

☐ **Required**   ☐ **Submitted**   ☐ **Not Required**

List of Soft Landscaping (trees, shrubs, hedges, planting beds, vines, lawn, etc.)

☐ **Required**   ☐ **Submitted**   ☐ **Not Required**

List of Hard Landscaping (pre-cast pavers, brick, concrete, etc.)

☐ **Required**   ☐ **Submitted**   ☐ **Not Required**

List of Landscaping Structures (trellises, arbours, lighting, etc.)

☐ **Required**   ☐ **Submitted**   ☐ **Not Required**

Landscape Cost Estimate

☐ **Required**   ☐ **Submitted**   ☐ **Not Required**

| Reports & Plans prepared by a qualified Professional (P.Eng, QEP, BCLSA, etc.): |                                    |                                       |
|---------------------------------------------------------------------------------|------------------------------------|---------------------------------------|
| Site Servicing Plans Overlay                                                    |                                    |                                       |
| <input type="checkbox"/> Required                                               | <input type="checkbox"/> Submitted | <input type="checkbox"/> Not Required |
| Geotechnical Report                                                             |                                    |                                       |
| <input type="checkbox"/> Required                                               | <input type="checkbox"/> Submitted | <input type="checkbox"/> Not Required |
| Archaeological Assessment                                                       |                                    |                                       |
| <input type="checkbox"/> Required                                               | <input type="checkbox"/> Submitted | <input type="checkbox"/> Not Required |
| Environmental Assessment                                                        |                                    |                                       |
| <input type="checkbox"/> Required                                               | <input type="checkbox"/> Submitted | <input type="checkbox"/> Not Required |
| Riparian Area Assessment                                                        |                                    |                                       |
| <input type="checkbox"/> Required                                               | <input type="checkbox"/> Submitted | <input type="checkbox"/> Not Required |
| Traffic Impact Assessment                                                       |                                    |                                       |
| <input type="checkbox"/> Required                                               | <input type="checkbox"/> Submitted | <input type="checkbox"/> Not Required |
| Storm Water Management Plan Overlay                                             |                                    |                                       |
| <input type="checkbox"/> Required                                               | <input type="checkbox"/> Submitted | <input type="checkbox"/> Not Required |
| Parcel and Impervious Site Coverage Plan Overlay                                |                                    |                                       |
| <input type="checkbox"/> Required                                               | <input type="checkbox"/> Submitted | <input type="checkbox"/> Not Required |
| Erosion and Sediment Control Plan Overlay                                       |                                    |                                       |
| <input type="checkbox"/> Required                                               | <input type="checkbox"/> Submitted | <input type="checkbox"/> Not Required |

| Additional Supporting Documents: |  |  |
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