

Description of Property:

Civic Address _____ **PID** _____

Legal Lot _____ Block _____ Section _____ Range _____ Plan _____

Contacts:

Please print clearly

Applicant

Name	Company		
Address		City	
Email			Postal Code
Phone	Cell		

The undersigned owner/authorized agent of the owner 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 (required)	Date
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Owner

If the applicant is NOT the owner, complete this section.

Name	Company		
Address		City	
Email			Postal Code
Phone	Cell		

I hereby consent to the application contained herein.

Owner's Signature (if applicant is not registered owner)	Date
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Office Use Only

Date	BOV No.
Received By	Folio No.
Receipt No.	Fees \$

Property Details

Current Zoning _____ Property Size (m²) _____

Existing Use _____

Describe Proposal _____

Requested Variances

Bylaw Section & Requirement	Permitted	Proposed	Difference
<i>Example</i> Zoning Bylaw Section 35.9(a)(ii) Side Setback	3.0 metres	2.2 metres	0.8 metres

(attach additional information to clarify)

Personal Information Collection Notice:

The personal information collected on this form will be used for this Board of Variance application.

Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Head of Freedom of Information Officer, 1229 Esquimalt Road, Esquimalt, BC V9A 3P1, 250-414-7135.

Consent to Release of Personal Information

If you consent to the release of your personal information collected on this form, please tick this box:

You are under no obligation to this release. It is entirely voluntary. Even if you do not consent to the release, some or all of this personal information may still be accessible by others under the Freedom of Information and Protection of Privacy Act, depending on the circumstances.

Application Procedure

1. Complete application and ensure that required attachments are included (explanatory letter, metric site plan, land surveyors certificate etc). Submit to the Development Services Department, Municipal Hall.
2. An explanatory letter to the Board of Variance should detail the reasons for the requested minor variance and the particular hardship that conformance to the Bylaw would cause.
3. Attach a copy of the rejected Building Permit Application if applicable.
4. The site plan must be to scale and if the variance is an encroachment into the setbacks, the site plan must be certified by a B.C. Land Surveyor.
5. The specified fee must accompany the application.
6. The Board of Variance meets as required. Expect four weeks from time of submission of the application before a meeting date.