



Board of Variance Application Checklist

NOTE: The following checklist outlines the requirements for a complete submission for all applications. Please ensure you have included all “Must Have Items” to avoid any delays with the processing of your application. Please note that further submission materials listed in the “Staff May Also Request” section may be required during the application process. Incomplete applications will not be accepted.

Must Have Items:

- Applicable Drawings & Plans**
Include relevant photos, drawings, and plans of the site or building(s) under review. Digital photos are preferred.
- Complete Application Form**
The ‘Board of Variance Application Form’ must be fully completed and signed by all property owners.
- Letter of Rationale**
Please provide a letter outlining the rationale of the appeal and, if applicable, how the current regulations cause an “undue hardship” to the proposed development of the land.
- State of Title**
A current State of Title (dated within the last 30 days) including any associated charges (e.g. covenants).

Staff May Also Request:

- BC Company Search**
If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.
- Building Elevations**
Provide elevations of all four sides. Include natural and finished grades, and building height(s).
- Copy of Land Use Contract (LUC)**
Please provide a copy of the LUC registered on title, and any amendments to the LUC.
- Reports & Plans Prepared by a Qualified Professional**
Including but not limited to: Engineer, Qualified Environmental Professional, or Landscape Architect, etc.
- Site Plan Prepared By BC Land Surveyor**
The plan should include:
 - North Arrow and Scale
 - Location and dimensions of all lot lines
 - Location of all existing and proposed buildings and structures
 - Location of all watercourses including creeks, streams, rivers, and ditches
 - Location and dimensions of proposed buildings and setbacks to existing lot lines, right-of-ways, easements, and covenants
 - Where applicable, topographic information (to confirm height)