

BOARD OF VARIANCE APPLICATION

OFFICE USE ONLY

Application Fee: _____
Receipt No: _____
File No.: _____

Application Fee: \$650.00

Bowen Island Municipality
981 Artisan Lane
Bowen Island BC V0N 1G0
Tel. 604-947-4255
Fax. 604-947-0193
Email: bim@bimbc.ca

PROPERTY OWNER (PLEASE PRINT)

(Please list all owners as indicated on Certificate of Title)

Property Owner(s) _____
Address _____ City _____
Postal Code _____ Phone _____ Fax _____ Other _____

APPLICANT (IF DIFFERENT FROM OWNER)

Applicant(s) _____
Address _____ City _____
Postal Code _____ Phone _____ Fax _____ Other _____

DESCRIPTION OF PROPERTY (AS INDICATED ON CERTIFICATE OF TITLE)

Lot/Parcel _____ Plan _____ Block _____ District Lot/Section _____
Range _____ Other Description _____
Street Address or General Location _____
Jurisdiction and Folio Number _____ (From Property Assessment/Tax Notice)
Parcel Identifier (PID) _____ - _____ - _____ (From Certificate of Title)

- (1) Describe the current uses of the land and buildings on the property. Submit two copies of a detailed site plan that shows all the natural and developed features of the property, and the distances between these features and the lot lines.

- (2) Describe the proposed uses of the land and buildings, and show on your site plans the location of any proposed buildings or structures, showing accurate dimensions of their size and the distances between the proposed development and existing features, including lot lines. If required, submit an elevation plan showing side views of the proposal.

- 3) Describe the proposed variances to the bylaw requirements that are needed for the proposed development of the property. On your site plan, show the existing bylaw requirement and your proposed variance with accurate dimensions.

- 4) Describe the reasons for the proposed variance and why the current bylaw requirements cannot be met in the proposed development.

- 5) Describe how the property and the surrounding lands will be affected by the proposed variance, and show any of the affected features on your site plan

CERTIFICATION

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF APPLICANT

DATE

AUTHORIZATION

REQUIRED IF THE APPLICANT IS NOT THE REGISTERED OWNER (PLEASE LIST ALL OWNERS INDICATED ON CERTIFICATE OF TITLE. STRATA TITLED DEVELOPMENTS REQUIRE A WRITTEN ENDORSEMENT FROM STRATA COUNCILS)
I HEREBY CONSENT TO THE APPLICATION CONTAINED HEREIN

SIGNATURE OF OWNER

SIGNATURE OF OWNER

SIGNATURE OF OWNER

SIGNATURE OF OWNER

DATE

Freedom of Information and Protection of Privacy

Personal information contained on this form is collected under the *Municipal Act* for the purpose of responding to this application, or for purposes directly connected with this application. Information on your application form is available to the public upon request under freedom of information legislation. Please contact the Chief Administrative Officer, Bowen Island Municipality, 981 Artisan Lane, Bowen Island, B.C. V0N 1G0, if you have any questions regarding the collection of personal information on this form.

APPLICATION CHECKLIST BOARD OF VARIANCE (BOV)

Please ensure that all of the information below is included in your application. Should you have any questions regarding submission requirements, please contact the Planning Department. **Staff will not begin processing your application until all required information has been provided.**

Land Title

- recent **certificate of title** (within 90 days of receipt of application) for the subject property
- all **covenants, building schemes or easements** registered on title

Application Form

- completed application form
- written authorization of **all** owners on certificate of title

Site Plan (2 copies) showing:

- all uses**, existing and proposed, on the property, including buildings and structures
- existing bylaw requirements** and proposed variance with accurate dimensions
- dimensions and floor areas** of existing and proposed buildings and structures
- height** of existing and proposed buildings, additions, structures
- setbacks** for all existing and proposed buildings to property lines, natural boundary of sea, lakes, wetlands and watercourses
- setback** of existing or proposed septic field to natural boundary of the sea, lakes and watercourses (where applicable)
- location and dimension** of parking areas including stalls, aisle widths, entrances and exits
- location** of all wells, drainage areas, ponds and topographic features
- locations and dimensions** of all legal easements, covenant areas and utility corridors
- north arrow, street names**

Elevation Plan (2 copies)

- elevation plan** of proposed buildings and structures requiring variance

Information from Strata Council/Neighbours

- copy of resolution** of strata council when proposal reviewed (if applicable)
- copy of letters** received from neighbours about proposed variance