



Every project is different and includes different land-use/building considerations, please contact us to discuss your project.

OFFICE USE ONLY - Application Number: _____

Applicant Information

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Comments or contact instructions: _____

Property Owner Information (if different from above)

Full Name	Address and Postal Code	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Property Information

Address: _____

Legal Description: _____

Property Identification Number (PID): _____

Zoning Designation: _____

Land Use Designation: _____

Development Permit Area: _____

Lot Size (m²/ha/acre): _____

Project Information (attach multiple pages if required)

Describe current building use: _____

Describe proposed development and use: _____

Bylaw name, number and section to be varied: _____

Describe requested variance from bylaw and reason variance is required: _____



Development Variance Application

Building Permit Application

Building Permit Application Submission Date: _____

Submitting your Building Permit Application at the same time as this application is strongly encouraged.

Application Acknowledgment

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred to City Hall at 250-992-2111.

Should there be any change in ownership or legal description of the property, I undertake to notify the Planning and Development Services Department immediately to avoid any unnecessary delay in processing the application.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, and supporting plans, relevant property title charges, documents and/or drawings as required.

_____	_____	_____
Applicant or Authorized Representative Name (Print)	Signature	Date

Authorization of Applicant

By signing this application I authorize the above applicant to apply for this permit, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner regarding this application.

_____	_____	_____
Owner's Name (Print)	Owner's Signature	Date

Note: A Letter of Permission stating the above is also accepted.

Need help completing this application? Contact us!



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This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling in the box under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

Forms and Fees

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Application Form	1	A Development Variance application form must be completed and signed at time of submission.		<input type="checkbox"/>	
Application Fee	1	A non-refundable application fee, based upon the current effective Fee Schedule.		<input type="checkbox"/>	
Current title search	1	Documentation of current ownership, including relevant property title charges (i.e. covenant), if applicable.	The title search must have been completed within 30 days of submission.	<input type="checkbox"/>	

Drawings Required

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Site Plan	2	Showing the proposed development in context of buildings and property lines.	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Floor Plan	2	Including existing and proposed building floor areas.	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Elevations	2	Detailed elevations showing height and dimensions.	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Signage Plan	2	Signage locations and dimensions of sign areas.	Max size: 11"x17" PDF file	<input type="checkbox"/>	

Additional Documents - ONLY if the City deems necessary

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Site Profile Plan	1	Site profiles are a screening tool used to identify potentially contaminated sites.	Contact the City for more information.	<input type="checkbox"/>	
Photographs	1		Contact the City for more information.	<input type="checkbox"/>	