

Board of Variance Application

Town of Sidney
Development Services Department
2440 Sidney Ave Sidney, BC V8L 1Y7

email: developmentsservices@sidney.ca **tel:** 250-656-1725 **fax:** 250-655-4508
website: www.sidney.ca

Description of Property

Civic Address _____ **PID** _____

Legal Lot _____ Block _____ Section _____ Range _____ Plan _____

Contacts

Please print clearly.

Property Owner

Name		Company	
Address		City & Province	
Email		Postal Code	
Phone	Cell	Fax	

Contractor/ Applicant

If the applicant is NOT the owner, complete "Owner's Authorization" form.

Name			
Company		Municipality & Business Licence #	
Address		City & Province	Postal Code
Phone	Cell	Fax	
Email			

Development Details

Building Use _____ **Current Zoning** _____ **Property Size (m² or ha)** _____

Describe Proposal

Requested Variances

Site access required for Board members.

Please mark out setback variances on site.

Bylaw Number, Section and Requirement	Permitted	Proposed	Difference
<i>Example</i> Zoning Bylaw 2015, Section 5.2.2, Rear Yard Setback	5.5m	5.35m	0.15m

Hardship and Justification

(attach additional pages if necessary)

Information Required for Submission

Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.

Required	Provided	Documents and Data
		Copy of Certificate of Title Current copy, including relevant covenants, rights-of-way and easements
		Brief Rationale for Proposal Describe the hardship and justification for the variance(s)
		BCLS Survey
		Site Data Summary (see right) Civic and legal address Site area and coverage Floor area and floor space ratio Setbacks Building height Requested variance(s)
		Owner/Strata Approval Letter or strata council minutes

Required	Provided	Plans	Details
2		sets of full-size plans	
2		sets of 11x17" plans	
		Site Plan min. scale of 1:100	North arrow and scale
			Dimensions of property lines, rights-of-ways and easements
			Dimensions & setbacks of all buildings & structures, between buildings & to property lines
			Location of access, driveways, sidewalks & boulevards
			Locate high water mark, top of bank, watercourses & riparian area on or within 30 m of property
			Locate all services & septic fields
			Identify requested variances
		Floor Plans	Building Dimensions
		Elevations	Natural & finished grades, roof & building height elevations

This information is collected for the administrative and operational functions of the Town of Sidney under section 26 of the Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used and maintained for the purpose it was collected and in accordance with FIPPA. Questions regarding the collection of personal information may be referred to the Administration Department at 250-656-1139 or at admin@sidney.ca.

Signature of Owner
(or applicant with Owner's Authorization form)

Date

Office Use Only

Submitted Information		Received Stamp	Received By
	Required Documents		Archaeology
	Required Plans		Application Fee
			\$