

BOARD OF VARIANCE APPLICATION FORM



Village of Kaslo

APPLICANT INFORMATION:

NAME: _____

FULL MAILING ADDRESS: _____

HOME PHONE: _____

WORK/CELL PHONE: _____

CONTACT PERSON (if applicable): _____

OWNER INFORMATION (if different then Applicant Information):

NAME: _____

FULL MAILING ADDRESS: _____

HOME PHONE: _____

WORK/CELL PHONE: _____

CONTACT PERSON (if applicable): _____

Legal Description of Property: _____

Street Address of Property: _____

Existing Zone Designation: _____

Summary of Requested Variance: _____

I have attached the following to this application form:

- Application Fee (see fee table in Bylaw No. 1166)
- RDCK Building Permit Application (If applicable).
- Plans and specifications of the proposed development as required by the Village of Kaslo's Board of Variance Bylaw No.1166.

Should there be any change in ownership or legal description of the property, I undertake to notify the Village of Kaslo 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 BY THE CHIEF ADMINISTRATIVE OFFICER OR DEPUTY CLERK.

Signature of Applicant

Date

OFFICE USE ONLY

Staff checklist for complete applications:

- Completed application form which includes authorizing signatures of the owner and/or agent.
Title search for the subject property dated no more than 10 days prior to the date of application. *Where the property is owned by a company, a Corporate Search which shows the company's principals must be included. Where a company name is not registered the application must be made in an individual's name.*
- A Surveyor's Certificate prepared by BCLS Surveyor will be required where the requested variance is for **existing development** on the subject property.
- A Site plan which contains the following minimum information about the subject property:
 - Location map, including neighbouring land uses;
 - Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - Significant physical features and topographic information, all existing watercourses and wetlands, and all Sensitive Ecosystem Information;
 - North arrow and drawing scale;
 - Geodetic elevation;
 - Roads and access.

Application is:

Complete

Incomplete

Certified as Complete
and Accepted By:

Staff Person

Date: