



Regional District of Okanagan-Similkameen

101 Martin Street, Penticton, BC, V2A-5J9

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OFFICE USE ONLY	
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Development Variance Permit Application

It is recommended that applicants consult Development Services staff prior to submitting an application. This application will not be accepted unless it is complete and the required fee and plans are attached.

APPLICANT:		OWNER(S):	
Name:		Name:	
Address:		Address:	
City/Town:		City/Town:	
Province:	Postal Code:	Province:	Postal Code:
Phone:		Phone:	
Email:		Email:	

AGENT AUTHORIZATION:	
As owner(s) of the land described in this application, I/we hereby authorize _____ to act as applicant in regard to this land development application.	
Signature of Owner:	Date:
Signature of Owner:	Date:

NOTICE OF COLLECTION OF PERSONAL INFORMATION:
The personal information you provide on this form is being collected under the authority of Section 895 of the <i>Local Government Act</i> and Section 32 of the <i>Freedom of Information and Protection of Privacy Act</i> . This information will be used to determine eligibility for a development variance permit and for enforcement of applicable laws. This information may be circulated to persons or authorities as necessary for the review process. Your personal information is protected by the privacy provisions of the <i>Freedom of Information and Protection of Privacy Act</i> . If you have any questions about the collection of this information please contact the Freedom of Information Officer at the Regional District Okanagan-Similkameen for information.

PROPERTY DESCRIPTION:

Civic address:

Legal Description (e.g. Lot, Plan No. and District Lot):

Current land use:

Surrounding land uses:

REQUESTED VARIANCE(S):

List all requested variances to the regulations in bylaws of the Regional District. Each variance should be marked on the applicable drawings. A variance cannot be considered where use or density would be affected.

Zoning Bylaw:

Section No.:

Current regulation:

Proposed variance:

Section No.:

Current regulation:

Proposed variance:

DEVELOPMENT INFORMATION:

Please provide a general description of the proposed development:
(e.g. "to allow for an addition over an existing garage")

SUPPORTING RATIONALE:

When considering a variance request, Regional District staff will *generally* assess the proposal against the following criteria:

- *is the proposed variance consistent with the general purpose and intent of the zone?*
- *is the proposed variance addressing a physical or legal constraint associated with the site (e.g., unusual parcel shape, topographical feature, statutory right-of-way, etc.)?*
- *is strict compliance with the zoning regulation unreasonable or un-necessary?*
- *will the proposed variance unduly impact the character of the streetscape or surrounding neighbourhood?*

A request to change a zoning regulation should only be considered as a last resort to a design challenge. Please explain how the requested variance(s) meet the assessment criteria listed above:

REQUIRED DOCUMENTATION:

All plans and drawings referred to in this section should be submitted as (1) full scale printed version and one (1) electronic, colour version. Additional information may be requested by the RDOS upon reviewing the application

- Certificate of Title** – to provide proof of ownership, copies of titles should be dated no more than 30 days prior to the date of application. Copies of titles are available from the Land Titles Office, or through a Government Agent’s Office, a notary, lawyer or search company.
- Covenants** – where applicable, copies of any restrictive covenants, registered easements or rights-of-ways that apply to the subject property.
- Location Map** – showing the area in which the subject property is situated.
- Site Plan** – drawn to scale and showing dimensions, shall include the following (as applicable):
 - North arrow and scale;
 - Dimensions and boundaries of property lines, rights-of-way, and easements;
 - Location and dimensions of existing structures and setbacks (including projections and overhangs) to parcel lines, rights-of-ways, easements;
 - Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
 - Natural & finished grades of site, at buildings & retaining walls (indicate source of grade data)
 - Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc...);
 - Location of all existing water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes; and
 - Existing covenant areas (if applicable).
- Development Plan** - shall be drawn to scale and indicate the following:
 - detailed drawings of the proposed development, including building sections, elevations, finishes, floor plans, landscaping, access roads, driveways, vehicle parking spaces, pathways, and screening and fencing proposed for the site;
 - a project summary sheet outlining density and number of dwelling units, site coverage, heights, setbacks, and other relevant data; and
 - location and width of proposed access(es) to the property, driveways, manoeuvring aisles and parking layout.
- Site Survey** - If the proposed development involves a variance to the siting or building envelope of an existing structure a current sketch plan (in metric), certified by a BC Land Surveyor shall be required. This may be combined with the requirements for a **Site Plan**, where appropriate.
- Ministry of Transportation and Infrastructure (MoTI) Approval** – when it is proposed to construct a new building within 4.5 metres of a publicly dedicated road reserve, proof of approval from MoTI is required.

DECLARATION:

I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

Signature of Owner or Authorized Agent

Date

Print name of Owner or Authorized Agent