



**CITY OF COLWOOD
BOARD OF VARIANCE APPLICATION CHECKLIST**

APPLICATION SUBMISSION	
<input type="checkbox"/> Agent Authorization form completed <i>If applicant different from registered owner</i>	<input type="checkbox"/> Application Fee <i>Fee slip will be provided after application submitted</i>
MINIMUM SUBMISSION REQUIREMENTS	
<input type="checkbox"/> Title Certificate <i>Dated no more than 30 days prior to submission</i>	
<input type="checkbox"/> Copies of ALL charges, covenants, statutory right of ways, and easements owned by the City of Colwood <i>Name documents using the Charge Number (e.g., CA1234567)</i>	
<input type="checkbox"/> Applicant Rationale Table <i>See next section</i>	<input type="checkbox"/> Supporting Documents <i>To illustrate the requested variance(s)</i>
<input type="checkbox"/> Survey Plan by BC Surveyor <i>Required by section 2.b Bylaw 1747 when varying height or setbacks</i>	
DOCUMENT FORMAT AND REVISIONS	
<input type="checkbox"/> All document files named using the following format: Item Name_Civic Address_BOV App	
<input type="checkbox"/> Digital copies of all documents <i>Attached as .pdf to the Development Application or emailed to planning@colwood.ca</i>	
<p>PDFs of any revised plans or documents are required with each set of revisions, including:</p> <input type="checkbox"/> One clean version; no markups <input type="checkbox"/> One marked-up version; numbered revision bubbles identifying all changes made <input type="checkbox"/> One transmittal letter; numerically itemized, outlining all proposed changes, corresponding with the numbered revision bubbles <input type="checkbox"/> No revisions	
<p><i>Additional reports, plans, or documents may be requested by staff during the application process. Please contact planning@colwood.ca for more details regarding the list of application requirements.</i></p>	

APPLICANT RATIONALE TABLE

The Board of Variance:

- cannot issue a variance relating to residential rental tenure.
- can only make decisions on minor variances.
- can only grant a minor variance to resolve an undue hardship.
- will not issue a variance if they opine that it will result in inappropriate development of the site.
- will not issue a variance if they opine that the request will substantially affect the use and enjoyment of adjacent properties.
- will not issue a variance if they opine that the variance will adversely affect the natural environment.
- will not issue a variance if they opine that the request will defeat the intent of the bylaw.

RATIONALE

Does your variance include a request regarding residential rental tenure? Yes No

DESCRIBE THE VARIANCE AND EXPLAIN WHY YOU CONSIDER IT TO BE MINOR

EXPLAIN HOW COMPLIANCE WITH THE BYLAW WILL CAUSE YOU UNDUE HARDSHIP

DETAIL WHY YOUR PROPOSAL IS APPROPRIATE FOR THE PROPERTY

IDENTIFY THE STEPS YOU HAVE TAKEN TO PREVENT DISRUPTION TO NEIGHBOURS

DETAIL HOW YOUR PROPOSAL WILL NOT ADVERSELY IMPACT THE NATURAL ENVIRONMENT

EXPLAIN THE INTENT OF YOUR PROPOSED VARIANCE



DECLARATION

I, the applicant, understand and acknowledge the following statements:

- The Board of Variance fee is non-refundable.
- The Board of Variance cannot reconsider its decision or re-hear an application.
- Applicants are discouraged from submitting the same application after new Board of Variance members have been appointed.
- Applicants are not permitted to make additional applications to the Board of Variance after a variance has been approved as the design of a project evolves.

APPLICANT SIGNATURE

DATE SIGNED