



## Board of Variance Application

### City of Colwood

3300 Wishart Road Colwood, B.C. V9C 1R1  
Phone: 250-478-5999 Fax: 250-478-7516  
Email: [planning@colwood.ca](mailto:planning@colwood.ca)

LEGAL DESCRIPTION:	
House Number: (If assigned)	Road Name:
Zone:	

<b>OWNER</b> Primary contact <input type="checkbox"/>	Name(s):		
Mailing Address:		City/Prov:	Postal Code:
Tel:	Cell:	email:	

<b>AGENT</b> Primary contact <input type="checkbox"/>	Name(s):		
Mailing Address:		City/Prov:	Postal Code:
Tel:	Cell:	email:	

Supporting Documents		
\$500.00 Application Fee		Required
Up-To-Date Survey		Required for Setback or Height Variances
Rational for Application (Attached letter of hardship)		Required
Elevation Plans, Concept Photos, or Massing Drawings		Required
Photographs (in support of application)	Optional	Did you Provide? Yes <input type="checkbox"/> No <input type="checkbox"/>
Floor Plans	Optional	Did you Provide? Yes <input type="checkbox"/> No <input type="checkbox"/>
Other: _____	Optional	Did you Provide? Yes <input type="checkbox"/> No <input type="checkbox"/>

### Owner's Acknowledgement of Responsibility and Undertakings

The undersigned being the owner/agent for the owner of the property herein described hereby makes application for a permit to undertake the work as set forth in this application. I agree to conform to all requirements as may be specified by the City of Colwood's "Board of Variance Bylaw" No. 1747, 2018 and any other applicable Bylaw or Regulation in force in the City of Colwood.

Neither the issuance of the Permit nor the approval of the drawings and specifications submitted as part of this application, by the City of Colwood shall, in any way relieve the applicant from the responsibility of ensuring the work for which this permit is issued, is carried out in conformity with the requirements of the "Board of Variance Bylaw" and any other applicable Bylaws and Regulations, nor prevent the City, or their designate from requiring correction of any errors in violation of the "Board of Variance Bylaw" or other applicable Bylaw or Regulations.

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Personal information collected on this form is collected for the purpose of processing this building permit application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act* (i.e. Section 460) and City Bylaw No. 1747, and pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act*.

Issued: 09/12/2020

Signature of Owner or Authorized Agent:		Date:
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# Application Checklist

<p>Is the requested variance minor?</p> <p><i>Note: The board of variance may only make decisions on minor variances.</i></p> <p><i>Applicants must convince the board that their variance is minor.</i></p>	<p><i>Describe the minor variance and why you consider it to be minor:</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Is the purpose of this variance to address an undue hardship?</p> <p><i>Note: The board may only grant a minor variance if the applicant can demonstrate that the City's Bylaws cause them an undue hardship.</i></p> <p><i>Applicants must convince the board that there is an undue hardship.</i></p>	<p><i>Describe how compliance with the bylaw will cause you an undue hardship:</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Will the variance result in inappropriate development of the site?</p> <p><i>Note: The board can not issue a variance if they are under the opinion that your request will result in inappropriate development of the site.</i></p> <p><i>Applicants must convince the board that the proposed variances achieve appropriate development standards for the site.</i></p>	<p><i>Explain why you think your proposal is appropriate for the property:</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Will the variance adversely affect the natural environment?</p> <p><i>The board can not issue a variance if they are under the opinion that the variance will adversely affect the natural environment.</i></p> <p><i>Applicants are encouraged to speak with staff before making an application to determine if the City has flagged their property as environmentally sensitive.</i></p>	<p><i>Explain why you think your proposal will not adversely impact the environment:</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p>Will the variance substantially affect the use and enjoyment of adjacent land?</p> <p><i>Note: The board can not issue a variance if they are under the opinion that your request will substantially affect the use and enjoyment of adjacent properties.</i></p> <p><i>You are encouraged to speak with your neighbours and provide a summary of your efforts when making a formal application.</i></p>	<p><i>Identify the steps you have taken to prevent disruption to neighbours:</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Will the variance vary permitted uses and densities under the applicable bylaw?</p> <p><i>Note: The board can not issue a variance if they are under the opinion that your request will vary permitted uses and densities.</i></p> <p><i>You are encouraged to speak with staff before making an application.</i></p>	<p><i>Have you confirmed with City staff that your variance request will not vary permitted uses or densities?</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Will the variance defeat the intent of the bylaw?</p> <p><i>Note: The board can not issue a variance if they are under the opinion that your request will defeat the intent of the bylaw. The board may ask staff to describe the intent of the bylaw.</i></p> <p><i>Applicants are also encouraged to speak with staff before making an application.</i></p>	<p><i>Explain the intent of your proposed variance:</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Will the variance vary the application of an applicable bylaw in relation to residential rental tenure?</p> <p><i>Note: Only applicable if the City's Bylaws include a rental restriction on the property.</i></p>	<p><i>Does your variance include a request regarding residential rental tenure?</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>