



The Corporation of the District of Saanich

770 Vernon Avenue, Victoria, BC V8X 2W7
Phone: 475-1775 Fax: 475-5540 Email: clerksec@saanich.ca

BOARD OF VARIANCE APPLICATION FORM

Required Information to be submitted at least 15 days prior to meeting:	For Office Use Only	
<input type="checkbox"/> Detailed letter explaining variance & hardship <input type="checkbox"/> Site plan – to scale, showing dimensions & area of site, structures, setbacks & trees where applicable <input type="checkbox"/> Floor plans and/or elevations required, when appropriate <input type="checkbox"/> Plans should be maximum of 11" x 17" <input type="checkbox"/> Letter of Assurance from BCLS required for all height relaxations Full details of meeting dates, deadlines and required information available at www.saanich.ca - Board of Variance	Tidemark ✓	Web ✓
	Application: Results: Minutes: Correspondence:	Agenda: Minutes:
	Copied to Planning & Inspection	
	Date: _____	

Project Address _____

Legal Description: Lot _____ Section _____ Block _____ District _____ Plan _____

Zoning & Present Use: _____

Owner: _____ Phone/Cell /Email _____

Address: _____ Postal Code _____

Applicant: _____ Phone/Cell/Email _____

Address: _____ Postal Code _____

Type of Variance (✓)

Exterior Side Lot Line		Building Height	
Interior Side Lot Line		Tree Removal	
Front Lot Line		Other (explain)	
Rear Lot Line		Allowable Floor Space in Non Basement Areas	

I hereby declare that the information contained in the material submitted in support of this application is, to the best of my knowledge, true and correct in all aspects:

_____ Applicant/owner

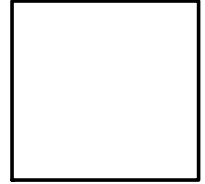
Fee: \$200 – non refundable

_____ Date

The information on this form is collected under the authority of the *Local Government Act*, Section 962. The information provided will be used to assess an appeal to the District of Saanich's Board of Variance. If you have any questions about the collection and use of this information, please contact the Municipal Clerk, Telephone (250) 475-1775 or by email at clerksec.ca



THE CORPORATION OF THE DISTRICT OF SAANICH
Board of Variance



Application Checklist

N This form must be completed by the applicant and submitted to the Office of the Municipal Clerk as part of the application package to the Board of Variance. **PLEASE READ CAREFULLY.....FAILURE TO MEET THESE REQUIREMENTS MAY RESULT IN YOUR APPLICATION BEING TABLED TO A LATER MEETING OF THE BOARD.**

1. All members of the Board will inspect the site. It must be fully accessible at least by the Wednesday before the Hearing.

2. The extent of the variance requested (footprint, addition, etc.) must be clearly marked out on the property.

3. At a minimum, an accurate site plan must be submitted. Detailed plans and relevant information should also be submitted, such as, certified survey plan, topographical survey plan, professional engineer's report relating to drainage or other pertinent matters. If it is relative to the hardship, internal plans may be required.

4. Where height variances are requested, a Letter of Assurance from a registered BC land surveyor is required. Elevations must be provided to scale, showing relationship to any adjacent properties, natural grade and roof sections, together with some visual/physical evidence **on site** that will indicate both calculated height and actual maximum height.

5. Address of site is plainly visible:
 On house On Garage On Fence On Gate Other _____.

6. All trees on the property to be clearly marked on the site plan. A certified arborist's report may be required if trees will be affected by the variance.

7. Applications are heard in the order they are received by the Clerk's Office. If the meeting continues past 9:30 p.m., the Board may decide to adjourn unheard applications to the Wednesday following the meeting at 7:00 p.m.

**** Please note that your letter will be sent to all of your adjacent neighbours. ****

I have read the above & I understand that if any of the requirements are not met, the Board may be unable to make a decision on my application.

Signature of Applicant: _____

Address of Property: _____

Date: _____

Application Received By: _____

FOR OFFICE USE ONLY:

All Info. included in Packages

G yes

G no

Additional drawings available

G yes

G no

Clearly drawn plans submitted

G yes

G no