

Application Procedures to Board of Variance

BOARD OF VARIANCE

The Board of Variance is established pursuant to the Local Government Act. The Board consists of three (3) members appointed by Council. The Board of Variance will consider variances that are minor in nature and will consider each application based on the hardship that would be experienced by compliance with the Zoning Bylaw.

APPLICATION

If a Building Permit application does not comply with the Zoning Bylaw because of a nonconforming condition, the Building Inspector will indicate the specific variance(s) required. You then have the option of applying to the Board of Variance to consider the variance(s) if you believe that hardship will be experienced in complying with the Zoning Bylaw requirements; or if there is no hardship, apply to Council for a Development Variance Permit.

When submitting your application please be sure to include:

- Authorization of ALL registered owners of the subject property;
- Application fee (payable to the Village of Anmore); and
- A letter addressed to the Board of Variance describing the hardship that will be experienced in complying with the Zoning Bylaw.

Incomplete applications will not be accepted.

All applications are reviewed by the Manager of Development Services and the Building Inspector, who may provide comments to the Board including whether or not hardship is evident.

LETTER

You are required to submit a letter with your Board of Variance application to explain the reason(s) for the requested variance(s). The letter must also describe the hardship upon which your application is based (that is, what hardship will be caused if the applicant complied with the Zoning Bylaw).

HEARING AND NOTIFICATION PROCESS

Upon receipt of the application fee, application form and required documents, you will be informed of the Board of Variance Hearing date which your application is scheduled to be considered. You are also requested to attend the Hearing or have suitable representation. Hearing dates will be confirmed by the Manager of Corporate Services.

Applicants are advised that approval, if given by the Board, is for the original plan(s) submitted. Alterations to plans are not authorized after approval. A letter confirming the Board's decision regarding your application will be mailed to you following the Hearing.

BOARD OF VARIANCE APPLICATION ATTACHMENTS CHECKLIST

To avoid unnecessary delays in processing Board of Variance applications all the following attachments MUST accompany the application.

- A copy of the Title Search obtained within 30 days of application date.
- Authorization of all Registered Owners of the property, (form attached)
- A letter describing:
 - The proposed construction
 - The requested variance(s)
 - Hardship

Note: the variance can only be granted if the Board, pursuant to Section 901 of the Local Government Act, finds that undue hardship would be caused by conforming to the current Zoning Bylaw.
- \$500 Board of Variance Application Fee



Board of Variance Application

Date: _____

Name: _____

Property Address: _____

Legal Description: _____

Mailing Address (if different from above): _____

Phone# (home): _____ (work): _____ (cell): _____

Email: _____

Attachments

- A copy of the title search
- Authorisation of all registered owners of the property
- A letter describing:
 - The proposed construction
 - The requested variance(s)
 - Hardship
- \$500 application fee Receipt # _____

Requested Variances

Bylaw Section & Requirement	Permitted	Proposed	Difference

Building Department Comments



Authorization of All Registered Owner(s) of the Property

Date: _____

Owner #1

Name: _____

Address: _____

Phone: _____

Email: _____

Owner #2

Name: _____

Address: _____

Phone: _____

Email: _____

Owner #3

Name: _____

Address: _____

Phone: _____

Email: _____

Owner #4

Name: _____

Address: _____

Phone: _____

Email: _____

To: Village of Anmore

Project Address: _____

I/We, the Registered Property Owner(s) of the above noted address authorize:

To make an application to the Board of Variance for relaxation of the Zoning Bylaw on my/our behalf.

Property Owner(s) Signatures
