

# Development Variance Permit Application

Office Use Only	Office Use Only for Referral	
File No: _____	<input type="checkbox"/> Building Services	<input type="checkbox"/> Fee Simple
Fees: _____	<input type="checkbox"/> Municipal Planner	<input type="checkbox"/> Bare Land Strata
Receipt No: _____	<input type="checkbox"/> Municipal Engineer	<input type="checkbox"/> Strata Conversion
Received By: _____	<input type="checkbox"/> Engineering & Public Works	<input type="checkbox"/> Phased Strata
Associated Files: _____	<input type="checkbox"/> Sasamat Volunteer Fire Dept	<input type="checkbox"/> Road Closure
	<input type="checkbox"/> School District No. 43	<input type="checkbox"/> Extension

Fees are not refundable except as outlined in the Fees and Charges Bylaw and do not guarantee approval of application in any way.

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Contact Name (if applying under business name): \_\_\_\_\_

Address (of applicant): \_\_\_\_\_

Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

## PROPERTY OWNER(S) INFORMATION

Name	Address w/ Postal Code	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## PROPERTY DESCRIPTION

Property Address: \_\_\_\_\_

Property Identification Number(s): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Number of Existing Lots: \_\_\_\_\_ Existing Zones: \_\_\_\_\_

Are there any easements or restrictive covenants affecting the property?  Yes  No

*If yes, please provide copies with the current title search for all properties.*

## PROPOSAL

Describe the proposed variance being requested and why it is necessary (add description on supplemental sheets as necessary):

**APPLICANT ACKNOWLEDGEMENT**

By signing this application form, the applicant / owner attests that the information provided on this and supplemental application forms for land use permits from the Village of Anmore is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant / owner with respect to this application may result in an issued permit becoming null and void.

I, the applicant / owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question.

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Date

**AUTHORIZATION OF APPLICANT**

I, hereby designate \_\_\_\_\_ to act as my agent in all matters related to this application.

\_\_\_\_\_  
Owner's Name (printed)

\_\_\_\_\_  
Owner's Signature

*Note: A letter of applicant authorization with the signatures of all owners will also be accepted.*



## DEVELOPMENT APPLICATION REQUIREMENTS AND CHECKLIST

**Note:** Items listed are required at the time of submission of application. This checklist must be followed and submitted with your application form. If any of the required documents are not included, the Village will not accept the application. Note, all drawings need to also be electronically provided to the Village of Anmore in pdf format.

Project Address: \_\_\_\_\_

APPLICATION TYPE: DEVELOPMENT VARIANCE PERMIT (DVP)		Attached
<b>A</b>	<b>Completed DVP Application Form (2 copies required)</b> Including signatures of authorization from all property owners.	
<b>B</b>	<b>State of Title Certificate or Title Search</b> For each parcel affected in the application, including copies of any right-of-ways, restrictive covenants, easements, etc. that are registered on title. Title Search to be not older than 30 days from application date.	
<b>C</b>	<b>Application Fee</b> Based on the current Fees and Charges Bylaw.	
<b>D</b>	<b>Letter of Intent (2 copies required)</b> Detailing the proposal.	
<b>E</b>	<b>Site Plan</b> Prepared by a Professional Engineer illustrating a North Arrow, PID, legal description of every existing and proposed parcel, bearings and dimensions and setback of all existing buildings and structures to be retained on site, sewerage systems with their offset distance from the lot lines, building envelopes indicating all Zoning Bylaw setbacks, the location and dimensions of all streets, property accesses, registered easements, covenants, encroachments and right-of-ways, existing and proposed street names, location of the natural boundary of any existing watercourse(s) including the elevation of the crest and toe if slope at regular intervals, approximate location of all existing utility services - (24 x 36 and 11 x 17).	

I certify that the attached submission is complete and accurate, and includes all of the above items.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

