



DISTRICT OF HIGHLANDS

DVP# \_\_\_\_\_

Fee: \$250.00

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**APPLICATION FOR DEVELOPMENT VARIANCE PERMIT**

**APPLICANT / CONTACT INFORMATION**

Name \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

I, the undersigned, declare that all the information in this application and in any attached materials is accurate and true to the best of my knowledge except where I have noted:

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

**OWNER'S CONSENT**

This section is only to be completed if the applicant above is not the owner of the property. Alternately, a signed letter may be attached providing the owner's authorization.

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

I / We, the undersigned, authorize the applicant to represent this application.

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

**PROPERTY DESCRIPTION**

Legal Description: Lot(s) \_\_\_\_\_ Section(s) \_\_\_\_\_ Plan \_\_\_\_\_

Parcel Identifier (PID) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (from Certificate of Title: eg. 001-234-567)

Street Address or General Location \_\_\_\_\_

Other Description \_\_\_\_\_

**Personal information on this application form is collected under the provisions of the *Local Government Act* for the purposes of responding to this application or for purposes directly related to this application. Certain information on this application form will be available to the public, including by request under provisions of the *Freedom of Information and Protection of Privacy Act*.**

## FORM A – APPLICATION REQUIREMENTS FOR APPLICATIONS

### SUBMISSION REQUIREMENTS

The application form indicates the submission requirements for the Development Variance Permit process. Standard submission requirements are listed below.

#### FOR ALL APPLICATIONS – SUBMIT:

- Signature(s) of the registered land owners(s)** of the subject property or written authorization for an agent to act on their behalf;
- Application Fee** (\$250)
- A copy of the State of Title** for the property (**not more than two weeks old**)
- A written/typed summary** providing a description of the present and intended use of the site and a **rationale** for seeking the development variance permit (**Form B**)
  
- Reduced plans** (8½ x 11), to scale, showing the following information. All plans must be readable at the reduced size.
  - A site plan with the location of the buildings (existing/proposed), property boundaries, driveways, and adjacent roads;
  - Natural site features, including any existing treed areas, watercourses or areas of steep slope (30% grade over a minimum distance of 6 metres);
  - For steep slope areas, provide contour information (1 metre interval);
  
- Residential Use Zones** and Conservation Covenant Areas (if applicable)
  
- Other Documentation.** Depending on the nature of the variance being sought other documentation may be required. *These items should be reviewed with staff before submitting your application.*
  - Contour information (1 metre intervals)
  - Identification of Riparian Features, and 30 metre buffer
  - Geotechnical Assessment Report, prepared by a Professional Engineer
  - A Site Grading Plan
  - Profile Drawings and Cross-sectional Drawings, where new roads and driveways are being constructed
  - A Culvert Plan and/or Storm Drainage Plan
  - Landscaping Plan and/or Site Remediation Plan
  - Tree-cutting Plan
  - Bio-inventory Assessment, prepared by a Registered Professional Biologist
  - Erosion Control Plan
  - The report of a Professional Arborist or Registered Professional Forester to address any proposed tree-cutting
  - Building Elevations, Site Plan and Floor Plan providing floor area calculations and uses

**FORM B – NATURE OF VARIANCE(S) REQUESTED**

**COMPLETE THE FOLLOWING SECTIONS**

- Is one or more variance being sought to the Zoning Bylaw?
- Is one or more variance being sought to the Subdivision and Development Bylaw?
- For what sections of the Bylaws is a variance requested, and by how much? Please attach a separate sheet of paper if necessary, showing each variance in the format below.

1. **Section** \_\_\_\_\_ of the **Zoning Bylaw** is variance  
from: \_\_\_\_\_  
to: \_\_\_\_\_

2. **Section** \_\_\_\_\_ of the **Zoning Bylaw** is variance  
from: \_\_\_\_\_  
to: \_\_\_\_\_

3. **Section** \_\_\_\_\_ of the **Zoning Bylaw** is variance  
from: \_\_\_\_\_  
to: \_\_\_\_\_

4. **Section** \_\_\_\_\_ of the **Zoning Bylaw** is variance  
from: \_\_\_\_\_  
to: \_\_\_\_\_

- For each variance sought, please provide a rationale for the request in the space below (i.e. why is the variance being sought and why can't the bylaw standard be addressed?):

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- A written description of the proposal, outlining the impact the proposed variance (if granted) would have on adjacent properties, and what would be done by the Applicant to reduce the impact.

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