



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



BOARD OF VARIANCE APPLICATION PROCEDURE

Board of Variance

The Board of Variance is established pursuant to the Local Government Act. The Board consists of 3 members appointed by Council. The Board of Variance will consider minor variances related to size, shape and siting. Each application, will be considered based on a **hardship** that would be experienced by compliance with the Zoning Bylaw.

Application

If a Building Permit application or Building Proposal does not comply with the Zoning Bylaw because of a non-conforming condition, the Municipal Building Inspector will indicate the specific variance(s) required. The proponent then has the option of applying to the Board of Variance: a) if it is believed a **hardship** will be experienced in complying with the Zoning Bylaw requirements; or b) if there is no hardship, application may be made for a Development Variance Permit.

Complete applications must be submitted to the Village of Belcarra office prior to the deadline stated in the Board of Variance *Application Deadlines and Hearing Dates Schedule*; available at the Village Office and / or as posted on the Village of Belcarra website.

All applications **MUST** include:

- Authorization of ALL registered owner(s) of the subject property;
- The application fee payable to the Village of Belcarra; and
- A letter 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 Building Inspector who will provide comments to the Board outlining the zoning requirements and the extent of relaxation of the Zoning Bylaw.

Letter

The proponent is required to submit a letter with a Board of Variance application to explain the reason(s) for the requested variance(s). The letter must also describe the hardship upon which the application is based (that is, what hardship will be caused if the applicant complied with the Zoning Bylaw). A copy of the letter will be attached to the Notice of the Hearing mailed to all owners / occupiers of lands adjacent to the land that is the subject of the application, including those across dedicated rights-of-way, highways or otherwise impacted by the Zoning Bylaw relaxation.

Hearing and Notification Procedure

Upon receipt of the application form, application fee and required documents, you will be informed of the Board of Variance Hearing date which your application is scheduled to be considered. **Proponents are also requested to attend the Hearing or have suitable representation.** Applicants are advised that approval, if granted 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 provided to you following the Hearing.



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8
TELEPHONE 604-937-4100 FAX 604-939-5034
belcarra@belcarra.ca • www.belcarra.ca



Board of Variance Application Attachments

To avoid unnecessary delays in processing Board of Variance applications all the following attachments **MUST accompany the application no later than the deadline date indicated on the schedule.**

No exceptions.

- A Copy of the Title search obtained within 30 days of application date
- Authorization of all **registered owner(s)** of the property
- A letter describing:
 - The proposed construction
 - The requested variance(s)
 - Hardship (The variance can only be granted if the Board, pursuant to Section 540 of the Local Government Act, finds that undue hardship would be caused by conforming to the current Zoning Bylaw).
- \$475.00 Board of Variance Application Fee
- \$32.00 Title Search Fee



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



Board of Variance Application

The following attachments must be submitted to the Board of Variance Secretary with your application.

- A Copy of the Title Search
- Authorization of all registered owner(s) of the property
- A letter describing:
 - The proposed construction
 - The requested variance(s)
 - Hardship – Pursuant to Section 540 of the Local Government Act, hardship that would be caused by compliance with the Zoning Bylaw.

NOTE: A copy of your letter describing proposed construction, requesting variance(s) and hardship will be included with the Board of Variance Hearing Notice that is mailed to property owners/occupiers of lands adjacent to the land that is the subject of the application, including those across dedicated rights-of-way and highways.

- \$475.00 Application Fee
- \$ 32.00 Title Search Fee

NAME: _____ DATE: _____

EMAIL ADDRESS: _____

TELEPHONE (Home): _____ (Work): _____

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: Lot _____ Block _____ Plan _____ D.L. _____

MAILING ADDRESS: _____

SIGNATURE OF OWNER(S): _____

FEES

Application Fee as determined by the Fees and Charges Bylaw
(Board of Variance Bylaw #399, 2007)

Receipt # _____

TOTAL FEES PAID \$ _____

Freedom of Information and Protection of Privacy Act Notification:

The information on this form is collected under the general authority of the Local Government Act and the Board of Variance Bylaw 399, 2007. It is related directly, required and used by the Village of Belcarra, to administer the Board of Variance application process. The access and privacy provisions of the *Freedom of Information and Protection of Privacy Act* apply to the information collected on this form. Please contact the Information and Privacy Officer at 604-937-4100 if you have any questions.



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



Authorization of all Registered Owner(s) of the Property

Please Print

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

Prov./Postal Code: _____

Prov./Postal Code: _____

Telephone #: () _____

Telephone #: () _____

Email Address _____

Email Address _____

Date: _____

To: Village of Belcarra

Project Address: _____, Belcarra

I, we

Home owner(s) of the above address authorize

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

Property Owners (Signatures):
