

APPLICATION FOR ISSUANCE OF
DEVELOPMENT VARIANCE PERMIT



City of Rossland
1899 Columbia Avenue
Rossland, British Columbia

Application/File No. _____

The information requested in this form is required to expedite the application and assist the staff in preparing a recommendation.

This form is to be completed in full and submitted with all requested information and Application Fees. For Assistance, please refer to the Guide to Development Variance Permits.

1. Applicant & Registered Owner

Applicant's Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Fax _____

Registered Owner's Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Fax _____

2. Subject Property

Legal Description in Full: _____

Location of Property (street address, general description or map): _____

Size of Property (area, number of parcels): _____

Present OCP Designation: _____

Present Zoning Designation: _____

Description of the Existing Use/Development: _____

Description of Proposed Development (if any): _____

Proposed Variation and/or Supplement to the Existing Regulations: _____

3. *Reasons and Comments in Support of the Application*
(Attach separate sheet if necessary)

4. *Attachments*

At the time of providing application forms, the Director of Planning and Engineering or delegate shall indicate which of the following information shall accompany the application:

- ❑ Proof of Ownership (a title search dated no more than 30 days prior to submission of the application);
- ❑ Written authorization from the registered property owners which allows the applicant to apply on behalf of the owner, if the applicant is not the registered owner;
- ❑ A dimensioned sketch plan drawn to a minimum scale of 1:1,000 showing the parcel which requires a development variance permit and the location (dimensioned from property lines) of existing buildings, structures and any natural features on or adjacent to the property;
- ❑ A dimensioned site development plan drawn to a minimum of 1:1,000 showing proposed buildings, structures, vehicle access, parking layout (with individual parking stalls clearly indicated) and site landscaping;
- ❑ A contour map (plan) drawn to a minimum scale of 1:1,000 with a contour interval of one metre, if warranted by the topographic condition of the property;
- ❑ A dimensioned sketch plan drawn to a minimum of 1:1,000 of the proposed subdivision, where subdivision is contemplated (separate application required for subdivision);
- ❑ Any elevations, cross-sections or detail drawings which may be relevant;
- ❑ Copies of any previous studies or reports made on the subject property relating to its present condition and suitability for the proposed use/development, e.g. geotechnical reports, site contamination and remediation studies; and
- ❑ Any other relevant technical information.

Note: In some circumstances, where a development proposal is relatively simple, the above requested information may be combined on one plan.

5. *Application Fee (GST Exempt Service – GST Reg. No. 103799000)*

The fee for a Development Variance Permit shall be \$400.00 (\$200.00 shall be refunded if the Development Variance Permit is rejected).

The application fee shall be made payable to the City of Rossland.

6. Application

I, _____, am making an application pursuant to the *Local Government Act* for a Development Variance Permit. To the best of my knowledge, the information in support of this application is accurate and complete.

This application is made with my full knowledge and consent.

Date

Registered Owner's Signature

Where the Applicant is not the Registered Owner, the Application must include either the signature of the Registered Owner or a signed letter of authorization from the Registered Owner.

For Office Use Only

___ Application Form duly completed

___ Proof of ownership (title search) received

___ Attachments received

___ Application fee received

___ Application signed by Registered Owner or letter of authorization provided

Date

Signature of Official

Comments: _____
