

Board of Variance Application Form

CONTACT INFORMATION

Name of Applicant (contact person): _____

*** if the applicant is not the registered owner, an **Owner Authorization** form is required*

Company Name (if applicable): _____

Phone: _____ Cell: _____

Email: _____

Mailing address: _____

PROPERTY

Civic Address of property: _____

Purpose of Proposed Variance:

Signature for Board of Variance Application

I / We hereby declare that all the above statements and information and materials submitted in support of the application are, to the best of my knowledge, true and correct in all aspects.

Applicant Name

Applicant Signature

Date

The personal information requested in this form is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act ("FOIPPA") and will be used to administer permit applications within the City of Langford. The information provided on this form may also be shared in accordance with FOIPPA. Please contact the Building Department Manager at 250-474-6692 or building@langford.ca if you have any questions about the collection, use or disclosure of this information.

Board of Variance Checklist

REQUIRED ITEMS

- Application Fee of \$715.00 (no GST)
- Board of Variance Application
- Certificate of Title
- Variance Rationale Letter
- Scope of Work
- BC Land Survey

ADDITIONAL ITEMS (if applicable)

- Owners Authorization Form (required when the Applicant is **not** the registered owner of the property)
- BCLS Height Survey (height variances)
- Letter from applicable professional (i.e.: mechanical engineer)
- Elevation Drawings

Please note: a discussion with staff is required to determine additional application requirements

Certificate of Title

The Certificate of Title for the subject land(s) and a copy of all relevant covenants. These documents must be obtained no longer than two weeks prior to application.

Variance Rationale Letter

A letter outlining the rationale of the proposed variance and how the current Zoning Bylaw regulations cause an “undue hardship” to the subject land(s).

BC Land Survey

A sealed, legal survey from a Certified British Columbia Land Surveyor is required to confirm proposed dimensions and distances. The site survey needs to include all existing and proposed enhancements on the subject land(s) and must indicate distances from outer corners and external walls to adjacent property lines as well as to adjacent buildings or structures.

Scope of Work

Detailed drawings of the proposed work to be done.

Elevation Drawings

Drawings that show the finished appearance of a given side of a building or structure with vertical height measurements.

Board of Variance FAQ

To request a minor variance to a bylaw regulation you can apply to the Board of Variance.

What is the Board of Variance?

The Board of Variance (BOV) is an independent body that consists of five members appointed by City Council.

What is the difference between the Board of Variance and a Development Variance Permit?

The BOV addresses appeals for minor variances where compliance with the Zoning Bylaw would cause undue hardship and would not:

- Result in inappropriate development of the site;
- Adversely affect the natural environment;
- Substantially affect the use and enjoyment of adjacent land;
- Vary permitted uses and densities under the applicable bylaw; or
- Defeat the intent of the bylaw.

If your request does not meet the above conditions, a Development Variance Permit is another application process that may be more suitable. City staff can help you determine your best option before submitting your application.

What is the process for a Board of Variance application?

1. **Submit Application:** Contact Staff about application requirements. Submit your complete application, including the application fee.
2. **Application Review:** Staff reviews the information provided and prepares a report for the Board of Variance.
3. **Statutory Notification Process:** Neighbouring properties are informed of your application by mail.
4. **Board of Variance Meeting:** You have the opportunity to present your variance request to the Board of Variance. Any other interested parties may also speak to the Board for or against your application. The Board makes their final decision to approve or deny or application.

How long does this process take?

The BOV application process generally takes four to six weeks.

What are the Board of Variance application requirements?

As every property and variance appeal is unique, application requirements can vary. Before you apply, please review our website.