BOARD OF VARIANCE APPLICATION CHEKLIST

Pre-Application

- ☐ Meet with the Manager of Development Services to review: bylaws, policies, regulations, and any special restrictions (Land Use Contract, development permits, restrictive covenants, etc.)
- ☐ Review driveway access, road widening, service connection, etc. with a Certified Professional Engineer.
- ☐ Have a clear understanding of the required variance being appealed to the Board.

Application

- ☐ Complete Board of Variance Application form (can be obtained from the Village office or online (www.pemberton.ca)
- ☐ Letter addressed to the Board (photos optional)
- ☐ Floor plan (for existing and proposed) showing space uses and door and window locations
- ☐ Elevation plans
- ☐ Certificate of Tile (not older than 30 days) – may be obtained from the Village office for a $20.00 fee
- ☐ Any documents registered on the title, covenants, easements, rights-of-ways, building schemes, or design guidelines
- ☐ Letter of Authorization (if required)
- ☐ Copy of the Strata Council's approval for the proposed structure (for strata-owned properties)
- ☐ A non-refundable application fee of $250.00, payable to the Village of Pemberton
- ☐ Site Plan, showing requested variance
    - ☐ Lot measurements, width, length and area of lot
    - ☐ Building envelope (based on the zoning bylaw required setbacks)
    - ☐ Identify adjacent roads, lanes streets, etc.
    - ☐ Identify all tree locations, size and species
    - ☐ North arrow indicator

For All Existing Buildings

- ☐ Detailed dimensions of exterior width and length
- ☐ Area of each floor and number of floors

For All Proposed Buildings

- ☐ Detailed dimensions of exterior width and length
- ☐ Area of each floor and number of floors
- ☐ Exterior stairs
- ☐ Heights (showing requested variance, if height variance is requested)
- ☐ Area of accessory buildings
- ☐ Include distance from any buildings, decks, garages, carports and sheds to all lot lines

Lot Coverage (in percentages)

- ☐ Lot coverage allowed
- ☐ Lot coverage required for existing structure
- ☐ Lot coverage required for proposed structure
- ☐ Total lot coverage