

## **BOARD OF VARIANCE APPLICATION CHECKLIST**

### **Pre-Application**

- Meet with the Manager of Development Services or their designate to review: by-laws, 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](http://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 Title (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 \$400.00, 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