Town of Osoyoos
Planning & Development Services
8707 Main St, Osoyoos, BC V0H 1V0
Tel: 250-495-6191 Email: plan@osoyoos.ca

Office Use Only
File No.:
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Application Fee:
Title Search Fee:
Receipt No:

Appeal to the Board of Variance

It is recommended that applicants consult Planning & Development Services staff prior to submitting an application. This application will not be accepted unless it is complete and the required fee and plans are attached.

APPLICANT:		***OWNER(S):***	
Name:		Name:	
Address:		Address:	
City/Town:		City/Town:	
Province:	Postal Code:	Province:	Postal Code:
Day Phone: Fax: Cell Phone:		Day Phone: Fax: Cell Phone:	
Email:		Email:	

AGENT AUTHORIZATION:

If the registered owner(s) of the subject property elects to have someone act on their behalf in submission of this application this section must be completed:

As owner(s) of the land described in this application, I/we hereby authorize _____ to act as applicant in regard to this land development application.

Signature of Owner:	Date:
Signature of Owner:	Date:

NOTICE OF COLLECTION OF PERSONAL INFORMATION:

The personal information you provide on this form is being collected under the authority of Section 895 of the *Local Government Act* and Section 32 of the *Freedom of Information and Protection of Privacy Act*. This information will be used to determine eligibility for a development variance permit and for enforcement of applicable laws. This information may be circulated to persons or authorities as necessary for the review process. Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information please contact the Town's Corporate Services staff at info@osoyoos.ca.

PROPERTY DESCRIPTION:					
Civic address:					
Legal Description Lot:	Plan:	Block:	District Lot:	Section:	Township:
Current Zoning:			OCP designation:		
Current land use:					
Surrounding land uses:					
Current method of sewerage disposal: ☐ Community Sewer ☐ Septic ☐ Other					
Current method of water supply: ☐ Community Water ☐ Well ☐ Other					
Any restrictive covenants registered on the subject property: ☐ Yes ☐ No (if yes, provide details)					
Any registered easements or rights-of-ways on subject property: ☐ Yes ☐ No (if yes, provide details)					
Does the subject property possess a legal road access: ☐ Yes ☐ No (if no, provide details)					
Agricultural Land Reserve: ☐ Yes ☐ No			Riparian Area: ☐ Yes ☐ No		
Environmentally Sensitive: ☐ Yes ☐ No			MoT Approval: ☐ Yes ☐ No (required for setbacks within 4.5 metres of a road reserve)		

GROUNDS OF APPEAL:		
This is an appeal to the Board of Variance under the following Section of the *Local Government Act*.		
540(a)	☐	A bylaw respecting the siting, dimensions, or size of a building of structure, of the siting of a manufactured home in a manufactured home park.
540(b)	☐	A subdivision servicing requirement in an area zoned for agricultural or industrial use under Section 506(1)(c) of the *Local Government Act*.
540(c)	☐	The prohibition of a structural alteration of an addition to a structure pursuant to Section 531(1) of the *Local Government Act*.

REQUESTED VARIANCE(S):
List all requested variances to the regulations in bylaws of the Town. Each variance should be marked on the applicable drawings. A variance cannot be considered where use or density would be affected.
1. Bylaw (Include No.): _____ Section: _____ Proposed variance: _____
2. Bylaw (Include No.): _____ Section: _____ Proposed variance: _____

DEVELOPMENT INFORMATION:

Provide a description of the proposed development (please attach as a separate sheet, as required):

SUPPORTING RATIONALE:

A person may apply for an order of the Board of Variance in circumstance where it is believed that compliance with certain regulations may cause undue hardship and the variance is minor.

1. Please describe the regulations, requirements and circumstances, which if complied with, would cause undue hardship. Describe the nature of the hardship and how the requested variance would prevent undue hardship:

   _____

   _____

   _____

   _____

2. A variance should not result in inappropriate development of a site. Please describe how the requested variance meets this criteria:

   _____

   _____

   _____

   _____

3. The variance should not adversely affect the natural environment. Please describe how the requested variance meets this criteria:

   _____

   _____

   _____

   _____

4. The variance should not substantially affect the use and enjoyment of adjacent land. Please describe how the requested variance meets this criteria:

   _____

   _____

   _____

5. The variance should not vary the permitted uses of densities on a parcel, nor should a variance defeat the intent of the bylaw. Please describe how the requested variance meets this criteria:

   _____

   _____

   _____

REQUIRED DOCUMENTATION:

All plans and drawings referred to in this section should be submitted with one full scale and one reduced (11 x 17) copy suitable for black and white reproduction. When possible, Adobe PDF versions should also be included.

☐ **Certificate of Title** – to provide proof of ownership, copies of titles should be dated no more than 30 days prior to the date of application. Copies of titles are available from the Land Titles Office, or through a Government Agent's Office, a notary, lawyer or search company.

☐ **Site Plan** – drawn to scale and showing dimensions, shall include the following (as applicable):

- ☐ North arrow and scale;
- ☐ Dimensions and boundaries of property lines, rights-of-way, and easements;
- ☐ Location, dimensions and setbacks of proposed and existing buildings / structures (including projections and overhangs) to lot lines, rights-of-ways, easements;
- ☐ Location of existing & proposed access roads, driveways, pathways, screening and fencing;
- ☐ Natural & finished grades of site, at buildings & retaining walls (indicate source of grade data)
- ☐ Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc…);
- ☐ Location of all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes; and,
- ☐ Proposed covenant areas (if any).

☐ **Development Plans** – drawn to scale, in metric, and including the following (as applicable):

- ☐ Building sections, elevations, floor plans and finishes;
- ☐ Landscaping, screening & fencing proposed for the site; and
- ☐ Access roads and driveways (proposed and existing), vehicle parking spaces and pathways.

☐ **Project Summary Sheet** – outlining density and number of dwelling units, site coverage, heights, setbacks and other relevant data (may be combined with "Development Plans").

☐ **Site Survey** - if a proposed development involves a variance to the siting or building envelope of a structure a current sketch plan, certified by a BC Land Surveyor (BCLS), in metric, shall be required. This may be combined with the requirements for sub-Section 4 (where appropriate).

Additional material or more detailed information may be requested by the Town upon reviewing the application.

DECLARATION:

I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

_____ _____

Signature of Owner or Authorized Agent Date

_____

Print name of Owner or Authorized Agent