



**NORTH COAST REGIONAL DISTRICT**

14 – 342 3<sup>rd</sup> Avenue West Prince Rupert, BC V8J 1L5

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: [www.ncrdbc.com](http://www.ncrdbc.com)

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**Development Variance Permit Application Form**

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**SECTION 1: DESCRIPTION OF PROPERTY**

Lot/Parcel  Plan  Block

District Lot/Section  Range

Other Description

Street Address

Jurisdiction and Folio Number (From Property Assessment/Tax Notice

Parcel Identifier (PID) (From State of Title Certificate

**SECTION 2: OWNER INFORMATION (ADD PAGES IF MORE THAN TWO OWNERS)**

**Owner Information**

Name

Address

City

Province

Postal Code

Telephone

E-mail

**Owner Information**

Name

Address

City

Province

Postal Code

Telephone

E-mail

**SECTION 3: APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)**

Name

Address

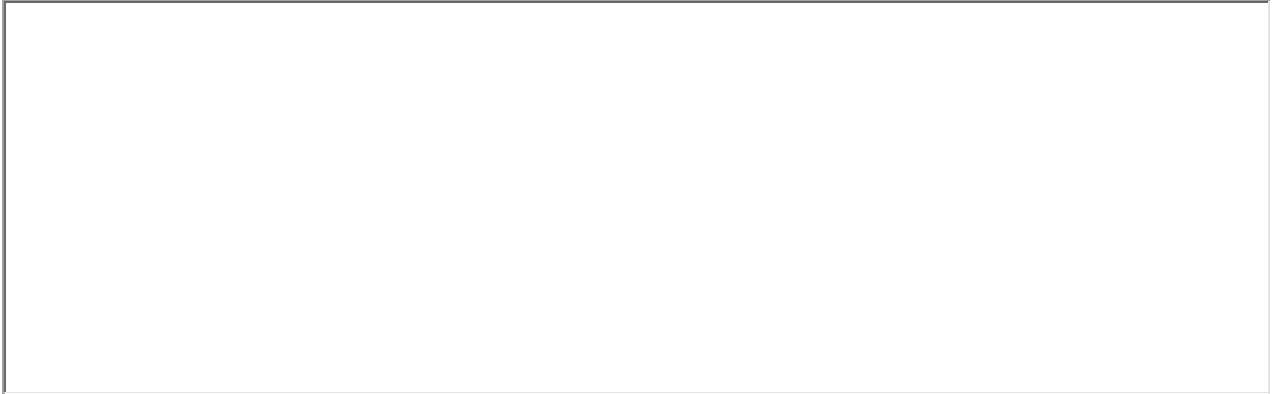
City  Province  Postal Code

Telephone  E-mail

**SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST**

- Certificate of Title dated within 30 days of application.  
Owner’s signature or written authorization from the registered owner(s) for an agent to act on their behalf
- Summary outlining the proposed variance and the bylaw provision that is requested to be varied.
- Development Plans: detailed drawings of the proposed development. One set of fully dimensioned metric plans required, one set of reduced drawings (max size 11” x 17”) required plus one set of high resolution digital copies (PDF, TIFF, JPEG).
- Dimension of the property, existing and proposed roads;  
Location and dimensions (including setbacks) of existing and proposed building on site (a recent survey plan is required).
- Parking areas including numbered stalls, aisle widths, stall dimensions (where applicable).
- The location of wetlands, drainage areas, watercourses, steep banks or slopes.
- Any easements or statutory Right-of-Way.
- Existing and proposed signs, including locations, dimensions, proposed construction material and color scheme.
- Elevation Site Plan.

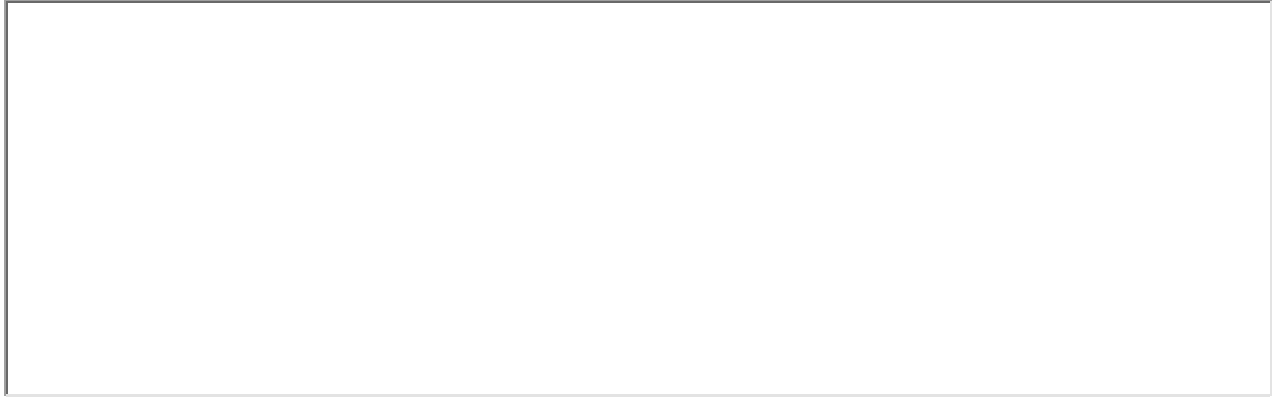
**SECTION 5: DESCRIBE THE CURRENT USE(S) OF THE LAND AND STRUCTURES ON THE PROPERTY**



**SECTION 6: DESCRIBE THE PROPOSED USES OF THE LAND AND BUILDINGS, AND SHOW ON YOUR SITE PLAN, THE LOCATION OF ANY PROPOSED BUILDINGS OR STRUCTURES**



**SECTION 7: DESCRIBE THE PROPOSED VIRIANCES TO THE BYLAW REQUIREMENTS THAT ARE NEEDED FOR THE PROPOSED DEVELOPMENT OF THE PROPERTY. ON YOUR SITE PLAN, SHOW THE EXISTING BYLAW REQUIREMENTS AND YOUR PROPOSED VAIRANCE WITH ACCURATE METRIC DIMENSIONS.**




**SECTION 8: DESCRIBE THE REASONS FOR THE PROPOSED VARIANCE AND WHY THE CURRENTLY BYLAW REQUIREMENT CANNOT BE MET IN THE PROPOSED DEVELOPMENT.**



**SECTION 9: DESCRIBE HOW THE PROPERTY AND SURROUNDING LAND MAY BE AFFECTED BY THE PROPOSED VARIANCE, SHOW ANY AFFECTED FEATURES ON YOUR SITE PLAN, AND PROPOSED HOW YOU PLAN TO MITIGATE.**



**SECTION 10: DESCRIBE ANY CONSULTATION YOU HAVE UNDERTAKEN WITH YOUR NEIGHBOURS.**



**SECTION 11: APPLICATION COMPLETION**

- I have completed all sections of this application form
- I have included detailed site plans and elevation drawings as required in section 4 of this application form
- I have included additional documentation and reports required in this application form
- I have included a recent State of Title Certificate (not more than 30 days old)
- I have included copies of all covenants registered against the title
- All owners listed on the title have signed the application
- I have verified as to whether my property falls within a Development Permit Area
- I have included the correct fee (contact NCRD staff)

Please note: your application will not be considered complete and cannot be processed unless it contains all of the information above.

**SECTION 12: OWNER'S CONSENT AND AUTHOTIZATION**

To process the application the signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet.

In order to assist the NCRD in the review and evaluation of my application, by signing below, I authorize the staff assigned to this application to enter into the land at reasonable times, after making reasonable efforts to arrange a schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany staff on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application.

\_\_\_\_\_  
Owner One, Full Name

\_\_\_\_\_  
Owner Two, Full Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date