



Village of Ashcroft
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Board of Variance Application Form

OFFICE USE ONLY

Application Fee: _____ Receipt No: _____ File No: _____

SECTION 1: DESCRIPTION OF PROPERTY (AS INDICATED ON THE STATE OF TITLE CERTIFICATE)

Lot/Parcel _____ Plan _____ Block _____ District Lot/Section _____

Range _____ Other Description _____

Street Address or General Location _____

Jurisdiction and Folio Number _____ (From Property Assessment /Tax Notice)

Parcel Identifier (PID) _____ - _____ - _____ (From State of Title Certificate)

SECTION 2: OWNER INFORMATION (ADD ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

(1) _____ (2) _____
Name Name

(1) _____ (2) _____
Street Address Street Address

_____ _____ _____ _____
Town/Prov. Postal Code Town/Prov. Postal Code

_____ _____ _____ _____
Telephone Fax Telephone Fax

_____ _____
Email Email

SECTION 3: APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)

_____ _____ _____
Name Street Address Town/Prov.

_____ _____ _____ _____
Postal Code Telephone Fax Email

Freedom of Information and Protection of Privacy

Personal information contained on this form is collected under the *Local Government Act* for the purpose of responding to this application, or for purposes directly connected with this application. Information on your application form is available to the public upon request under freedom of information legislation. Please contact the Village Office if you have any questions regarding the collection of personal information on this form.

The processing of your application will be delayed if it is incomplete. Please read the guide before you complete the application form. Keep the guide for your reference during the application process. Contact a staff person for assistance.

Mail or deliver the completed application form, fee, plans and supporting material to the Village of Ashcroft Office. The fee is payable to the "Village of Ashcroft". Contact Village staff for the current fee prior to submitting your application as fees may change annually.

SECTION 4: Describe the current and proposed uses of the land and buildings on the property.

SECTION 5: Provide one full-scale, and three (3) reduced (11 x 17) copies of a detailed site plan and other drawings that must include the following:

- existing and proposed uses on parcel
- existing bylaw requirement and proposed variance with accurate dimensions
- uses of existing and proposed buildings
- dimensions and/or floor areas of existing and any proposed buildings
- height of existing and proposed buildings/additions
- setbacks for all existing and proposed buildings to property lines, natural boundary of sea, watercourse and cliffs
- setback of existing and proposed septic field to natural boundary of the sea and watercourse (where applicable)
- parking areas including numbered parking stalls, aisle widths, stall dimensions (where applicable)
- all wetlands, sewage disposal field(s), septic tanks, wells, drainage areas, ponds and topography
- landscaping showing existing and proposed landscaping. Also, include an estimate of the cost of landscaping, provided by a Landscape Architect or qualified professional. This estimate will be used to determine the amount of any security required.
- elevation plan

SECTION 6: Describe the proposed variances to the bylaw requirements that are needed for the proposed development of the property. On your site plan, show the existing bylaw requirement and your proposed variance with accurate dimensions.

SECTION 7: Describe the reasons for the proposed variance and why the current bylaw requirements cannot be met in the proposed development.

SECTION 8: Describe how the property and the surrounding lands will be affected by the proposed variance, and show any of the affected features on your site plan, and describe proposed mitigation.

SECTION 9: Describe any consultation you have done with your neighbours.

SECTION 10: APPLICATION COMPLETION CHECKLIST:

- I have completed all sections of this application form
- I have included detailed site plans and elevation drawings as required in Section 5 of 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 included the correct fee (contact Staff for current fees)

IMPORTANT: Your application will not be considered complete unless it contains all of the information above.

A Note about Obtaining the State of Title Certificate and Covenants: The State of Title Certificate and covenants may be obtained from the Land Title Office or through your local government agent office for a fee.

SECTION 11: OWNER'S CONSENT AND AUTHORIZATION

(Signature of all registered owners is required.)

For additional owners, including Strata Corporations, attach a separate sheet)

In order to assist Village of Ashcroft Planners in the review and evaluation of my application, by signing below, I authorize the Planners assigned to this application to enter onto the land at reasonable times, after making reasonable efforts to arrange to 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 the Planner on the site visit.

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

(1) _____

Consent and Authorization Signature

(2) _____

Consent and Authorization Signature

(1) _____

Date

(2) _____

Date

Contaminated Sites Regulation

Please note that pursuant to Section 4(4) of the Contaminated Sites Regulation, B.C.Reg. 375/96, **a site profile is not required and will not be accepted by the Village of Ashcroft.** If you have any questions, please contact this office.