



DEVELOPMENT VARIANCE PERMIT Application

REGISTERED OWNER (please print)

Name(s):

Mailing Address:

Phone:

Email:

APPLICANT (please complete if different from above)

Name(s):

Mailing Address:

Phone:

Email:

SUBJECT PROPERTY (please see Note below)

Civic Address:

Postal Code:

Legal Description:

Parcel Identifier No:

Folio No:

Note: Please attach a current land title search and copies of all charges, covenants, easements, etc. on Title for this property. If more than one property is concerned with this proposal, please attach a list including all details as listed above.

DEVELOPMENT DETAILS

What Section of the Zoning Bylaw do you want to vary?

What is the variance you are seeking?

Property Size (m² or ha):

Existing Use:

Project Description: Please provide a Rationale Letter with your application describing your project in detail. The letter must reference relevant policies within the Official Community Plan, the Development Permit Area Guidelines and the Zoning Bylaw and describe how your project meets these goals, policies, and regulations. Please refer to the Guide to Development Variance Permit Applications for other technical information and drawings required for your application. The City of Duncan reserves the right to reject or postpone the review of an incomplete application. The information in this application will only be used for the purpose for which it was obtained.

AUTHORIZATION

I/We declare that all of the above statements and information contained in the material submitted in support of this application are, to the best of my/our knowledge, true and correct in all respects. Where the applicant is **not the REGISTERED OWNER**, the application **must be signed by the REGISTERED OWNER** acknowledging this application.

Applicant's Signature:

Registered Owner(s) Signature:

Date:

Date:

OFFICE USE ONLY

Fees Paid: Development Variance Permit (DVP) \$1000

Date Received:

File No.: 3090-20

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.



DEVELOPMENT VARIANCE PERMIT APPLICATION Checklist

ALL DEVELOPMENT VARIANCE PERMITS:

- Completed Development Variance Permit Application Form**
- Application Fee(s)**
- Certificate of Title**
Copy of the Certificate of Title for subject land(s), and a copy of all relevant notations (covenants, easements, statutory right of way), no older than 30 days at the time of application.
- Site Plan**
Show dimensions and setbacks of proposed and existing buildings, existing and proposed access points to site, off-street parking and loading areas, site area, site coverage, number of units, total floor area (gross and net), height of building based on average, natural or finished grade, floor area ratio, open space location and amenity area provided.
- Proposed Elevations**
- Rationale Letter**
A written rationale for all proposed variances.
- Appointment of Agent Form**
Required if the applicant is not the registered owner of the subject property.