



Victoria Office
 200 - 1627 Fort Street
 Victoria, BC V8R 1H8
 Ph: (250) 405-5151
 Fax: (250) 405-5155
information@islandstrust.bc.ca

Salt Spring Office
 1 - 500 Lower Ganges Road
 Salt Spring Island, BC V8K 2N8
 Ph: (250) 537-9144
 Fax: (250) 537-9116
ssiinfo@islandstrust.bc.ca

Northern Office
 700 North Road
 Gabriola Island BC V0R 1X3
 Ph: (250) 247-2063
 Fax: (250) 247-7514
northinfo@islandstrust.bc.ca

North Pender, South Pender,
 Galiano, Mayne, Saturna

Salt Spring

Gambier, Lasqueti, Hornby,
 Denman, Gabriola, Thetis,
 Ballenas-Winchelsea

Development Variance Permit Application Form

OFFICE USE ONLY

Fee Paid: _____ Receipt No: _____ File No: _____

SECTION 1: DESCRIPTION OF PROPERTY (AS INDICATED ON 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) Name	_____	(2) Name	_____
(1) Street Address	_____	(2) Street Address	_____
Town/Prov.	_____	Postal Code	_____
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 may be available to the public upon request

under freedom of information legislation. Please contact a Deputy Secretary at one of the above noted offices 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 Islands Trust Office. The fee is payable to the Islands Trust. Contact Islands Trust staff for the current fee prior to submitting your application as fees may change annually.

SECTION 4: 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 requirements and proposed variance with accurate dimensions
- uses of existing and proposed buildings and structures
- dimensions and/or floor areas of existing and any proposed buildings and structures
- height of existing and proposed buildings/additions and structures
- setbacks for all existing and proposed buildings and structures to property lines, natural boundary of sea, watercourses and cliffs
- setback of existing and proposed septic field to natural boundary of the sea and watercourses (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 5: Describe the current uses of the land, buildings and structures on the property.

SECTION 6: Describe the proposed uses of the land, buildings and structures, and show on your site plans the location of any proposed buildings or structures. If required, submit an elevation plan showing side views of the proposal.

SECTION 7: 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 8: Describe the reasons for the proposed variance and why the current bylaw requirements cannot be met in the proposed development.

SECTION 9: Describe how the property and the surrounding lands may be affected by the proposed variance, show any of the affected features on your site plan, and describe how you propose to mitigate.

SECTION 10: Describe any consultation you have undertaken with your neighbours and strata corporation (if applicable).

SECTION 11: 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 4 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 State of Title Certificate and Covenants: 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 12: 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 Islands Trust 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 Islands Trust.** If you have any questions, please contact the Islands Trust office.