



**CITY OF COLWOOD  
BOARD OF VARIANCE APPLICATION CHECKLIST**

APPLICATION SUBMISSION	
<input type="checkbox"/> Agent Authorization form completed <i>If applicant different from registered owner</i>	<input type="checkbox"/> Application Fee <i>Fee slip will be provided after application submitted</i>
MINIMUM SUBMISSION REQUIREMENTS	
<input type="checkbox"/> Title Certificate <i>Dated no more than 30 days prior to submission</i>	
<input type="checkbox"/> Copies of ALL charges, covenants, statutory right of ways, and easements owned by the City of Colwood <i>Name documents using the Charge Number (e.g., CA1234567)</i>	
<input type="checkbox"/> Applicant Rationale Table <i>See next section</i>	<input type="checkbox"/> Supporting Documents <i>To illustrate the requested variance(s)</i>
<input type="checkbox"/> Survey Plan by BC Surveyor <i>Required by section 2.b Bylaw 1747 when varying height or setbacks</i>	
DOCUMENT FORMAT AND REVISIONS	
<input type="checkbox"/> All document files named using the following format: <b>Item Name_Civic Address_BOV App</b>	
<input type="checkbox"/> Digital copies of all documents <i>Attached as .pdf to the Development Application or emailed to <a href="mailto:planning@colwood.ca">planning@colwood.ca</a></i>	
<input type="checkbox"/> 11" x 17" hard copies of all drawings and plans <i>Submitted to Colwood City Hall</i>	
PDFs of any revised plans or documents are required with each set of revisions, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> One clean version; no markups</li> <li><input type="checkbox"/> One marked-up version; numbered revision bubbles identifying all changes made</li> <li><input type="checkbox"/> One transmittal letter; numerically itemized, outlining all proposed changes, corresponding with the numbered revision bubbles</li> <li><input type="checkbox"/> No revisions</li> </ul>	
<i>Additional reports, plans, or documents may be requested by staff during the application process. Please contact <a href="mailto:planning@colwood.ca">planning@colwood.ca</a> for more details regarding the list of application requirements.</i>	

## APPLICANT RATIONALE TABLE

The Board of Variance:

- cannot issue a variance relating to residential rental tenure.
- can only make decisions on minor variances.
- can only grant a minor variance to resolve an undue hardship.
- will not issue a variance if they opine that it will result in inappropriate development of the site.
- will not issue a variance if they opine that the request will substantially affect the use and enjoyment of adjacent properties.
- will not issue a variance if they opine that the variance will adversely affect the natural environment.
- will not issue a variance if they opine that the request will defeat the intent of the bylaw.

## RATIONALE

Does your variance include a request regarding residential rental tenure?  Yes  No

**DESCRIBE THE VARIANCE AND EXPLAIN WHY YOU CONSIDER IT TO BE MINOR**

**EXPLAIN HOW COMPLIANCE WITH THE BYLAW WILL CAUSE YOU UNDUE HARDSHIP**

**DETAIL WHY YOUR PROPOSAL IS APPROPRIATE FOR THE PROPERTY**

**IDENTIFY THE STEPS YOU HAVE TAKEN TO PREVENT DISRUPTION TO NEIGHBOURS**

**DETAIL HOW YOUR PROPOSAL WILL NOT ADVERSELY IMPACT THE NATURAL ENVIRONMENT**

**EXPLAIN THE INTENT OF YOUR PROPOSED VARIANCE**



**DECLARATION**

I, the applicant, understand and acknowledge the following statements:

- The Board of Variance fee is non-refundable.
- The Board of Variance cannot reconsider its decision or re-hear an application.
- Applicants are discouraged from submitting the same application after new Board of Variance members have been appointed.
- Applicants are not permitted to make additional applications to the Board of Variance after a variance has been approved as the design of a project evolves.

**APPLICANT SIGNATURE**

**DATE SIGNED**