

# Variance Permit Application Checklist



This checklist guides you through the requirements for your Development Variance Permit (DVP) or Board of Variance (BOV) application. The checklist, all required application supporting documents, and other requirements as described in this checklist, must be completed and accompany your DVP or BOV application form. Applications must be submitted in both electronic and paper form.

Development Variance Permit application form can be found [here](#).

Board of Variance Permit application form can be found [here](#).

## Pre-Application Meeting

A pre-application meeting with an SCRD Planning staff member is required before submitting an application in order to help you ensure that all the required materials are present. You can contact the Planning Department at [planning@scrd.ca](mailto:planning@scrd.ca). Please provide the subject property street address or property ID (PID) when contacting the Planning Department.

**Parcel regulated by Zoning Bylaw:** 722 337. **Zone Designation:** \_\_\_\_\_ **DPA:** Yes No

**Email Correspondence Ticket Number:** \_\_\_\_\_ **Application Type:** DVP BOV

## Required Application Supporting Documents

- 1 Completed Variance Permit Application Checklist
- 2 Site Plan [see details below]
- 3 Construction drawings if required by project [see details below]
- 4 Simplified variance site plan and structure renderings [see details below]
- 5 Certificate of Title not older than 30 days upon application submission. Easements, covenants, and statutory right of ways on title must also be provided.

## Site Plan Requirements

The site plan must be to scale and all information must be clearly identified with measurements in metric. Refer to an example of a site plan on page 3.

### Note about structures:

Existing and proposed structures must be shown on the site plan. A structure is a construction of any kind whether fixed to, supported by, or sunk into land or water. This includes fences over 2 metres tall, retaining walls over 1.2 metres tall, decks more than 2ft above ground, and pools. Artificial surfacing, such as walkways or laneways, is not considered a structure.

### Required Site Plan Item (check item when complete)

Required

Complete

#### Property lines and adjacent roads

All property lines must be shown, and adjacent roads must be labelled.

#### Proposed building or structure location and footprint

Footprint is the ground surface area between the exterior of the outside walls of a building, and can also be the total surface area of deck structures and pools, etc.

#### Existing building or structure location, footprint, and type

Examples of "type" may include, but are not limited to: garage, shed, gazebo, deck, residential structure, cabin, pool, etc.

#### Setbacks from all lot lines to edges of proposed building or structure

Please ensure that the setbacks meet the minimum required setbacks as indicated in the Zoning Bylaw (Zoning Bylaw 722 or 337), otherwise add the portion of structure that does not meet the minimum setback to your variance plan details (see below).

#### Easements, Right of Ways, Covenants on Title

This information can be retrieved from the Land Titles and Survey Authority of British Columbia, and it must be displayed on the site plan.

## Staff Notes

## Construction Drawing Requirements

Construction drawings must contain, at a minimum, the following required items. Required items in the Project Summary Table must be provided in metric.

**Required Item (check item when complete)**

**Required**

**Complete**

**Construction Drawings Materials** (two sets of 11" x 17" size drawings)

**Project Summary Table**

Refer to Summary Table required items on page 3.

## Variance Plan Details Required

The site plan and architecture drawings/renderings for your variance plan must be limited to only those features comprising the variance requested. IMPORTANT: for a variance on an existing structure that does not conform to the zoning bylaw, all siting details of the existing structure must be surveyed. Sample variance plans and variance guidance are found on page 4.

**Required Item (check item when complete)**

**Required**

**Complete**

**Variance plans for a requested relaxation to a required height regulation in the zoning bylaw**

**Variance plans for a requested relaxation to a required siting regulation in the zoning bylaw**

**Variance plans for a requested relaxation to a required parcel coverage regulation in the zoning bylaw**

## Staff Notes

## Applicant Acknowledgement

**Incomplete applications will not be accepted.**

To the best of my knowledge, aside from the variance being applied for in this application, the proposal is consistent with the property use, density, and siting regulations within the Zoning Bylaw and I understand that should any nonconformance be discovered, the variance permit application will require more time to complete. I / we hereby declare that all of the above requirements and supporting documentation and materials have been submitted in support of this application.

**Date:**

**Applicant Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## Office Notes

Pre-application meeting/assessment conducted by: \_\_\_\_\_ Heritage Conservation Act: YES NO (if yes, applicant notified?)

Internal referrals complete: YES NO Application intake completed by: \_\_\_\_\_ Application Number: \_\_\_\_\_

Date of Pre-application Meeting:

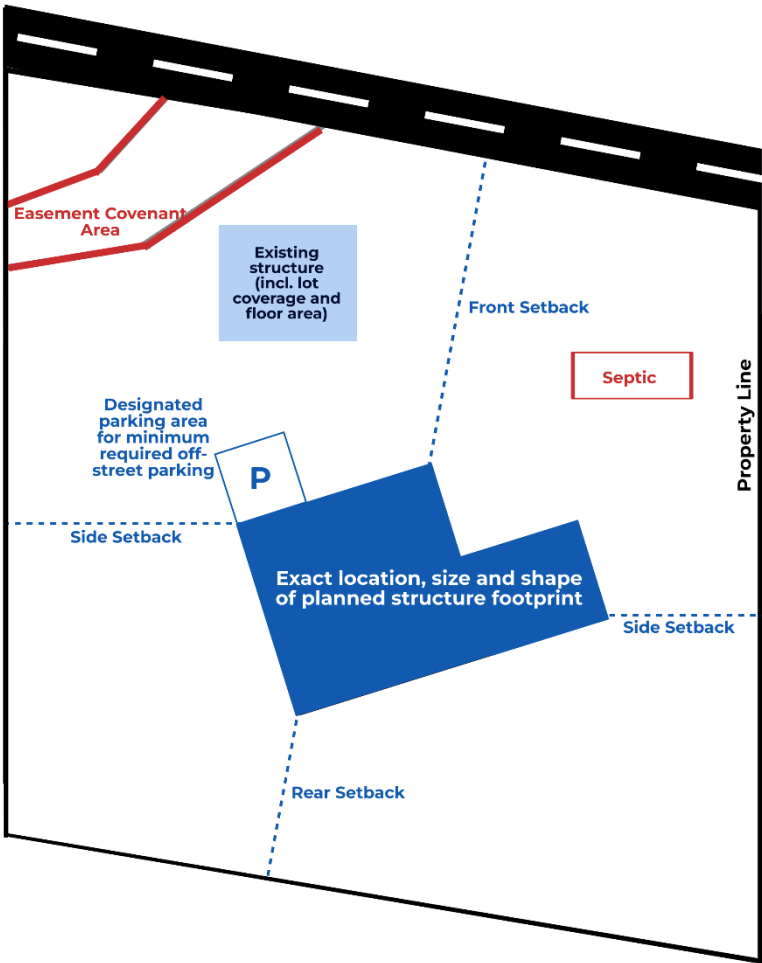
## Site Plan Requirements

Site plan must show the surveyed location and footprint of existing buildings and structures, septic field, and any easements, statutory rights-of-way or covenant areas registered on Title (examples in red). Site plan must also include parcel line setbacks.

## Project Summary Table Requirements

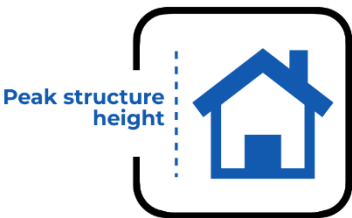
Project Summary Table to be included with construction drawings, and must provide the following, in metric:

- Floor area of existing structures
- Floor area of planned structure
- Percentage of floor area of existing and planned structure relative to parcel size (R1 and R2 zoned parcels <1500m<sup>2</sup> only)
- Total parcel coverage of existing structures
- Total parcel coverage of planned structures
- Percentage of parcel coverage of existing and planned structures relative to parcel size
- Total height of planned structure above average natural grade



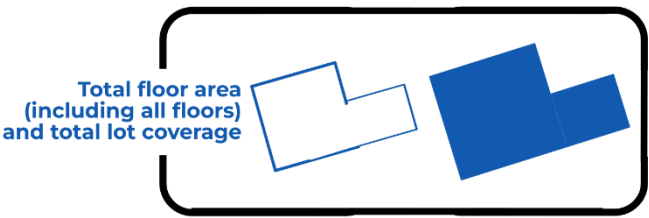
### Height of proposed building or structure

Height is the vertical distance from the average finished grade or the average natural grade to the highest point of a building or structure.



### Parcel coverage of existing and proposed buildings and structures

Parcel coverage includes the top of a building's roof and roof overhangs, but it can also include the surface area of a deck structure or swimming pool. Provide in square metres and as a percentage of the parcel's total land area.



### Projection measurements of proposed building or structure

Where a building or structure's exterior wall is at or near a minimum required setback, you must provide clear setback information for projections such as roof overhangs, cantilevers, bay windows, and staircases.



## Variance Plan Details Required

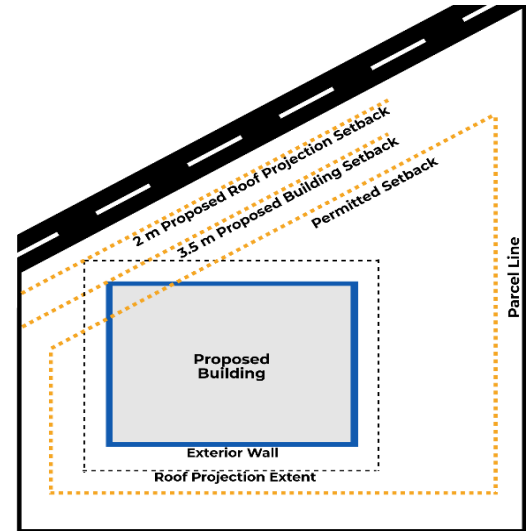
Details commonly found in a site plan or architectural drawings must be removed from the variance plans to make the requested variance easy to understand. Simplified architecture renderings must clearly show the structure or portion of structure that is the subject of the variance with all values displayed in metric. Where a requested variance is at or near a statutory right of way or area of land covered under a restrictive covenant, the site plan must clearly show the surveyed location of the restriction.

**Existing non-conforming structures:** Existing structures that contravene the zoning bylaw in terms of siting must be fully surveyed.

### Application to vary siting of a structure

Details include:

- Building footprint for impacted structures
- Clearly displayed setback details for impacted structures and structure projections (example: roof overhangs, balconies, bay windows, etc.)
- Clearly displayed zoning bylaw setbacks
- Structures previously constructed, and that require a variance, must be fully surveyed.

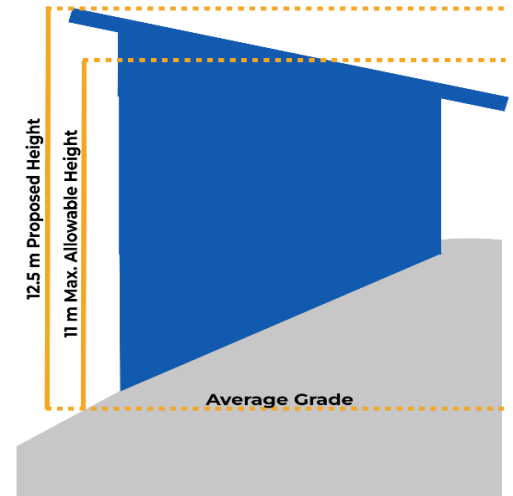


### Application to vary the permitted height of a structure

Details include:

- Profile of slope grade used to establish average grade
- Side profile of proposed structure and all projections
- Clearly identified permitted and requested height values

**IMPORTANT:** Base of structure to be based on average grade. Average grade means the average ground elevation, calculated by referencing the lower of finished grade or natural grade at all corners of every exterior wall or column around the perimeter of a building, excluding steps, eaves, sunlight controls, balconies, open porches, patios and uncovered swimming pools. Staff will provide further guidance on calculation of height of structures.



### Application to vary permitted parcel coverage of a structure

Details include:

- Project summary and description of the project that includes parcel coverage for the parcel as indicated the zoning bylaw and the actual planned parcel coverage.
- Simple architectural renders or sketch clearly and accurately showing the entire structure including exact location of the structure on the parcel.

Please note that use and density cannot be varied. The Planning Department will provide further guidance on the variance application process and help you determine whether a variance application is appropriate for your planned development.

## Heritage Conservation Act

Except as may be authorized by the Minister responsible for heritage conservation, no person may damage, alter, or remove from a site any object, artifact, feature, material or other physical evidence of unknown origin that may be protected under the Heritage Conservation Act. In the event of finding a possible archaeological site or artifact, immediately stop work and use the contacts below.

In advance of land alteration, please determine your responsibilities by contacting:

### **Archaeology Branch**

Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
PO Box 9816 Stn Prov Govt  
Victoria, BC V8W 9W3  
250-953-3334

### **The Land Management Division, Squamish Nation**

320 Seymour Blvd, North Vancouver, V7J 2J3  
604-982-0510

### **shíshálh Nation Rights and Title Department**

5555 Sunshine Coast Highway, Sechelt, BC  
Phone: (604) 885-2273 Toll Free: 1-866-885-2275  
PO Box 740, Sechelt, BC V0N 3A0