



# POWELL RIVER REGIONAL DISTRICT

## DEVELOPMENT VARIANCE PERMIT APPLICATION FORM

### OFFICE USE ONLY

Application Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ File No.: \_\_\_\_\_

### SECTION 1: DESCRIPTION OF PROPERTY

(AS INDICATED ON THE STATE OF TITLE CERTIFICATE)

Legal Description \_\_\_\_\_

Civic Address \_\_\_\_\_

Electoral Area \_\_\_\_\_ Parcel Identifier (PID) \_\_\_\_\_

### SECTION 2: OWNER INFORMATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

1) \_\_\_\_\_ 2) \_\_\_\_\_  
Name Name

\_\_\_\_\_  
Mailing Address Mailing Address

\_\_\_\_\_  
Town/Province Postal Code Town/Province Postal Code

\_\_\_\_\_  
Telephone/Cell Fax Telephone/Cell Fax

\_\_\_\_\_  
Email Email

I would prefer all correspondence via:  email  regular mail  fax

### SECTION 3: AGENT INFORMATION

\_\_\_\_\_  
Name Mailing Address Town/Province

\_\_\_\_\_  
Postal Code Telephone/Cell Fax Email

I would prefer all correspondence via:  email  regular mail  fax

### SECTION 4: DESCRIPTION OF PROPOSAL

(USE SEPARATE SHEET IF NECESSARY)

I/We, the registered owner(s) of the above noted property, hereby make an application as follows:

Amendment(s) Requested: \_\_\_\_\_

Purpose of Amendment(s): \_\_\_\_\_

### SECTION 5: REQUIRED DOCUMENTATION

An application to amend an OCP or zoning bylaw shall include the following:

- If an agent is representing the registered owners, a Letter of Authorization attached as Schedule “F” to the Powell River Regional District Development Services Procedures Bylaw No. 477, 2013;
- A current Certificate of Indefeasible Title dated no more than 30 days prior to the date of application, together with copies of any charges registered against the title of the property;
- A written explanation of the proposal including variance rationale;
- A scaled survey plan, drawn to the satisfaction of the Regional District’s Manager of Planning at a maximum scale of 1:250 and shows the subject property and includes:
  - The scale and a North arrow;
  - The legal description and municipal address of the site;
  - Parcel(s) boundaries, dimensions, and area(s);
  - Proposed subdivision of parcel(s) if applicable;
  - Location of all existing and proposed roads;
  - Location of all site access and egress points;
  - Location and type of all existing and proposed easements and covenants;
  - Location of any registered utility rights-of-way (including Plan number);
  - Location of all watercourses, riparian areas, environmentally sensitive areas, natural hazard areas, and their associated setbacks;
  - Size and location of all existing and proposed buildings, structures, and their uses; and,
  - Location of all existing and proposed water lines, wells, septic fields, and sanitary sewer and storm drain facilities, including sizes.
- A signed copy of the Riparian Areas Regulation Property Declaration Form attached as Schedule “G” to the Powell River Regional District Development Services Procedures Bylaw No. 477, 2013;
- Electronic copies of all plans; and,
- The required application fee as stipulated in Schedule “A” of the Powell River Regional District Development Services Procedures Bylaw No. 477, 2013.

Finally, depending on the scale and complexity of the application, additional information may be required to properly evaluate a proposal.

### SECTION 6: REGISTERED OWNER’S AUTHORIZATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

I hereby declare that all the above noted statements and information contained in this application and supporting documents are true and correct.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

In order to process your application, please provide all necessary documentation with your application. Contact the Manager of Administrative Services at the Powell River Regional District if you require assistance.

Submit the completed application form, required fee, plans, and supporting material to the Powell River Regional District. The fee is payable to the “Powell River Regional District”.

**Powell River Regional District**  
**#202 – 4675 Marine Avenue**  
**Powell River, BC V8A 2L2**  
**Phone: 604-485-2260 Fax: 604-485-2216**  
**Email: [administration@powellriverrd.bc.ca](mailto:administration@powellriverrd.bc.ca)**  
**[www.powellriverrd.bc.ca](http://www.powellriverrd.bc.ca)**