



VILLAGE OF WARFIELD 555 Schofield Highway, Trail, BC V1R 2G7

Board of Variance Application

Board of Variance

The Board of Variance is an appeal body consisting of three appointed members who hear and then decide upon variances to the Zoning Bylaw of the Village of Warfield. The Board of Variance provides citizens with an avenue for appeal of the interpretation and strict application of certain local government provisions and regulations in specific circumstances defined in the legislation. The Board of variance functions independently from Village Council and has its own authority under the Local Government Act.

A complete application form and all the materials listed on Page 3, must be provided to the Village Office, twelve (12) days before the hearing at which the application is proposed to be heard (schedule on Page 4).

Description of Property

Civic Address _____ PID _____

Legal Lot(s) _____ Block _____ Section _____ District _____ Plan _____

Contacts

Name _____ Company _____

Address _____ Postal Code _____

Email _____ Phone # _____

Cell # _____ Fax # _____

Office Use

Date _____ Application/File No _____

Received by _____ Folio No _____



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Authorization of Owner to make an Application (if not applicable leave blank)

Date: _____

Site Address: _____

I/We _____

are the registered owner(s) of _____

Variance request: _____

Name (please print) _____ (signature) _____

Name (please print) _____ (signature) _____

Building Inspector: _____

Important Information

- The properties' address must be clearly identified and marked with proposed building site and the property fully accessible to the Board members;
- Decisions of the board are final and if not acted upon will expire two (2) years from the approval date;
- While not a legal requirement, it is advisable to discuss the proposed plans with your immediate neighbours prior to making application to the Board.



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Application Requirements

A complete application to the Board of Variance contains and will only be considered when complete:

- A complete application form;
- Letter addressed to the Board of Variance explaining details of the proposal, the requested variance(s), hardship conditions, rational and justification;
- Copy of current Certificate of Title (no older than 30 days) and copies of any title restrictions e.g. restrictive covenants, easements, right of ways
- Dimensioned Site Plan showing existing structures, property lines, building outlines, setbacks as well as the proposed works;
- One (1) complete set of all plans submitted (may be reduced to 8.5 x 11 inch or 11 x 17 inch format);
- On Site information required:
 - Have property pins located or certificate of location
 - Have proposed building staked out
- Other information that will support your application:
 - Site Photos
 - Letters in support from neighbours

Rationale for Your Proposal

A complete application includes a letter to the board of Variance explaining the variance(s) being requested and why it is a hardship to comply with the Zoning Bylaws. This is required to assist the Board of Variance and the community in the review of your proposal. The following questions are provided to guide you in the preparation of your letter (some or all may be applicable):

- Does your proposal complement or improve conditions in the surrounding area? What effect would this proposal have on the immediate neighbour? Consider activity levels, removal of natural landscape and trees, privacy, views etc? What mitigation measures are being provided?



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Meeting Schedule

Application Deadline Date	Meeting Date
	Tuesday, January 16, 2018
Thursday, February 8, 2018	Tuesday, February 20, 2018
Thursday, March 8, 2018	Tuesday, March 20, 2018
Thursday, April 5, 2018	Tuesday, April 17, 2018
Thursday, May 10, 2018	Tuesday, May 22, 2018
Thursday, June 7, 2018	Tuesday, June 19, 2018
Thursday, July 5, 2018	Tuesday, July 17, 2018
Thursday, August 9, 2018	Tuesday, August 21, 2018
Thursday, September 6, 2018	Tuesday, September 18, 2018
Thursday, October 4, 2018	Tuesday, October 16, 2018
Thursday, November 8, 2018	Tuesday, November 20, 2018
Thursday, December 6, 2018	Tuesday, December 18, 2018