

## Requirement Checklist for Development Variance Permit (DVP) Applications

<p>Document Requirements</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Development Application</li> <li><input type="checkbox"/> Agent Authorization Form</li> <li><input type="checkbox"/> Strata Council Approval <i>if the subject site is strata</i></li> <li><input type="checkbox"/> Title Search; A current title search issued not more than 14 days prior to the date of application, and a copy of all non-financial charges from the Land Title Office for each property involved in the proposal</li> <li><input type="checkbox"/> Application Fees</li> <li><input type="checkbox"/> A Letter of Intent including the following information:             <ul style="list-style-type: none"> <li>○ Description of the requested variance(s), including the sections of the bylaw(s) to be varied</li> <li>○ the purpose of the requested variance(s)</li> <li>○ reasons for the requested variance(s)</li> <li>○ impacts of the requested variance(s) on adjacent land uses, streetscapes, and the natural environment, and the proposed mitigating measures to minimize the impacts</li> </ul> </li> <li><input type="checkbox"/> Site Disclosure Statement; if the proposal includes soil disturbance of a site which has been used for commercial or industrial activities as defined under Schedule 2 of the <i>Contaminated Sites Regulation</i></li> <li><input type="checkbox"/> <b>Completed by staff:</b> Fill in the Protected Archaeological Sites in BC (Heritage) document <a href="https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/local_government_notification_letter.pdf">https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/local_government_notification_letter.pdf</a></li> </ul>
<p>Drawing Requirements [digital format on standard A1 sheet (24" by 36")]</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Certified Survey Plan showing:             <ul style="list-style-type: none"> <li>○ property lines, lot area, and lot width</li> <li>○ driveways, roads, and accesses</li> <li>○ location of fire hydrant, and utilities</li> <li>○ location of existing easements, rights-of-way, and covenanted areas</li> </ul> </li> <li><input type="checkbox"/> Site Plan, Including the location of existing and new buildings/structures, parking and loading areas, setbacks, landscaping, watercourses and the required setbacks from the top of the bank, finished grades, etc.</li> <li><input type="checkbox"/> Project Statistics</li> <li><input type="checkbox"/> Architectural drawings, including elevations, if the requested variance(s) is related to a building</li> <li><input type="checkbox"/> Photos of the subject site, and adjacent properties and streetscapes</li> </ul>