



Board of Variance Application Form

Planning and Development Services

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15322 Buena Vista, White Rock B.C. V4B 1Y6

In accordance with White Rock Board of Variance Bylaw, 2004, No. 1753 and White Rock Planning Procedures Bylaw, 2017, No. 2234, I / we hereby submit the following application to the Board of Variance:

Site Address(es)	
PID(s)	
Legal Description(s)	
Zoning	

Variance(s) Requested

Please detail the specific variances to the White Rock Zoning Bylaw, 2012, No. 2000 that you are requesting below:

Variance Requested Example: Front Lot Line Setback from 7.5 metres to 6.0 metres in RS-1 Zone	Zoning Bylaw Section Example: Section 6.1.6 (3)

Description of Proposal

Please provide a short description of your proposal below:

Hardship Statement

The Board of Variance is authorized to act only in cases of undue hardship as relating to the siting, size, or shape of buildings or structures on a property. Please provide a short description of your hardship below:

Minimum Application Requirements

Please use the following checklist to assist with the preparation of your application:

Checklist	CHECK
A Completed Application Form with associated fee per the City’s Fees and Charges Bylaw. <i>Note: 8 copies of this document are required.</i>	
An Authorized Agent Form, if the property owner is represented by a third party	
Proof of Business Ownership (Notice of Articles) <i>Note: Only required if the property owner is a corporation.</i>	
A recent title search, dated within 30 days of the application <i>Note: Staff will require copies of any applicable legal encumbrances on title.</i>	
A Registered Survey Plan <i>Note: The Registered Survey Plan must show the existing (“permitted”) and proposed (“varied”) dimensions of the building envelope. It must also show the topography of the site, along with the siting, size and elevations of trees located on and around the subject property. Along with the original stamped/sealed survey plan, 8 copies (11 by 17) are required.</i>	
Site Plan, Building Elevations Plans, and Floor Plans <i>Note: Only plans applicable to the requested variances are required. Be sure to verify which ones are required with staff. 8 copies of these plans (11 by 17) are required.</i>	

Additional Application Requirements

Some applications may have additional submission requirements. Other studies not described here may be required. Please verify with Planning staff before proceeding with the submission of this application:

Checklist	STAFF CHECK	APPLICANT CHECK
Tree Assessment Report <i>Note: The report, as prepared by a certified arborist, will need to identify trees of protected size for retention and removal on and around the subject property (see: White Rock Tree Preservation Bylaw, 2407). 8 copies of this document are required.</i>		
Parking Plan <i>Note: The plan will illustrate off-street (on-site) parking space dimensions, drive aisles, and turning radiuses. 8 copies of this document are required.</i>		

Owner / Applicant Information

Please input the following information into each box as labelled and organized below:

	Registered Owner	Applicant (only if not the Owner)
Full Name / Organization		
Address		
City		
Postal Code		
Phone (Main)		
Phone (Cell)		
Fax		
E-mail		

Consent

Please fill out and sign the following materials below to signify your consent for this application:

I hereby consent ...	Input Signature Below:	Date (YY/MM/DD)
Property Owner		
Property Owner		
Authorized Agent		