



# DEVELOPMENT VARIANCE PERMIT APPLICATION

OFFICE USE ONLY

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

**Fee: \$650.00**

Bowen Island Municipality  
981 Artisan Lane  
Bowen Island BC V0N 1G2  
Tel. 604-947-4255  
Fax. 604-947-0193  
Email: bim@bimbc.ca

**PROPERTY OWNER** (PLEASE PRINT)  
(Please list all owners as indicated on Certificate of Title)

Property Owner(s) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Postal Code \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Other \_\_\_\_\_

**APPLICANT** (IF DIFFERENT FROM OWNER)

Applicant(s) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Postal Code \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Other \_\_\_\_\_

**DESCRIPTION OF PROPERTY** (AS INDICATED ON CERTIFICATE OF TITLE)

Lot/Parcel \_\_\_\_\_ Plan \_\_\_\_\_ Block \_\_\_\_\_ District Lot/Section \_\_\_\_\_  
Range \_\_\_\_\_ Other Description \_\_\_\_\_  
Street Address or General Location \_\_\_\_\_  
Jurisdiction and Folio Number \_\_\_\_\_ (From Property Assessment/Tax Notice)  
Parcel Identifier (PID) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (From Certificate of Title)

Please provide the following information, add paper if more space is required.

(1) Applicant Submission Checklist. (Please see attached application checklist and be sure to include all required information with your application, and ensure your site plan is accurate and complete)

(2) Describe the current uses of the land and buildings on the property.

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(3) Describe the proposed uses of the land and buildings, and show on your site plans the location of any proposed buildings or structures including moorage facilities. If required, submit an elevation plan showing side views of the proposal.

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(4) Describe the proposed variances to the bylaw requirements that are needed for the proposed development of the property. On your site plan, show the existing bylaw requirement and your proposed variance with accurate dimensions.

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(5) Describe the reasons for the proposed variance and why the current bylaw requirements cannot be met in the proposed development.

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(6) Describe how the property and the surrounding lands will be affected by the proposed variance, and show any of the affected features on your site plan:

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**(7) Contaminated Site Regulation**

Pursuant to the *Environmental Management Act*, an applicant is required to submit a completed "Site Profile" for the properties that are or were used for purposes indicated in Schedule 2 of the *Contaminated Sites Regulation*. Please indicate if the property has been used for commercial or industrial purposes (circle correct)    yes    no

If you responded "yes", you may be required to submit a Site Profile, Please contact BIM's Planning Department or Ministry of Environment for further information.

**CERTIFICATION**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

**AUTHORIZATION**

REQUIRED IF THE APPLICANT IS NOT THE REGISTERED OWNER (PLEASE LIST ALL OWNERS INDICATED ON CERTIFICATE OF TITLE. STRATA TITLED DEVELOPMENTS REQUIRE A WRITTEN ENDORSEMENT FROM STRATA COUNCILS)  
I HEREBY CONSENT TO THE APPLICATION CONTAINED HEREIN

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

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\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

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I HEREBY CONSENT TO THE APPLICATION CONTAINED HEREIN

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SIGNATURE OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

**Freedom of Information and Protection of Privacy:**

Personal information contained on this form is collected under the Local Government Act for the purpose of responding to this application, or for purposes directly connected with this application. Information on your application form is available to the public upon request under freedom of information legislation. Please contact the Chief Administrative Officer, Bowen Island Municipality, 981 Artisan Lane Bowen Island, B.C. V0N 1G2, if you have any questions regarding the collection of personal information on this form.

**CONTAMINATED SITES REGULATION:**

Please Note: Under section 40 of the Environmental Management Act, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a site profile. If you have any questions please contact the Bowen Island Municipality Planner at 604 947-4255.



## DEVELOPMENT VARIANCE PERMIT (DVP) APPLICATION CHECKLIST

Please ensure that all of the information below is included in your application. Should you have any questions regarding submission requirements, please contact the Planning Department. Staff will not begin processing your application until all required information has been provided.

### Land Title

- recent certificate of title (within 90 days of receipt of application) for the subject property
- all covenants, building schemes or easements registered on title

### Application Form

- completed application form
- written authorization of all owners on certificate of title

### Site Plan (2 copies, no larger than 11" x 17") showing:

- all uses, existing and proposed, on the property, including buildings and structures
- existing bylaw requirements and proposed variance with accurate dimensions
- dimensions and floor areas of existing and proposed buildings
- height of existing and proposed buildings, additions, structures
- setbacks for existing and proposed buildings to property lines, natural boundary of sea, lakes, wetlands and watercourses
- setback of existing and proposed septic field to natural boundary of the sea, lakes and watercourses (where applicable)
- parking areas including numbered parking stalls, aisle widths, stall dimensions (where applicable)
- location of wells, drainage areas, ponds and topographic features
- locations and dimensions of all legal easements, covenant areas and utility corridors
- north arrow, street names

### Elevation Plan (2 copies)

- elevation plan of proposed buildings and structures requiring variance

### Information from Strata Council/Neighbours

- copy of resolution from strata council when proposal reviewed (if applicable)
- copy of letters received from neighbours about proposed variance