



The Board of Variance may order minor variances from the requirements of certain bylaws in respect of matter set out in S.901 (1) of the Local Government Act on finding that undue hardship would be caused by an applicant having to comply with the provisions of the Township of Esquimalt's "Zoning Bylaw 1992, Bylaw No. 2050. Applicants must state the nature of the undue hardship in their application.

Description of Property

Civic Address _____ PID _____

Legal Description Lot _____ Block _____ Section _____ Range _____ Plan _____

Contacts Please print clearly.

Property Owner

Name		Company (if applicable)	
Address		City	
Email		Postal Code	
Phone		Cell	

Applicant

Name		Company (if applicable)	
Address		City	
Email		Postal Code	
Phone		Cell	

This collection of personal information is authorized under the *Local Government Act, Community Charter*, and section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The information will be used for processing this application. Questions can be directed to the Township's Privacy Team at foi@esquimalt.ca, 250-414-7177, or 1229 Esquimalt Road, Esquimalt, BC, V9A 3P1.

Contractor / Applicant - If the applicant is NOT the owner(s), complete an "Owner's Authorization" form.

Property Details

Current Zoning _____ Property Size (m²) _____

Existing Use _____

Requested Variances

Bylaw Section & Requirement	Permitted	Proposed	Difference
<i>Example</i> Zoning Bylaw Section 35.9(a)(ii) Side Setback	3.0 metres	2.2 metres	0.8 metres

(Attach additional information to clarify)

Signature of Owner(s) (required)
(or applicant with Owner's Authorization Form)

Date

Information Required for Submission

- Letter from registered owner(s)

The letter must include:

1. Specific details of the undue hardship
2. Specific details of the minor variance requested
3. All owner names and signatures

Address the letter to:

Secretary, Board of Variance
Township of Esquimalt
1229 Esquimalt Road
Esquimalt BC V9A 3P1

- Copy of Certificate of Title, including relevant covenants, rights-of-way and easements (issued not more than 30 days from the date the application is received)
- BC Land Surveyors Certificate (BCLS) – confirming the current parcel size, location of existing and proposed buildings (including geodetic elevations at building corners – completed within past year)
- Strata Approval – when requesting a variance within strata, provide written approval from the Strata Council with the application
- Location Map – including neighbouring land uses and roads
- Drawing Requirements
- A. Site Plan must be to scale, showing any existing buildings and proposed extensions in relation to property lines; or where no building exists provide the site plan showing proposed building footprints and setbacks in relation to property line
 - B. Floor Plans – building dimensions
 - C. Elevations – natural & finished grades, roof & building height elevations
 - D. Natural Features – significant physical features and topographical information, all existing watercourses and wetlands, and all Sensitive Ecosystem Information

Note:

1. All drawings must be to metric scale and include date, page numbers, name of person/company who prepared the drawings
 2. Further information, such as section drawings, may be required to enable the Board of Variance members to visualize the proposals and their relationship to the surrounding area
 3. Applicants are advised that approval, if given by the Board, is for the plans as submitted. Alterations to plans are not authorized after acceptance by the Board
 4. Once an application is approved, the applicant has one year from date of approval to apply for a building permit and construction must be completed two years from the date of approval of the requested variance, unless otherwise specified by the Board
- Application fee and public notification fee.