



CITY OF WILLIAMS LAKE

OFFICE USE ONLY

Application/File No. _____

DEVELOPMENT VARIANCE PERMIT APPLICATION FORM

Applicant and Registered Owner Information

Applicant's Name: _____

Mailing Address: _____

Street Address *City* *Province* *Postal Code*

Phone: _____ Email: _____

Applicant is the: Owner Tenant Designer / Contractor Other Authorized Agent

Registered Owner's Name(s): _____

Mailing Address: _____

Street Address *City* *Province* *Postal Code*

Phone: _____ Email: _____

Application Details

Street Address: _____

Legal Description: _____

Lot *Block* *District Lot* *Plan*

Legal Description Cont'd

Size of Property (area, number of parcels): _____

Present OCP Designation: _____

Present Zoning Designation: _____

Description of Existing Use/Development: _____

Description of Proposed Development: _____

Proposed Variation and/or Supplement to Existing Regulations: _____

Approximate Commencement Date of Proposed Project: _____

Reasons and Comments in Support of Application

Please give reasons and comments in support of application below. Use separate sheet if necessary.

Application Requirements

At time of application, please provide the following as required:

- Proof of ownership (a title search dated no more than 30 days prior to submission of the application) and copies of any applicable charges on title;
- A completed Site Identification (Contaminated Sites) form and \$100 Site Identification form fee (note - this is not required if already on file);
- An application fee of \$550 for the Development Variance Permit. Fees should be made payable to the City of Williams Lake and are considered GST exempt. Note that \$50 of the application fee would be refunded in the event that the application is withdrawn or denied;
- A dimensioned site plan drawn to a minimum scale of 1:1000 showing the parcel which requires a development variance permit, as well as of the following relevant details: proposed buildings, structures, vehicle access, parking lot layout, and site landscaping;
- Any elevations, cross-sections, or detailed drawings which may be relevant; and
- Copies of any previous studies or reports made on the subject property relating to its present condition and suitability for the proposed use/development, e.g. geotechnical reports, site contamination, and remediation studies.

Declaration and Authorization

If the registered owner is also the Applicant, the owner should sign as the Applicant below. If an Agent is submitting this application on the owner's behalf, the Agent must complete the declaration and the authorization below must be completed by the registered owner.

I/We make application pursuant to the *Local Government Act* for a development variance permit. The information provided in support of this application is accurate and complete to the best of my/our knowledge.

Signature of Applicant(s): _____ Date: _____
_____ Date: _____

By completing this section, the registered owner(s) understand that the Agent will be the point of contact with the City of Williams Lake.

I/We consent to this application filed by the agent listed in this application. This application is made with my full knowledge and consent.

Signature of Registered Owner(s): _____ Date: _____
_____ Date: _____

For Office Use Only:

- ___ Application form duly completed
- ___ Site Profile completed and received
- ___ Proof of Ownership (title search) received
- ___ Attachments received
- ___ Application fee received
- ___ Application signed by applicant and authorization from owner provided (if required)

Signature of Official: _____ Date: _____

Comments: _____
