



## CITY OF COURTENAY

### Planning Division

830 Cliffe Avenue

Courtenay, BC, V9N 2J7

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# BOARD OF VARIANCE APPLICATION GUIDELINES

**For detailed requirements and process  
See *Board of Variance Bylaw No. 1697, 1994***

The Board of Variance deals with appeals for minor variances where compliance with the Zoning Regulation Bylaw No.2500, 2007 would cause undue hardship. The Board also deals with matters regarding additions and structural alterations to non-conforming buildings. The Board cannot deal with matters related to land uses, density limits, or any developments adversely affecting the natural environment or substantially affecting the use and enjoyment of adjacent land.

The Board is made up of volunteer members appointed by City Council. Elected City officials and City staff are not permitted to sit on the Board of Variance.

### WHEN A BOARD OF VARIANCE ORDER IS REQUIRED:

A Board of Variance Order may be considered for a minor variance when a person alleges that compliance with a zoning requirement respecting the siting, dimension or size of a building or structure, or a subdivision servicing requirement in an area zoned for agricultural or industrial uses would cause undue hardship.

### APPLICATION PROCESS:

Board of Variance Orders are considered by the Board of Variance members. For most applications, the process is as follows:

1. The applicant is encouraged to arrange for a pre-application meeting with the Planning Department to discuss their application
2. After receiving a complete application, the Board of Variance members are notified of the details of the application and a hearing date is set and notice (*within 40 days of receipt of notice to appeal*)
3. Staff will mail or otherwise notify adjacent property owners and occupants of the subject property of the proposed variance (*2 weeks*) prior to...
4. The board considers the application and may issue, table or refuse the order.

**All decisions of the Board of Variance are final.**



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# BOARD OF VARIANCE APPLICATION

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Prior to submitting any application, you are advised to discuss the proposal including specific application requirements for your project and required fees with the Planning Department and to check the current zoning and OCP designation of the property.

**\*Incomplete applications will be returned to the applicant**

It is the applicant's responsibility to be familiar and knowledgeable of all requirements, policies and applicable bylaws within the City of Courtenay, and to clearly represent how the application conforms to these requirements, policies and bylaws before the application will be accepted.

The coordinating professional must ensure that the submissions, including all plans are internally consistent. Plans that are not internally consistent will be returned to the coordinating professional with no further review.

**Applications that are inactive for a period of 6 months or more may be closed at the discretion of the City.**

APPLICANT INFORMATION	DESCRIPTION OF PROPERTY
Name(s): _____ Address: _____ _____ City: _____ Postal Code: _____ Phone: _____ E-mail: _____	Civic address: _____ _____ Legal Description: _____ _____

**If applicant is NOT the owner of property:**

Owner's Name:	Owner's phone/e-mail:
Owner's Address:	

**Written Strata Council Approval (if applicable) to be included with application.**

DESCRIPTION OF PROPOSED VARIANCES/EXEMPTIONS

SITE & BUILDING INFORMATION	
Current OCP Designation:	Current Zoning:



**This checklist outlines the mandatory requirements for a complete submission. Please ensure you have included all required documentation and drawings. Please note that further submission materials may be required during application processing.**

#### REQUIRED SUBMISSIONS

- Completed Application signed by the registered owners, or written authority for an agent to act on behalf of the owner and written Strata Council approval (if applicable)
- Certificate of Title \* dated no more than 5 business days prior to the date of the application \* **Copy of Certificate of Title shall also include copies of any easements and covenants (this information is available from the Land Title Office).**
- Application Fee
- BC Land Surveyors sketch plan in **metric**
- Written summary, including description of proposed development and reasons/rationale for the proposal.
- Electronic submissions of all drawings to be provided with all applications (must be in PDF format)

#### ARCHITECTURAL SUBMISSIONS

- Location Map
- Site plan, including any existing buildings on the property in relation to legal property boundaries
- Elevations, sections, floor plans (and roof plans where requested)
- North arrow and drawing scales
- Dimensions, in **metric** or metric conversions, for all elevations and site plans
- eodetic elevation
- Comprehensive building site layout
- Exterior building materials and colours
- Zoning bylaw compliance
- Parking lot layout in accordance with City standards, including bicycle parking
- Waste and recycling storage and pickup areas, for commercial, institutional, industrial and multi-residential
- Vehicle/pedestrian circulation and turning radius for delivery and emergency vehicles including waste and recycling pick up services
- Road widening
- Fire hydrant locations
- Open space
- All watercourses and riparian areas, trees to be retained and any other sensitive environmental features including required setback areas
- For applications within a Tree Management and Protection area, location of all existing trees greater than 20cm DBH shall also be included