



**DEVELOPMENT VARIANCE PERMIT  
APPLICATION FORM**

Office Use Only	
Date Application received: _____	Application Fee Paid: _____

**PART 1: DESCRIPTION OF PROPERTY**  
(As indicated on attached State of Title Certificate)

Lot/Parcel \_\_\_\_\_ Plan \_\_\_\_\_ Block \_\_\_\_\_ District Lot /Sec. \_\_\_\_\_

Range \_\_\_\_\_ Other Description \_\_\_\_\_

Street Address or General Location: \_\_\_\_\_

Jurisdiction and Folio Number (From Property Assessment/Tax Notice) \_\_\_\_\_

Parcel Identifier (PID) (from State of Title Certificate) \_\_\_\_\_

**PART 2: OWNER INFORMATION**  
(Include all names listed on State of Title Certificate)

Name _____	Name _____
Street Address _____	Street Address _____
City and Province _____	City and Province _____
Postal Code _____	Postal Code _____
Telephone: _____	Telephone: _____
Fax: _____	Fax: _____
Email: _____	Email: _____

**PART 3: APPLICANT INFORMATION IF DIFFERENT FROM OWNER**

Name _____	Street Address _____
City and Province _____	Postal Code _____
Telephone _____	Fax _____
	Email _____

**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 may be available to the public upon request under freedom of information legislation. Please contact the Village of Telkwa if you have any further questions.

Part 4: Describe current uses of land and buildings

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Part 5: Describe proposed uses of land and buildings (your Site Plan should indicate the locations of proposed buildings or structures).

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Part 6: Describe proposed variances to existing bylaw requirements (your Site Plan should show existing bylaw requirement and proposed variance with accurate dimensions)

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Part 7: Describe why the existing bylaw requirements cannot be met in the proposed development.

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Part 8: Describe how surrounding properties may be affected by the proposed variance (your Site Plan should show any effects the proposed variance will have on neighbouring properties) and how you plan to minimize these effects.

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Part 9: Describe the personal hardship involved and how the proposed variance or exemption would relieve said hardship:

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Part 10: Provide one full-scale and three reduced copies of a detailed site plan and other drawings and documents requested on your pre-application form.

Part 11: APPLICATION CHECKLIST

- I have completed all parts of the application form
- All owners listed on the title have signed this application
- I have included all documentation requested on the pre-application form

***This application must be completed in full.***

Part 12: Owners Consent and Authorization

I hereby authorize the Building Inspector for the Village of Telkwa to enter onto the land described in this application to complete his/her inspection.

If this application has been completed by an agent or representative not named on the State of Title Certificate, I authorize that person, named in Part 3 to represent this application.

\_\_\_\_\_  
Please print name of Property Owner

\_\_\_\_\_  
Please print name of Property Owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_