



BOARD OF VARIANCE APPLICATION

File No. _____
(for office use - to be assigned)

1) I/We hereby make application, as per Section 899 *Local Government Act* relative to the following bylaw:

Enter name of City of Abbotsford Bylaw or "building with non-conforming use"

2) REGISTERED OWNER(S) (If applicant is not the registered owner, EITHER complete the following and attach an executed **Agent's** form OR indicate the name of the future owner and attach a copy of the purchase agreement)

**If Incorporated Company or Society,
attach corporate search ► a \$20 fee will
be charged if the Corporate Search or
Notice of Directors is not attached**

Name(s): _____
Mailing Address _____ Phone: _____
City _____ Postal Code _____

3) APPLICANT

Name _____ Contact _____
Mailing Address _____
City _____ Postal Code _____
Phone Numbers: Office _____ Fax _____ Cellular _____
E-mail _____ (office use: Row ID) _____

4) PROPERTY – Please list ALL properties involved (If insufficient space, please attach separate sheet)

Civic Address _____
Legal Description P.I.D. _____

5) State application request including the relevant bylaw sections:

ATTACHMENTS: (PLEASE ENSURE THAT THE FOLLOWING DOCUMENTS ACCOMPANY YOUR APPLICATION):

- a written statement, signed by the property owner, setting out in detail the grounds upon which the Application is based and the relief sought
- Agent's Authorization Form; if the Application is submitted by an agent, written authorization from the owner must accompany the Application;
- one complete set of construction drawings for presentation at the Board hearing, plus one copy of each relevant page of the construction drawings reduced to 8-1/2" x 11" size for circulation to the Board members before the hearing; and
- a site survey plan, 8-1/2" x 11" in size, drawn to scale and detailing the proposed development with siting distances from the respective property lines, as well as the location of all existing structures on the property with the siting distances from the respective property lines. The requirement for a site survey plan may be waived by the Manager, Building Permits & Licences where the nature of the Application makes such a requirement unnecessary.
- Application Fee: \$400

I/We have attached to this application the attachments required as noted on **Page 2** of this form, along with the required application fee, and hereby agree to submit further information deemed necessary for processing this application. I/We understand that for each occasion on which I/We initiate a change to this application, an administrative change fee of **\$300.00** is payable at the time the change is filed. Further, I hereby agree that all information, including personal information, contained on this document may be made available to the public.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act and the City's bylaws.

*If you have any questions about this collection, contact:
The Freedom of Information Coordinator, City of Abbotsford
32315 South Fraser Way, Abbotsford, BC V2T 1W7*

I/We hereby declare that all the above statements and the statements contained in all the exhibits attached hereto are to the best of my/our belief true and correct in all aspects.

Signature of Applicant

Date

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

FOR OFFICE USE ONLY FORM

Date Stamp:

RECEIVED BY: _____

APPLICANT INITIALS _____

Page 2 of 2