

APPLICATIONS WILL BE ACCEPTED
BETWEEN 8:30 AM – 4:00 PM
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

BOARD OF VARIANCE APPLICATION

Page 1 of 2

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")

REGISTERED OWNER(S) (If applicant is not the registered owner, EITHER complete the following and attach an executed **Letter of Authorization Form** OR indicate the name of the future owner and attach a copy of the purchase agreement)

Name(s): _____

Mailing Address: _____ Phone: _____

City: _____ Postal Code: _____

APPLICANT

Name: _____ Contact: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Cellular: _____

Fax: _____ Email: _____ (office use: Row ID): _____

PROPERTY — Please list **ALL** properties involved (If insufficient space, please attach a separate sheet)

Civic Address: _____

Legal Description: _____

_____ P.I.D.: _____

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 undue hardship upon which the Application is based and the relief sought.
- Letter of Authorization**; 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 ½ " x 11" size for circulation to the Board members before the hearing'.
- A **site survey plan**, 8 ½ "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 Manger, Building Permits & Licences where the nature of the Application makes such a requirement unnecessary.
- Hard copy of all covenants, easements and rights-of-way** registered on the subject property(ies) as a charge or listed as a legal notation and modification to those. A \$25 fee for document retrieval will be required per document if the application does not include these at time of submission.
- Application Fee: \$400.00

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, the City's bylaws and Section 26 of the Freedom of Information and Protection of Privacy Act. It will not be used or disclosed other than for the purpose for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law.

If you have any questions about this collection and use of your personal information, contact the Information and Privacy Coordinator at 604-864-5575 or FOI@abbotsford.ca 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

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LETTER OF AUTHORIZATION (BUILDING PERMITS)

Civic Address: _____

Legal Description: _____

Brief Description of Work: _____

This document shall serve to notify the City of Abbotsford that I am/we are the legal owners(s) of the property described above and do authorize the person indicated below (Authorized Agent) to act on my/our behalf on all matters pertaining to the referenced Permit Application(s) for the above referenced property, including the authority to endorse application documents on my/our behalf.

It is understood that until the City is advised in writing that the Authorized Agent no longer acts on behalf of the Owner, the City will deal with the Authorized Agent with respect to all matters pertaining to the Permits referred to in this Authorization Form. This authorization supersedes any previous agent authorization

REGISTERED OWNER(S)

Name(s): _____

*(List **all owners** as they appear on title. All Owners must sign this section)*

Signature of owner	Owner's name (print)	Date
Signature of 2 nd owner (if applicable)	Owner's name (print)	Date
Signature of 3 rd owner (if applicable)	Owner's name (print)	Date
Signature of 4 th owner (if applicable)	Owner's name (print)	Date

AUTHORIZED AGENT (person acting on behalf of another person or group)

Name: _____

Business Name (if applicable): _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

Signature of Authorized Agent	Agent's name (print)	Date
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