



Village of Port Clements
 36 Cedar Avenue West
 Port Clements, BC V0T 1R0
 Office: (250) 557-4295

APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT

Land Development Application Forms Policy Schedule B

COLLECTION OF INFORMATION

The personal information on this form is collected under the authority of the *Local Government Act*. The information collected will be used to process your application, and it may be necessary for the Village to provide this information to other agencies involved in the review and approval process. If you have any questions about the collection, use and disclosure of this information, contact the Chief Administrative Officer of the Village of Port Clements at 250 557 4295 or cao@portclements.ca.

The information in this application may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act*. Further information can be found at <http://www.gov.bc.ca/citz/iao/foi/submit/general/>

APPLICANT INFORMATION				DESCRIPTION OF PROPERTY			
Business Name:				Full Civic Address:			
Contact Name:							
Address:							
City:		Postal Code:		Full Legal Description:			
Telephone:							
Email:							
IF APPLICANT IS NOT THE REGISTERED OWNER OF THE PROPERTY							
Owner's Full Name(s):				Telephone:			
Address:				Email:			
OFFICIAL COMMUNITY PLAN				ZONING			
Current OCP Designation:				Current Zoning:			
SITE AND BUILDING INFORMATION							
Site coverage:		Existing: _____	Proposed: _____	Landscaped area:		Existing: _____	Proposed: _____
Parking spaces:		_____	_____	Useable open space:		_____	_____
Loading spaces:		_____	_____	Fence height:		_____	_____
Proposed Gross Floor Area:				Proposed % of Lot Covered:			
BRIEF PROJECT DESCRIPTION							
_____ _____ _____ _____							
As the Village of Port Clements is situated on the unceded and traditional territory of the Haida Nation, archeological sites may be present. Archeological sites are protected by the <i>Heritage Conservation Act</i> whether on public or private land. Developments that involve excavation, movement, or disturbance of soils have the potential to impact archeological materials, if present.						Will your project involve excavation, movement, or disturbance of soils? <input type="checkbox"/> YES <input type="checkbox"/> NO	
VARIANCE INFORMATION							
<input type="checkbox"/> Zoning <input type="checkbox"/> Sign <input type="checkbox"/> Other Bylaw							
Bylaw and Section	Bylaw Requirement	Variance Requested	Difference				

APPLICANT / AGENT AUTHORIZATION - Complete ONE of the following:

If there are multiple owners or the property is owned by a company, the signatures of all owners or company signatories must be included.

1. OWNER is the APPLICANT:

I certify that:

- a. I(we) am(are) the owner(s) of the real property referenced in this application, and I(we) am(are) registered as such in the Land Registry Office in Victoria BC;
- b. I(we) agree to indemnify and keep harmless the Village of Port Clements and its employees against all claims, liabilities, judgements, costs and expenses whatsoever which may in any way occur against the Village and its employees in consequence of and incidental to, the consideration of this application; and that
- c. all the information about and on all plans and other attachments is true, correct and complete and I(we) make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canadian Evidence Act.

Registered Owner (print name)

Signature:

Date: (yyyy/mm/dd)

Registered Owner (print name)

Signature:

Date: (yyyy/mm/dd)

2. AGENT applying on behalf of the OWNER:

I certify that:

- a. I am the authorized agent of _____, who is(are) the registered with the Land Registry Office in Victoria BC as the owner(s) of the real property referenced in this application;
- b. I agree to indemnify and keep harmless the Village of Port Clements and its employees against all claims, liabilities, judgements, costs and expenses whatsoever which may in any way occur against the Village and its employees in consequence of and incidental to, the consideration of this application (It is understood that until the Village of Port Clements is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the Village shall deal exclusively with me with respect to all matters pertaining to the proposed application); and
- c. all the information about and on all plans and other attachments is true, correct and complete and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canadian Evidence Act.

Agent (print name)

Signature:

Date: (yyyy/mm/dd)

Registered Owner (print name)

Signature:

Date: (yyyy/mm/dd)

Registered Owner (print name)

Signature:

Date: (yyyy/mm/dd)

REQUIRED SUBMISSIONS AND FEES

This checklist outlines the mandatory requirements for a complete submission. Make cheques payable to the Village of Port Clements. Further submission materials may be required during application processing. Incomplete Applications will be returned.

Required Items:

- Completed and signed Application Form and Fee.
- Copy of the State of Title Certificate showing any property encumbrances, covenants, easements, rights-of-way or other charges (avail. at Land Title Office).
- Copy of the signed Contaminated Sites Disclosure/Declaration Statement.
- A sketch plan of the proposed layout with metric dimensions, including any existing buildings or water courses/water bodies on the property in relation to the legal property boundaries. (must be in PDF format)
- A separate written summary, including a description of the proposed development and reasons/rationale explaining how the proposal conforms with the applicable Guidelines in the OCP or reason for non-conformance.

Application Fees

1.	Development Variance	\$350
2.	Public Hearing	\$300
3.	Sign security deposit	\$150

Where applicable, include these items: (may also be required at the discretion of the CAO or Statutory Approving Officer)

- Professional architectural drawings or landscape submissions.
- Site Servicing Report.
- Sewage Report.
- Any test required by the Northern Health Authority.
- Development Permit and Plan.
- Environmental Impact Assessment.
- Hydrological Study or groundwater assessment.
- Tree Assessment and Wind Study.
- Geotechnical Study.
- Transportation and Traffic Impact Study.
- Archaeological Assessment.
- Wildfire Hazard Assessment.
- Other studies as deemed necessary.