

# Development Variance Permit Application Checklist (1 of 2)

Submission Requirement	Description	Applicant Initial	Comment
<b>Application Form</b>	<p>Completed application form with fee.</p> <p>It is important to provide your rationale for and impact assessment of each requested variance in your application.</p>		
<b>Certificate of Title</b>	<p>Current title search:</p> <ul style="list-style-type: none"> <li>• Dated within 2 weeks of application date</li> <li>• Include description of any restrictions on title</li> </ul>		
<b>Authorization Letter</b>	<p>If you are not the registered owner, complete and submit the District's Letter of Agency. This letter authorizes you to act as the owner's agent for the development project.</p>		
<p><b>Site Plan</b></p> <p>(Drawn in metric scale)</p> <p>*The District may require some plans to be prepared by a certified British Columbian Land Surveyor or professional engineer.</p>	<p>Submit digital plan and 1 letter size (8.5 x 11) hard copy.</p> <p>The site plan should include the following as applicable:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> North Arrow</li> <li><input type="checkbox"/> Civic address</li> <li><input type="checkbox"/> Dimensions of site</li> <li><input type="checkbox"/> Location and dimensions of all existing and proposed buildings and structures</li> <li><input type="checkbox"/> Identify proposed variance area and add details</li> <li><input type="checkbox"/> Floor areas of existing and proposed buildings and structures</li> <li><input type="checkbox"/> Building envelope setback from property lines dimensioned for all buildings and accessory structures, including projecting features such as bay windows and stairs</li> <li><input type="checkbox"/> Existing and finished grade levels</li> <li><input type="checkbox"/> Location of well and septic</li> <li><input type="checkbox"/> Driveways</li> <li><input type="checkbox"/> Surrounding streets</li> <li><input type="checkbox"/> Size and location of all off-street parking and loading with dimensions</li> <li><input type="checkbox"/> Location of the natural boundary of any existing watercourses or environmental features.</li> <li><input type="checkbox"/> Location of utility connections</li> <li><input type="checkbox"/> Natural features and landscaped areas</li> <li><input type="checkbox"/> Note lane dedications, registered easements, encroachments and rights-of-way</li> </ul>		



## Development Variance Permit Application Checklist (2 of 2)

Submission Requirement	Description	Applicant Initial	Comment
<b>Elevation Plan</b>	<p>If applicable, an elevation plan should include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Outline of building or structure</li> <li><input type="checkbox"/> Openings such as doors and windows</li> <li><input type="checkbox"/> Roofing</li> <li><input type="checkbox"/> Projections such as eaves and pipes</li> <li><input type="checkbox"/> Level datums such as finished ground level and floor positions</li> <li><input type="checkbox"/> Key dimensions such as wall lengths and heights.</li> <li><input type="checkbox"/> Exterior features such as decks, porches and steps</li> <li><input type="checkbox"/> Any portion of the foundation that may be visible</li> <li><input type="checkbox"/> Exterior wall and roof finishes</li> <li><input type="checkbox"/> Elevation plan should show front, rear, and side elevations.</li> </ul>		
<b>Site Photos</b>	Provide photos of the variance area from the north, south, east and west viewpoints, where possible.		
<b>Other</b>	Description to be provided by Planner.		



**Questions about your application?**  
**Contact Us.**

### Development Services

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