

Board of Variance Requirements

When submitting an application to the Board of Variance the following information is required:

1. Applicants to the Board of Variance must demonstrate to the Board, in writing, the hardship that would be caused to them with compliance to the zoning bylaw.
2. The following documents must be attached to the application form:
 - 2.1. A site survey certificate prepared for a B.C. Registered Land Surveyor showing the geodetic elevations of the site and existing and/or proposed structures and their setbacks from the various property lines.
 - 2.2. Front, rear and side elevations of the proposed structure drawn to scale ¼" to 1' (1:50) with the existing and proposed finished grades and details of exterior finish.
 - 2.3. Letters of consent or objection to the proposed construction, from adjacent neighbours and neighbours to the rear, if any.

Submit this information to the Secretary of the Board of Variance **at least three weeks** in advance of the meeting. Once the Secretary of the Board of Variance has received a complete application with all of the above information, a meeting will be arranged coordinated with the members of the Board.

Meeting dates are arranged **at the discretion of the Chairperson.**

Owner's signature:
Print name:

Sample Consent Form

Date: _____

The Secretary
Board of Variance
City of Port Moody
100 Newport Drive
Port Moody BC V3H 5C3

To Whom It May Concern,

Re: Board of Variance Application

Name of applicant: _____

Address: _____

We the undersigned property owners, adjacent to the above applicant, have no objection to the proposed relaxation of Zoning Bylaw regulations in order to construct: _____

Please note that if the property is registered in joint names, both owners must sign this form.

1. Name of Property Owner: _____

Signature of Property Owner: _____

Address of Property Owner: _____

2. Name of Property Owner: _____

Signature of Property Owner: _____

Address of Property Owner: _____