



BOARD OF VARIANCE APPLICATION

City of Coquitlam
Building Permits Division
3000 Guildford Way
Coquitlam, BC V3B 7N2
Tel: 604-927-3441
bovinfo@coquitlam.ca

Date: _____

Property Address: _____

Legal Description: _____

Zoning: _____ Date Purchased: _____ Fee: _____

The Board of Variance operates pursuant to the regulations as established by Section 901 of the *Local Government Act* and Board of Variance Bylaw No. 4030, 2009 (a bylaw that provides for the establishment of a Board of Variance). Please make your application in person at the Building Division's Front Counter located on the main floor of City Hall.

Checklist Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note: the Checklist must accompany this application</i>	Invoice To: <input type="checkbox"/> Owner <input type="checkbox"/> Agent
---	--

PLEASE READ CAREFULLY AND FILL OUT ACCURATELY

- Is the owner aware of the application? Yes No
- If appointing a representative, has the Agent Authorization section been completed? Yes No
- Are digital copies of the required documents included? Yes No
- Are the easements, covenants and/or rights-of-way affecting the property included? Yes No
- Is the property adjacent to a ravine/slope or a stream/creek? Yes No

Describe any steep slopes, watercourses, trees, or significant environmental features on or near the site.

Owner(s) of Property

<u>Owner:</u>	<u>Address:</u>	<u>Phone Number:</u>	<u>Email:</u>

Project Description (Please detail the proposed construction project)

Office Use Only – Information to be completed by City Staff

Details of variances requested and the applicable section of the bylaw:

Decision of the Board:

Chairperson: _____

Member: _____ Member: _____

Member: _____ Member: _____



AGENT AUTHORIZATION FORM FOR PERMIT APPLICATION OR FILE ACCESS

City of Coquitlam
Building Permits Division
3000 Guildford Way
Coquitlam, BC V3B 7N2
Tel: 604-927-3441
permits@coquitlam.ca

Address

Date

As the registered owners of the **above-noted address**, I/we:

X _____ X _____
Owner's Name (please print) Owner's Name (please print)

Hereby authorize the following representative to act as my/our Agent:

X _____ X _____
Agent's Name (please print) Agent's Company Name (please print)

X _____ X _____
Agent's Email Agent's Phone

To (check all that apply):

- obtain file access and/or copies of plans;
- make an **application** for a permit; or
- act as my authorized agent for any matter pertaining to a permit

SIGNED BY

X _____ X _____
Owner's signature Owner's signature

X _____ X _____ X _____
Owner's address Owner's phone number Owner's Email

FURTHER REQUIREMENTS TO BE AN AUTHORIZED AGENT

For Strata Property:

I hereby submit written authorization from one of the following parties:

- President of the Strata Council (recent copy of Strata Minutes are required to confirm the name of the current president)
- The Property Management Company (signed authorization by the Director or Principal of the Property Management Company on official Company Letterhead (to confirm the current Property Management Company has an agreement to grant agent authorization).

Bare Trust Agreement / Separate Beneficial Owner(s)?

- I/we am/are the beneficial owner(s) of the above-noted property.
- I/we acknowledge that there is a Bare Trust Agreement for the above-noted property and have provided a copy of the Bare Trust Agreement along with a BC Registry Search showing the owner(s) and general partner(s) of the owner(s) are in good standing.



AGENT AUTHORIZATION FORM FOR PERMIT APPLICATION OR FILE ACCESS

It is understood, that:

1. The City of Coquitlam shall deal with the above-noted agent with respect to all matters pertaining to the Building Permit and is under no obligation to communicate with the Registered Owner or any other person while this appointment remains in effect.
2. The above-noted agent has authority to make all necessary arrangements with the City of Coquitlam, to perform all matters and to take all necessary proceedings with respect to the Building Permit.
3. A written letter from the Registered Owner(s) is required to cancel this appointment.
4. This document must be dated within 30 days of submission to the City of Coquitlam.
5. All information, including personal information, contained in this document and the Building Permit may be made available to the public.