

BOARD OF VARIANCE

Planning and Development Department

Building Permits Division

604 927-3441

bovinfo@coquitlam.ca

Address: _____

Zone: _____ **Date:** _____ **Fee:** _____

This checklist **must** be followed and submitted with your application form. If the application is incomplete, it will affect the processing time of the pending application. City staff will review the checklist and application package. Only complete application packages will be accepted.

CHECKLIST ITEMS:

Forms, Fees and Technical Reports			
DOCUMENT	Copies Required	Details	COMMENTS
Application Form	1	A Board of Variance application form must be completed and signed at the time of submission.	
Agent Authorization Form (If applicable)	1	Where the applicant is not the owner of the property, written permission of the owner for the applicant to act on their behalf is required.	
Application Fee		A non-refundable application is required to be paid when making an application.	
Current Title Search	1	A copy of the current title search from the Land Title Office, including copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on title.	

Drawings Required

In addition to hard copies, please submit digital copies (pdf format) of the following documents on a removable storage device (i.e. memory stick or CD) or email to bovinfo@coquitlam.ca

DOCUMENT	Copies Required	Details	COMMENTS
Building Elevations	2 (one full size and one 11 x 17)	<ul style="list-style-type: none">Four (4) elevations, front, rear and sides (indicating direction)Finished grade elevations around the perimeter of the structureFinish details and materials of exterior, including colours for proposed buildings and building additions	

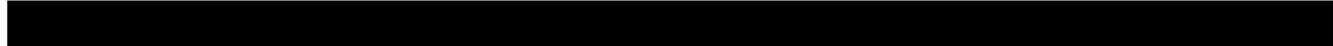
BOARD OF VARIANCE CHECKLIST



Drawings Required			
<i>In addition to hard copies, please submit digital copies (pdf format) of the following documents on a removable storage device (i.e. memory stick or CD) or email to bovinfo@coquitlam.ca</i>			
DOCUMENT	Copies Required	Details	COMMENTS
Certified Survey Plan	1	<ul style="list-style-type: none"> • PID • Legal Description • Street Address, street name(s) and location, location and width of any lane(s) • Dimensions of site area • Location and dimensions of all existing buildings and structures on the site • Front, rear and side yard setbacks from buildings to lot lines • Land dedications, registered easements, encroachments and rights-of-way • Location of existing street crossings • Existing grades at each corner of the lot(s) or spot elevations of the property at one metre intervals 	

Drawings Required			
<i>In addition to hard copies, please submit digital copies (pdf format) of the following documents on a removable storage device (i.e. memory stick or CD) or email to bovinfo@coquitlam.ca</i>			
DOCUMENT	Copies Required	Details	COMMENTS
Site Plan Proposed structures should be labelled "proposed"	2 (one full size and one 11x17)	<ul style="list-style-type: none"> • North arrow • Date plan prepared • Street name(s) adjacent to and fronting the site • Dimensions of the site with property lines • Location and dimensions of all buildings and structures including garages, sheds, gazebos, etc. • Variance request clearly identified and dimensioned • Existing and finished grade elevations • Location of the natural boundary of any existing watercourses or environmental features • Location of existing landscaping 	

BOARD OF VARIANCE CHECKLIST



Drawings Required			
<i>In addition to hard copies, please submit digital copies (pdf format) of the following documents on a removable storage device (i.e. memory stick or CD) or email to bovinfo@coquitlam.ca</i>			
DOCUMENT	Copies Required	Details	COMMENTS
Floor Plans	2 (one full size and one 11x17)	Dimensioned at a scale not less than 1:100 or 1/8" = 1'0" All storeys, including all outside dimensions of each floor Indicate all room uses and dimensions, including finished/unfinished areas All door, window and skylight locations Clear indication of proposed work for additions to an existing building	

I, the **Applicant**, certify that this application is being made with the full knowledge and consent of all Owner(s) of the property in question.

X _____ X _____
Applicant's Name (please print) Applicant's Signature

X _____ X _____
Address Phone

X _____ X _____
Email Date

Completed by: _____

Please note, it is the responsibility of the applicant to ensure the plans that are submitted are complete and accurate. Variances will be granted (if approved) based on the plans provided.