



# BOARD OF VARIANCE APPLICATION

<b>Application Number</b>
<b>BOV</b>
(OFFICE USE ONLY)

Resort Experience, Planning Department  
Tel 604-935-8170 (direct) Fax 604-935-8188  
Email: [planning@whistler.ca](mailto:planning@whistler.ca)

**Subject Property Street Address:** \_\_\_\_\_

Legal Description P.I.D. \_\_\_\_\_ Lot \_\_\_\_\_ D.L. \_\_\_\_\_  
Plan \_\_\_\_\_ Block \_\_\_\_\_ Zoning \_\_\_\_\_  
Additional information \_\_\_\_\_

**Name of Registered Owner(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Name of Additional Registered Owner(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Name of Applicant/Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Board of Variance Application For (check all that apply):**

- a Zoning Bylaw respecting:
  - (i) the siting, size or dimensions of a building or other structure, or
  - (ii) the siting of a manufactured home in a manufactured home park;
- a subdivision servicing requirement under section 506 (1) (c) [provision of water, sewer and other systems] of the *Local Government Act* in an area zoned for agricultural or industrial use
- the prohibition of a structural alteration or addition under section 531 (1) [restrictions on alteration or addition while non-conforming use continued] of the *Local Government Act*
- a tree protection bylaw under section 8 (3) (c) [fundamental powers — trees] of the *Community Charter* extent of damage to non-conforming use under section 544 of the *Local Government Act*.

The Board of Variance meets the last Monday of each month. Applications must be submitted no later than 35 days prior to a scheduled meeting. Please check the municipal website <https://www.whistler.ca/municipal-gov/committees/board-variance> for meeting dates.

<b>Application Fee: \$800.00 (Non Refundable) Title Search: \$35.00 (per P.I.D.)</b> <input type="checkbox"/> Y <input type="checkbox"/> N
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**NOTE: All reports, plans and supplemental information included as submittal requirements may be published on the Resort Municipality of Whistler's website as part of the application information package or through Council presentations**

## SUBMITTAL REQUIREMENTS

- Application Fee of \$800.00 (non-refundable)
- Title Search (issued not more than 30 days from the date application is received) OR \$35.00 Title
- Search Fee in lieu (per P.I.D.)
- Copies of any title restrictions e.g. restrictive covenants, easements, rights-of-way, previous variance requests
- Letter describing hardship (see item 1 below)
- Drawings (see item 2 below)
- Information sign posted on the property within 7 days of submitting application. Submit digital photo of posted sign (see attached)
- Strata Council Approval (see item 3 below)

### 1. LETTER DESCRIBING UNDUE HARDSHIP

The letter must include:

- Specific details describing how compliance with the bylaw/regulation would cause the owner **undue hardship**
- Specific details of **minor** variance(s) or exemptions requested
- All owner names and signatures

Address the letter to:

Secretary, Board of Variance  
Resort Municipality of Whistler  
4325 Blackcomb Way  
Whistler, BC V8E 0X5

### 2. DRAWING REQUIREMENTS

- 1 full size hard copy AND a PDF of the following drawings:
  - Site survey prepared by a qualified Canadian Land Surveyor showing any existing buildings in relation to property lines.
  - Fully dimensioned plans, elevations, sections, as necessary to illustrate the requested variance(s) and verify that all other components of the existing and proposed development comply with the Resort Municipality of Whistler "Zoning and Parking Bylaw 303, 2015". Clearly identify and label each variance request on the site plan.

#### NOTE:

1. Drawings to be scale of 1:200 (minimum) in metric.
2. All drawings must include scale, date, page numbers, and name of person/company that prepared the drawings.
3. PDF files may be submitted via email to [planning@whistler.ca](mailto:planning@whistler.ca)
4. Further information may be required to enable the Board of Variance members to visualize the proposals and their relationship to the surrounding area.
5. Applicants are advised that approval, if given by the Board, is for the plans as submitted. Alterations to plans are not authorized after acceptance by the Board.
6. Once an application is approved, the applicant has to start construction within two years from the date of approval, unless otherwise specified by the Board.

### 3. STRATA SUBDIVISIONS

When requesting a variance within a strata subdivision, provide written approval from the Strata Council with the application.

Personal information is being collected under the authority of the *Local Government Act* for the purpose of processing this application. This information is protected under the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Director of Planning at 604-935-8170, Resort Municipality of Whistler, 4325 Blackcomb Way, Whistler, BC V8E 0X5.

**AUTHORIZATIONS**

I \_\_\_\_\_ authorize \_\_\_\_\_  
(PRINT NAME of registered owner) (PRINT NAME of agent/person authorized to sign the application)

of \_\_\_\_\_  
(PRINT NAME of Company if applicable)

to act as agent and sign the application form to the Resort Municipality of Whistler on my/our behalf for the property known as

\_\_\_\_\_  
(Civic address of property)

\_\_\_\_\_  
Signature(s) of registered owner(s) Date

\_\_\_\_\_  
Signature(s) of Signing Officer(s) of Corporation Corporate Seal(s), if applicable Date

**PROPERTY OWNER’S AGREEMENT AND CONSENT**

As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Resort Municipality of Whistler “Zoning and Parking Bylaw No. 303, 2015” and the *Local Government Act*. I agree to comply with all provisions of the Resort Municipality of Whistler “Zoning and Parking Bylaw No. 303, 2015” and any other applicable legislation, if this application is approved. I understand that approval does not constitute a building permit and that drawings submitted for a building permit must match the approved Board of Variance drawings.

I consent to any member of the Board of Variance or the Municipality’s Planning Department entering on the land that is the subject of this application, provided he or she carries identification showing that he or she is a member of the Board, or the Department. This consent is limited to entry during daylight hours for the purpose of assessing the merits of this application, and is valid only from the date this application is signed until the date of the Board meeting at which this application will be considered.

\_\_\_\_\_  
**Signature(s) of all registered owner(s)** Date

\_\_\_\_\_  
**Signature(s) of all registered owner(s)** Date

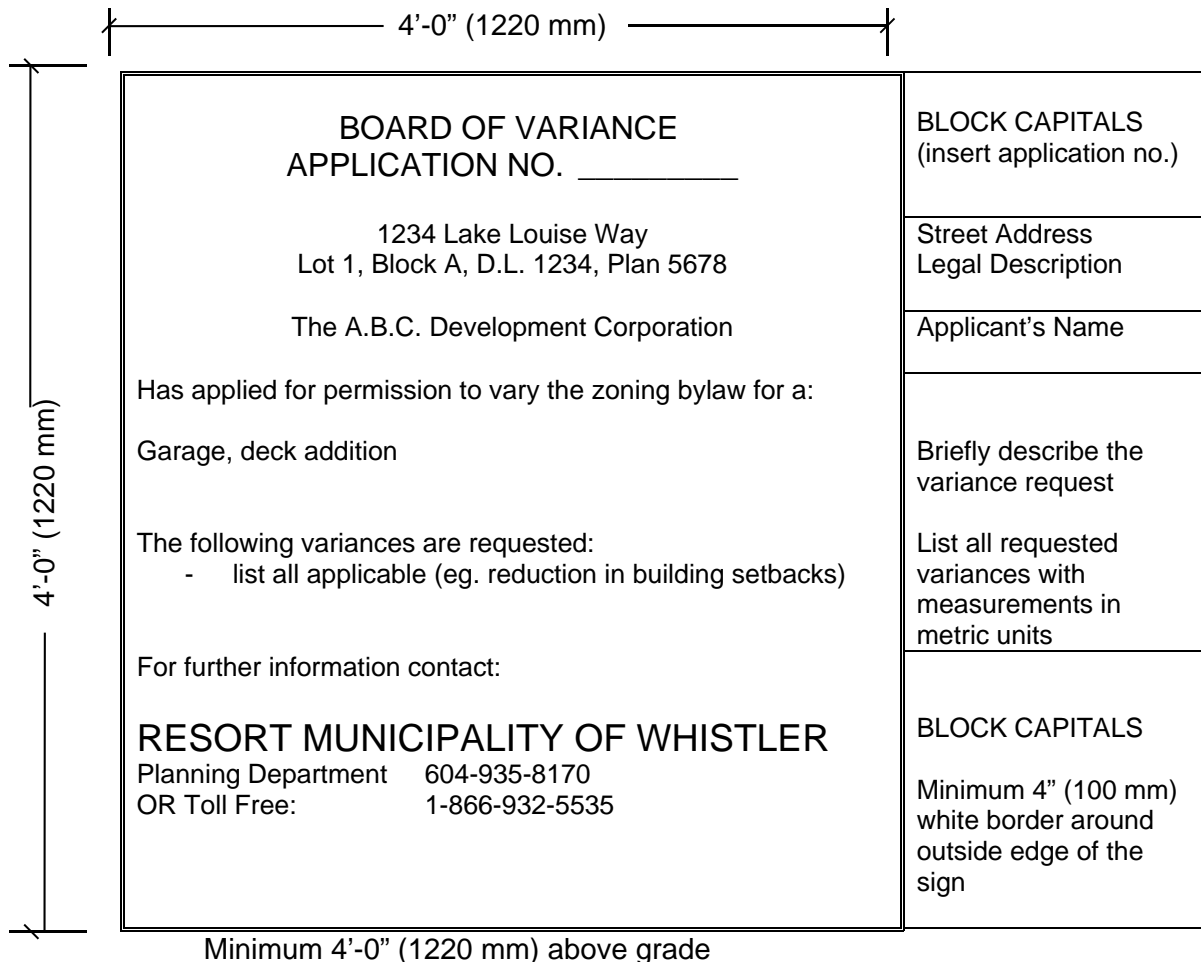
\_\_\_\_\_  
**Signature(s) of all registered owner(s)** Date

\_\_\_\_\_  
**Signature(s) of all registered owner(s)** Date

## INFORMATION SIGN REQUIREMENTS

### SIGN SPECIFICATIONS FOR BOARD OF VARIANCE APPLICATIONS

#### 1. SAMPLE SIGN



#### 2. SIGN SPECIFICATIONS

An information sign shall:

- a) be placed in a conspicuous location, be clearly legible from adjoining highways, and not be obstructed by vegetation or structures on the land;
- b) remain posted on the land and be kept in good repair until the application has been approved or refused by the Board.

Have the following specifications:

- c) Black Arial lettering on white background;
- d) ¾" (20 mm) plywood / 4" x 4" posts (138 x 139 mm);
- e) Posts to be driven into ground and braced;
- f) Rigid free-standing frame is acceptable for winter installation.