

BOARD OF VARIANCE (BOV) APPLICATION FORM
/ AGENT AUTHORIZATION FORM**SUBJECT PROPERTY****Civic Address:** _____**Legal Description:** _____**PROPERTY OWNER(S)** (Must be completed by all property owners)

As a registered owner of the subject property indicated above, I/we authorize this Board of Variance application.

Name: _____**Mailing Address:** _____**Email:** _____**Phone:** _____**Signature:** _____**Date:** _____**Name:** _____**Mailing Address:** _____**Email:** _____**Phone:** _____**Signature:** _____**Date:** _____**AGENT** (If applicable)**Name:** _____**Mailing Address:** _____**Email:** _____**Phone:** _____**Signature:** _____**Date:** _____**AGENT AUTHORIZATION** (Must be completed by all property owners if there is an agent)

As a registered owner of the subject property indicated above, I/we authorize the agent indicated above to act on my/our behalf on all matters pertaining to this Board of Variance application. It is understood that until the City / Board is advised in writing that the agent no longer acts on behalf of my/our behalf, the City / Board shall deal exclusively with the agent and is under no obligation to communicate with me/us or any person other than the agent.

Name: _____**Signature:** _____**Date:** _____**Name:** _____**Signature:** _____**Date:** _____

PROPOSAL

Proposal Description

Provide background/details regarding the proposal associated with the requested minor variance(s):

Requested Variances and Claimed Undue Hardship (See Note 2 Below)

Complete the table below with each relevant bylaw requirement, requested variance, and claimed undue hardship:

	Relevant Bylaw Requirement	Requested Variance from Bylaw	Claimed Undue Hardship
Variance 1			
Variance 2			
Variance 3			
Variance 4			
Variance 5			

Note 1: The Board of Variance application, including this form and supporting documents, will be available to the public, subject to the Province's *Freedom of Information and Protection of Privacy Act*.

Note 2: Refer to the [Board of Variance Guide](#) for more information – including the kinds of variances and undue hardships that are considered by the Board of Variance.

Note 3: Refer to the Board of Variance Application Submission Checklist to identify required supporting documents.

BOARD OF VARIANCE (BOV) APPLICATION SUBMISSION CHECKLIST

The following parts of this checklist need to be completed as part of the application submission:

- **Part A – Building Permit Questions** (Check-off applicable boxes)
- **Part B – Intake Document and Fees** (Check-off provided required documents)
- **Part C – Intake Plans** (Check-off provided required documents)
- **Part D – Applicant Declaration** (Sign the declaration)

PART A – BUILDING PERMIT QUESTIONS	
Has a Building Permit been applied for?	Yes ☐ No ☐
Has a Building Permit been issued?	Yes ☐ No ☐

PART B - INTAKE DOCUMENT AND FEES (Check-off provided required documents)				
Digital copies of all documents should be emailed to bov@mapleridge.ca .				
	Documents	Details	Hard Copy Requirement	Checkboxes
A	BOV Application Form / Agent Authorization Form	- A completed and signed Board of Variance Application Form is required.	1 copy	☐
B	BOV Application Submission Checklist	- A completed and signed Board of Variance Application Submission Checklist is required.	1 copy	☐
C	BOV Application Fee	Refer to City of Maple Ridge Fees & Charges Bylaw .	N/A	☐
D	Title Search	- A current title search is required. It can be obtained from the Land Title and Survey Authority of British Columbia .	Yes	☐
E	Encumbrances on Title & Associated Plans	- Copies of all encumbrances (e.g., restrictive covenants, easements, rights-of-way, encroachments) on title and associated plans are required. They can be obtained from the Land Title and Survey Authority of British Columbia .	Yes	☐
F	BC Company Summary (If Applicable)	- For company-owned property, a BC Company Search is required. It can be obtained from BC Registries .	Yes	☐
G	Strata Council Approval (If Applicable)	- For strata-owned property, a copy of the Strata Council's approval for the proposed variance is required.	Yes	☐

PART C - INTAKE PLANS (Check-off provided required documents)

Digital copies of all documents should be emailed to bov@mapleridge.ca.

	Documents	- Details	Hard Copy Requirement	Checkboxes
H	Site Plan and/or Survey Plan from a BC Land Surveyor (As determined by City staff)	- Civic address and legal description - North arrow - Scale - Location and dimensions of lot lines, and area of lot - Location, dimensions, and area of any proposed road dedication or park/conservation dedication - Location and dimensions of all encumbrances (e.g., covenants, easements, rights-of-way, encroachments) - Location of all waterbodies - Location and dimensions of all existing and proposed structures with distances to relevant lot lines, waterbodies, and structures - Distances for all setbacks to building faces and building projections - Indication of what is existing and what is proposed	2 copies (one full size; one 11"x17")	☐
I	Floor Plans (Required if you are applying for a variance for a proposed building)	- Civic address and legal description - Extent and floor area of each storey - Location of doors/windows/skylights - Indication of what is existing and what is proposed	2 copies (one full size; one 11"x17")	☐
J	Building Elevation Plans (Required if you are applying for a variance for a proposed building)	- Civic address and legal description - Building elevations for all sides (front, rear, and sides) of relevant structures with identification of building height per the Zoning Bylaw - Grade elevations around the perimeter of relevant structures - Materials of proposed structures	2 copies (one full size; one 11"x17")	☐

PART D – APPLICANT DECLARATION

As a registered owner or the agent for the subject property, I certify that this Board of Variance application, including supporting documents, is complete and accurate.

Name: _____ **Signature:** _____ **Date:** _____