

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 <input type="checkbox"/> No <input type="checkbox"/>
Has a Building Permit been issued?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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	<input type="checkbox"/>
B	BOV Application Submission Checklist	- A completed and signed Board of Variance Application Submission Checklist is required.	1 copy	<input type="checkbox"/>
C	BOV Application Fee	- The standard non-refundable application fee is \$531.00. - If unauthorized work has been done, the non-refundable application fee is \$796.00.	N/A	<input type="checkbox"/>
D	Title Search	- A current title search is required. It can be obtained from the Land Title and Survey Authority of British Columbia.	Yes	<input type="checkbox"/>
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	<input type="checkbox"/>
F	BC Company Summary (If Applicable)	- For company-owned property, a BC Company Search is required. It can be obtained from BC Registries.	Yes	<input type="checkbox"/>
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	<input type="checkbox"/>

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)	<ul style="list-style-type: none"> - 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")	<input type="checkbox"/>
I	Floor Plans (Required if you are applying for a variance for a proposed building)	<ul style="list-style-type: none"> - 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")	<input type="checkbox"/>
J	Building Elevation Plans (Required if you are applying for a variance for a proposed building)	<ul style="list-style-type: none"> - 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")	<input type="checkbox"/>

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:** _____