



**PLANNING & DEVELOPMENT DEPARTMENT
PLANNING**
 CITY OF NORTH VANCOUVER T 604 983 7357
 141 WEST 14TH STREET F 604 985 0576
 NORTH VANCOUVER PLANNING@CNV.ORG
 BC / CANADA / V7M 1H9 CNV.ORG

BOARD OF VARIANCE APPLICATION FORM

Prior to applying for a BOV application, a complete Building Permit application must be submitted to the Building Division. Once Planning staff have completed the Zoning review of the Building Permit application, the BOV applicant will be advised of the required Zoning Bylaw variances. *BOV applications will not be accepted until Planning staff have completed review of your Building Permit application.*

The completed Board of Variance Application Form, along with all required drawings, can be submitted to planning@cnv.org.

I. APPLICANT

Name _____
 Company _____
 Address and Postal Code _____
 Email Address _____ Day Phone _____

II. PROJECT ARCHITECT *if different from applicant*

Name _____
 Company _____
 Address and Postal Code _____
 Email Address _____ Day Phone _____

III. SITE DESCRIPTION

Civic Address(es) _____
 Legal Lot(s) _____ Blocks(s) _____
 Description(s) Resub(s) _____ DL(s) _____
 Plans(s) _____
 PID(s) _____

Office Use: BOV #

The City is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The City collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or FOIPrivacy@cnv.org or 604-985-7761.

IV. FEE SUMMARY

Board of Variance Application \$441 Fee (\$420.00 + \$21.00 GST)	
---	--

V. SUBMISSION REQUIREMENTS

APPLICATION FORM	
LETTER TO THE BOARD	
Letter from the applicant outlining the basis for the appeal and the specified hardship	
BUILDING PERMIT DRAWINGS & BC LAND SURVEY (PDF submitted by email)	
SITE SKETCH SHOWING PROPOSED VARIANCE	
Sketch of the site (on letter size paper) clearly showing the proposed variance, including measurements and other relevant information, to scale.	
OPTIONAL: SUPPORTING INFORMATION	
E.g. photos or drawings of adjacent buildings or other structures	

I hereby agree to the terms contained in this Application Form and declare that the information submitted in support of this application is, to the best of my/our knowledge, true and correct in all respects.

Signature of Applicant

Date

Name of Applicant (Please print)

Company Name