



**BOARD OF VARIANCE APPLICATION**

File No. \_\_\_\_\_  
(for office use - to be assigned)

**1) I/We** hereby make application, as per Section 540 of the *Local Government Act* relative to bylaw:

\_\_\_\_\_  
*Enter name of City of Langley Bylaw or "building with non-conforming use"*  
(Please consult with City staff if you require help)

**2) REGISTERED OWNER(S)** (If applicant is not the registered owner, EITHER complete the following and attach an executed **Agent's** form OR indicate the name of the future owner and attach a copy of the purchase agreement)

Name(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_

City \_\_\_\_\_

**3) APPLICANT**

Name \_\_\_\_\_

Contact \_\_\_\_\_

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

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone Numbers: Office \_\_\_\_\_

Cellular \_\_\_\_\_

E-mail \_\_\_\_\_

**4) PROPERTY – Please list ALL properties involved (If insufficient space, please attach separate sheet)**

Civic Address \_\_\_\_\_

Legal Description P.I.D.: \_\_\_\_\_

Folio: \_\_\_\_\_

Lot # District lot: \_\_\_\_\_

Plan # \_\_\_\_\_

**5) State application request including the relevant bylaw sections** (Please consult with City staff if you require help):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT INITIALS \_\_\_\_\_

**ATTACHMENTS:** (PLEASE ENSURE THAT THE FOLLOWING DOCUMENTS ACCOMPANY YOUR APPLICATION):

- a written statement, signed by the property owner, setting out in detail the grounds upon which the Application is based and the relief sought
- Agent's Authorization Form; if the Application is submitted by an agent, written authorization from the owner must accompany the Application;
- Two complete sets of construction drawings for presentation at the Board hearing, plus one copy of each relevant page of the construction drawings reduced to 11" X 17" size for circulation to the Board members before the hearing; and
- A site survey plan\*, by BC land Surveyor detailing the proposed development with siting distances from the respective property lines, as well as the location of all existing structures on the property with the sitting distances from the respective property lines.  
\*The requirement for a site survey plan may be waived by the Director of Development Services and Economic Development where the nature of the Application makes such a requirement unnecessary.
- Application Fee: \$250

I/We have included with this application the attachments required as noted on **Page 2** of this form, along with the required application fee, and hereby agree to submit further information deemed necessary for processing this application. Further, I hereby agree that all information, including personal information, contained in this document may be made available to the public.

**NOTICE OF COLLECTION OF PERSONAL INFORMATION**

*Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act and the City's bylaws.*

*If you have any questions about this collection, contact: The Freedom of Information Coordinator, City of Langley, 20399 Douglas Cr., Langley, BC V3A 4B3*

I/We hereby declare that all of the above statements and the statements contained in all the exhibits attached hereto are to the best of my/our knowledge, true and correct in all aspects.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\*\***

FOR OFFICE USE ONLY FORM

**Date Stamp:**

**RECEIVED BY:** \_\_\_\_\_

APPLICANT INITIALS \_\_\_\_\_

All applications must be received complete 15 business days prior to the next scheduled meeting date, and the fee paid.

All meetings of the Board are open to the public. Adjacent property owners and occupiers will be notified of the requested variance and the upcoming meeting date where they have an opportunity to provide input. Members of the public, as well as applicants, are permitted to speak on the application when directed by the Chair and may be asked questions by members of the Board.

All members of the Board visit the sites of all applications; the members may inspect the site at any reasonable daylight time from the morning of the Thursday preceding the hearing to the day of the hearing. Board members wear identification cards when on site.

**It is up to applicants to ensure that the site is safely accessible during daylight hours, and that the required variance is clearly marked on the property. Applications for sites which are either inaccessible or where the markings are inadequate or non-existent may be postponed to a later hearing date.**

It is recommended that applicants discuss their proposal with adjacent neighbours before the hearing in order to address or alleviate concerns that may affect the disposition of their application.