



1. Owner and Property Information

**Proposed Variance
Civic Address:**

**Proposed Variance
Property Legal
Description:**

Registered Owner(s):

**Mailing Address of
Registered Owner(s):**

Email Address:

Phone: (Home) (Work) (Other)

2. Authorized Agent Information

Name of Agent:

Mailing Address:

Email Address:

Phone: (Home) (Work) (Other)

3. Proposed Variance Request

Describe the variance being requested such as site size, land use, zoning, lot coverage, etc.

4. Explanation of Hardship

Reasons supporting the application/nature of the hardship.

5. Submission of Board of Variance Appeal Application Requirements

The following must be submitted with the application:

- Completed application form, signed by the registered owner(s) and authorized agent (if applicable)
- Additional supporting materials (optional)
- Application Fee \$678.00 (see Consolidated Fees Bylaw No. 8636)
- BC Land Title Office Title Search (dated no earlier than 30 days from the application date)
- Site Plan – showing the location of all proposed and existing buildings and parking layouts, trees, landscaped areas, and setback of adjacent buildings (if applicable) to indicate the scope of the requested variances(s); and
- 1 Set of Buildings Plans – reduced to 8 ½” by 11” (note: must be readable) including all building elevations. Building elevations must be labelled “north”, “south”, “east” or “west”.

This application **must be completed in full** and submitted to the Secretary of the Board of Variance (c/o City Clerk’s Office by email cityclerk@richmond.ca or Fax 604-278-5139 or mail 6911 No. 3 Road, Richmond, BC V6Y 2C1).

6. Signature

Owner(s): (Date)

Authorized Agent: (Date)

Personal information contained on this form is collected in compliance with the *Freedom of Information and Protection of Privacy Act* and will be used for the purposes of an appeal to the Board of Variance related to the early termination of a Land Use Contract. Questions about the collection and use of this information should be directed to the Freedom of Information and Protection of Privacy Coordinator at 604-276-4165.

7. Authorization of Owner (if required)

This authorization page must be completed when:

- (a) all owners have not duly signed the application form itself;
- (b) an Agent (other than the owner) will be providing representation in the matter; and/or
- (c) a property is being sold and the purchaser will be undertaking the application process (owner/vendor signature/authorization is required, plus a copy of binding Offer of Purchase and Sale).

When deemed to be required, one copy of this authorization (with original signatures) is to be provided with the submission of the complete application package.

I/we, _____
All owner names (as shown on registered title of property) – Please Print Clearly

hereby authorize _____
Name of Agent, including Firm Name (if applicable) – Please Print Clearly

To submit the attached application to the City Clerk’s Office and Board of Variance and to appear on my/our behalf at any Hearing(s) respecting the application and to provide any information or material required by the City Clerk’s Office, Planning Staff, or Board of Variance relevant to the application.

I/We further consent to the Board Members or a representative of the Board and/or City of Richmond staff entering onto and inspecting the subject lands and structures.

Dated at the _____ this _____ Day
Specify Municipality
_____, _____
Month Year

Signature of Owner

Print Owner Name

Signature of Owner

Print Owner Name

Where a corporation owns the subject property, the signature used must be that of a signing officer having authority to bind that corporation and should include the corporate seal, if there is one.

Note: If someone other than the owner and/or authorized agent will be attending the Hearing to address the Board, a written notice from the owner or authorized agent must be provided to the City Clerk’s Office in advance of Board deliberations.

For Office Use Only

Date Received: _____
Receipt No.: _____

Amanda # _____