

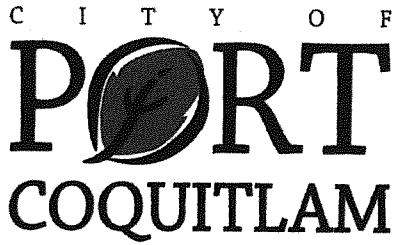


Board of Variance Application

All applications must have the following supporting documentation included with the application:

- Building Permit-Ready Plans drawn to scale of lot layout – including ALL other structures on the lot, and height, width and area of proposed structure.
- Letter of Hardship (letter outlining why it is a hardship for you to meet the current Zoning Bylaw).
- Cheque for \$175.00 (non-refundable) IF Building Permit has already been submitted.
- Cheque for \$325.00 (non-refundable) if Building Permit has NOT been submitted. (*Development Services must review Building Permit-ready plans prior to application being accepted*).

This handout is prepared for your convenience as a general guide to requirements for a Board of Variance application. Changes to the information may be made where circumstances warrant. Please consult the City Bylaws such as the Zoning Bylaw, Building and Plumbing Bylaw, Development Procedures Bylaw and the Tree Bylaw for further information. The applicant is responsible for providing detailed and accurate information to the City for review.



Board of Variance Application

Proposed Hearing Date: _____ Property Zoned: _____

Applicant: (name) _____ (phone no.) _____

(mailing address) _____ (postal code) _____

(email address) _____

Property currently Zoned as: _____ (RS1, RS2, etc.)

Variance requested for property located at: same as above OR: _____

Proposed Use: (i.e. additional living space, garage, deck, etc.)

VARIANCE RELAXATION: (ONLY FILL OUT VARIANCES THAT APPLY TO YOUR REQUEST)

Requirement Permitted:

Proposed Variance Requested:

Front Yard Setback

Rear Yard Setback

Interior Side Yard Setback

Exterior Side Yard Setback (RS-1 see page 38, 5b)

Lot Coverage (structure must not exceed % of lot area)

Height of Structure

Building Depth (see Table 2.4 and Note 4)

Other Requirement

I declare that the information provided in this application and all attachments are, to the best of my knowledge, true and correct in all aspects:

Applicant's Signature: _____

Note: Any documentation or information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.).

Drawing Review:

Building Division

Planning Division

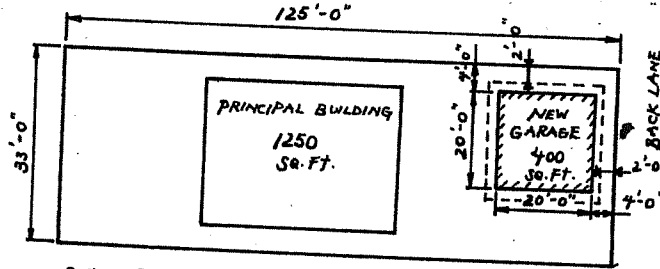
**MINIMUM PERMIT APPLICATION REQUIREMENTS
FOR AN ACCESSORY BUILDING**

An application for a building permit must include an **APPLICATION FORM FOR A BUILDING PERMIT, Form A** to be signed by the Owner or Agent and an application fee of \$200.00. The application shall also include two sets of legible building plans drawn to scale. The total combined floor area of accessory buildings and structures, including all detached carports, shall not exceed 12% of the lot area or 56 m² (602 ft²), whichever is less.

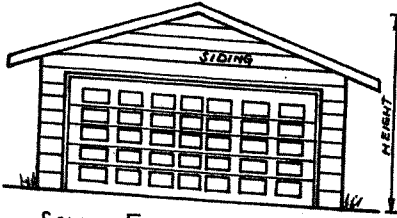
SAMPLE PLAN ONLY NOT TO BE USED FOR BUILDING PERMIT

SITE PLANS must include:

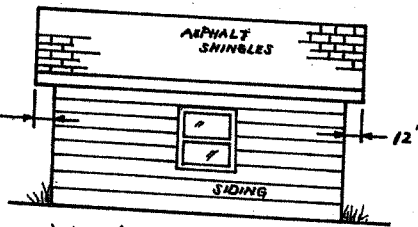
1. Correct address and legal description of project
2. Lot area and dimensions
3. North Arrow
4. Show adjoining streets/lanes
5. Footprint view of all buildings on the property
6. Required and proposed setbacks
7. Driveway location
8. Maximum and proposed lot coverage
9. Maximum FAR and Proposed FAR
10. Grading elevations



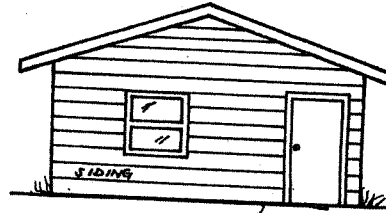
SITE PLAN



SOUTH ELEVATION



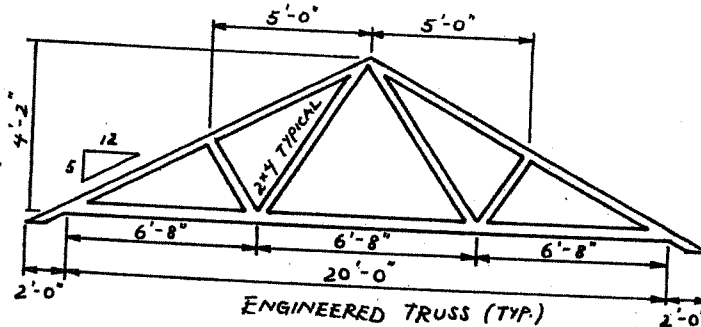
WEST/EAST ELEVATION



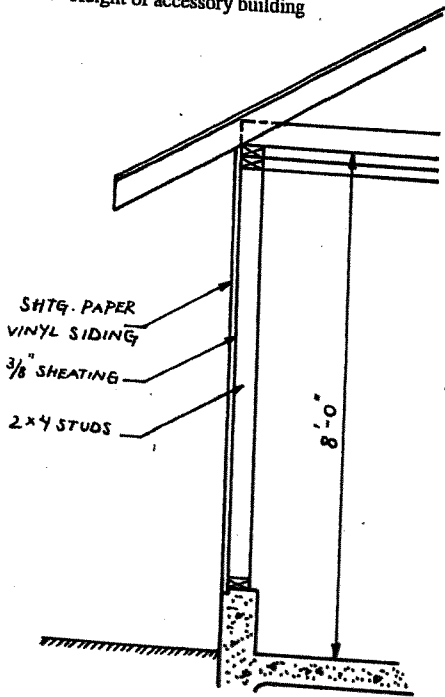
NORTH ELEVATION

ELEVATIONS must include:

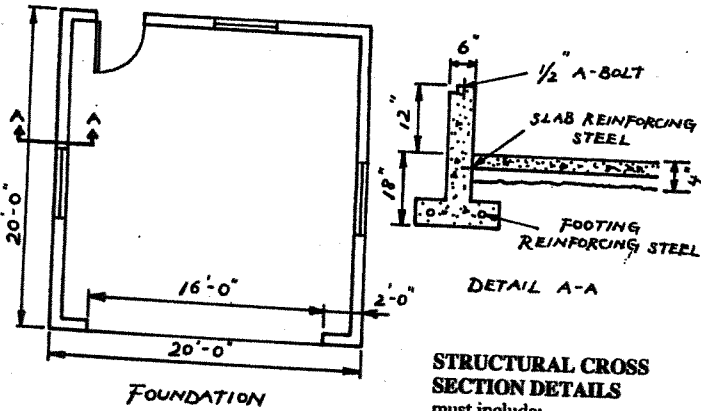
1. Full view of front, rear, and both sides of the building above grade
2. Exterior finishes
3. Show window/door locations
4. Height of accessory building



ENGINEERED TRUSS (TYP.)



WALL SECTION



STRUCTURAL CROSS SECTION DETAILS
must include:

1. Method of construction
2. Size, thickness, and spacing of materials
3. Finished grade and finished floor elevations

**Such other information as is necessary to illustrate all essential features of the design of the building to establish compliance with the Building and Plumbing Bylaw Code.
Note: This guide has been prepared to assist the Homeowner and is general in nature.
For specific information or assistance, contact the Building Division at 604-927-5444.

SAMPLE

Letter of Hardship

To the members of the Board of Variance,

We are appealing to the board to allow our rear sun deck to remain in place as it is. We ask the Board of Variance for your support and consideration in this matter.

We removed our original rear deck due to safety issues. The deck surface was over-taken by dry rot, and the railings and stairs were unsafe.

We rebuilt and expanded the deck in 2006/2007. We thought we could do so without a permit because we were rebuilding the deck.

Upon receipt of the letter from the City of Port Coquitlam dated June 30, 2008, we have come to understand that a permit was required for this work and now realize we have a rear yard setback issue.

We apologize for this, it was our error.

Through investigating into the matter, we have come to learn that the current municipal regulation for an RS2 classification requires 24.6' of rear yard setback. Our home is only 25.59' from our rear property line. Under this regulation, we would not be allowed any rear deck. This creates hardship for us.

We do notice that older decks in our neighborhood are larger and project deeper into their properties & rear yard setbacks. We believe these decks, like our original deck, were constructed before the regulations that currently exist.

We appeal to the board to allow our deck to remain as it is, and once again ask for

We have had communication with many of our neighbors, and none have had any issues regarding our deck. Please find attached letters of support from all of our immediate and adjacent neighbors. Feel free to contact them to verify their position.

If we had known that what we were doing was wrongful, we would not have proceeded. We have not had dealings with the municipality in the past, and this truly has been a learning experience.

We certainly realize that before we start any future renovations or construction, that our first call will be to the municipal hall to seek permission and get any necessary permits.

Thank you for your consideration.