

## Appeal Requirements

The appeal application form requires the following information:

- Property address
- Legal description
- Zoning of the site
- Letter of Hardship (Reason for Appeal)
- Drawings to Scale
- One reduced copy – 8 ½ x 11

One set of plans that include:

- The site plan at a minimum Scale of 1/8" to 1" (1:100 in metric), including north point and scale, showing dimensions and area of site, street names, size and siting (incl. setbacks) of all existing and proposed buildings or additions, fully dimensioned (see extra info provided)
- Floors plans (same scale) including north point and scale, showing all outside dimensions, including balconies, decks and uses of all rooms and other floor areas (finished and unfinished).
- Elevations, if applicable.

## 2026 Hearings

Board of Variance hearings are generally held on the first Thursday of each month at Port Coquitlam City Hall, 2580 Shaughnessy Street.

**All meetings for 2026 will be at 5:30 pm unless otherwise arranged.**

### Potential Hearing Dates

February 5

March 5

April 2

May 7

June 4

July 2

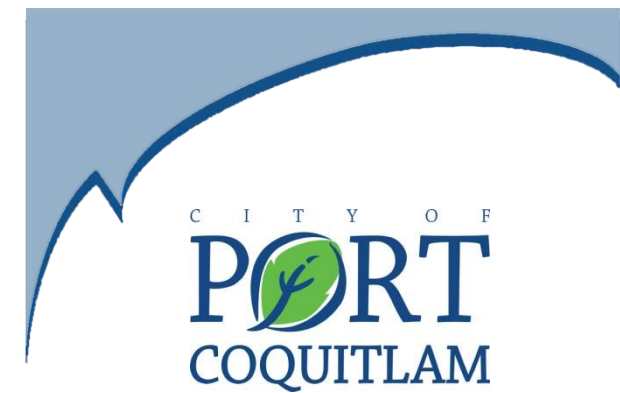
August 6

September 3

October 1

November 5

December 3



# Board of Variance

**An appeal body that  
considers variances to  
Port Coquitlam's  
Zoning Bylaw**

### Legislative Services

2580 Shaughnessy Street  
Port Coquitlam, BC  
V3C 2A8

Tel: 604.927.5212

[boardofvariance@portcoquitlam.ca](mailto:boardofvariance@portcoquitlam.ca)

# About the Board of Variance

The Board of Variance is an appeal body consisting of five appointed members who hear and then decide upon variances to the City of Port Coquitlam's Zoning Bylaw.

The Board of Variance functions independently from City Council and has its own authority under the *Local Government Act*.

## Information about Filing an Appeal

- Appeals are filed at the Corporate Office or by contacting the **Corporate Officer, Carolyn Deakin at 604.927.5212.** Further information and the application form may be found at [www.cityofportcoquitlam.ca/Board of Variance](http://www.cityofportcoquitlam.ca/Board of Variance).
- There is a non-refundable **\$300 or \$450** application fee (see details with application form).
- Hearings are the first Thursday of each month at 5:30 pm unless otherwise arranged. Location and submission deadlines are listed in this brochure.

How applications are processed:

1. The Corporate Officer receives and reviews appeals and confirms all information and drawings are complete.
2. The appeal is scheduled for the next hearing date.
3. Appeal information is sent to the Development Services Department requesting comments.
4. Adjacent property owners and occupants are notified of the appeal and hearing date.

## At the Appeal Hearing

The Corporate Officer reads aloud the appeal and the appellant's written grounds for appealing. The Chair calls upon the appellant or representative to present any further evidence or explanation of the appeal. Others may then speak for or against the appeal. After all presentations and questioning are concluded, the appellant is given a final opportunity to speak, after which the Chair calls for a vote.

At any time during the proceedings, the Board may question anyone who has presented information. All proceedings are informal.

## What Next?

If your Board of Variance application is **approved**, a building permit is required. The Secretary to the Board of Variance (Corporate Officer) will send an approval letter to the Planning and Building Divisions notifying them that the variance has been approved.

Applicants must complete an application with the Building Division. The fee schedule for a building permit is available at [www.portcoquitlam.ca](http://www.portcoquitlam.ca), or call the Building Division at 604.927.5444.

If your Board of Variance application is **denied**, then you may wish to weigh the opinions presented (by neighbours and/or Board members) and choose to proceed with a different application or not to proceed at all.

Please note that the Board is a neutral Board of volunteers, separate from City Council. The only body that can review a Board of Variance decision is the Supreme Court of Canada.