

Board of Variance - Please make an appointment to submit application by calling 604.927.5212.

The Board of Variance is an appeal body consisting of five appointed members who hear and then decide upon variances to the [Zoning Bylaw](#) for the City of Port Coquitlam. It provides citizens with an avenue for appeal on the interpretation and the strict application of certain local government provisions and regulations in specific circumstances defined in the legislation. The Board of Variance functions independently from City Council and has its own authority under the Local Government Act.

For more information about Board of Variance, visit www.cityofportcoquitlam.ca/Board of Variance.

TO BE COMPLETED BY APPLICANT

I/We hereby make application and provide drawings for a variance to the current Zoning Bylaw and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Permit, if issued.

Application Date: _____

Site Address: _____

Partial Legal Description: Lot # _____ Plan # _____

Property Owner: _____

Owner Address (incl. postal code): _____

Owner Phone: _____ Owner email: _____

Applicant Name: _____

Applicant's Address (incl. postal code) _____

Applicant Phone: _____ Applicant email: _____

Primary Contact: Owner? Yes No Applicant? Yes No

Current Zoning: _____ Located in Floodplain? Yes No

Existing Use: Single Family Two Family (Duplex) Commercial Industrial Institutional

Has a Building Permit been applied for? Yes No Trees being removed? Yes No

VARIANCE SOUGHT

Requesting relaxation(s) of:

Front Yard Setback	Existing: _____	Proposed: _____
Rear Yard Setback	Existing: _____	Proposed: _____
Interior Yard Setback	Existing: _____	Proposed: _____
Exterior Side Yard Setback	Existing: _____	Proposed: _____
Lot Coverage	Existing: _____	Proposed: _____
Building Depth	Existing: _____	Proposed: _____
Other: _____	Existing: _____	Proposed: _____

CHECKLIST

All requirements must be submitted in order to process a Board of Variance application.

Submission Requirement	Description	Applicant Initials	Comments
Application Form	<input type="checkbox"/> Completed application form with fee.		
Letter of Hardship	<input type="checkbox"/> Letter of Hardship included with application.		
Payment of fees (non-refundable)	<input type="checkbox"/> \$175.00 IF a building permit application has been submitted. <input type="checkbox"/> \$325.00 IF a building permit has <u>NOT</u> been submitted.		
Application Drawings Drawings to include: One Paper copy and one Electronic copy	Provide correct civic address on drawings. <u>All plans to be drawn to scale.</u> Drawings should include: Entire lot must be shown. <input type="checkbox"/> Site plan <ul style="list-style-type: none"> ➤ Lot dimensions ➤ North arrow & scale i.e. 1/8"=1':0" or 1:100 ➤ Dimensions of all buildings on the site: existing and proposed ➤ Distances between each building ➤ Finished elevations of 4 corners of building, if applicable ➤ Street names and location as well as location of any lanes, if applicable ➤ Location of driveway ➤ Street address ➤ Proposed new construction is to be bolded, highlighted, hatched or otherwise denoted. <input type="checkbox"/> Floor plans - scale (1/4" = 1'0") <ul style="list-style-type: none"> ➤ Floor area of each level (principal & suite) <ul style="list-style-type: none"> ○ Total floor area ○ Secondary suite area, if applicable ○ Area percentage of principal dwelling and secondary suite, if applicable ➤ Room use and dimension ➤ Size of windows and doors, if applicable ➤ Framing layout ➤ Rise & run of stairs, include number of risers ➤ Denote new construction (new & existing). <input type="checkbox"/> Foundation plan (1/4"=1'0") ; if applicable <ul style="list-style-type: none"> ➤ Location and size of footings and foundation walls ➤ Dimensions between pad footings. 		

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Application Drawings Cont'd.	<input type="checkbox"/> Elevation drawings - (1/4"=1'0") - full view of front, rear and both sides of the building above grade: <ul style="list-style-type: none"> ➤ Building height ➤ Deck and railing information ➤ Window and door locations and sizes ➤ Exterior finishes ➤ Finished grade ➤ Roof slopes. <input type="checkbox"/> Cross sections (1/4"=1'0") - general notes: <ul style="list-style-type: none"> ➤ Construction notes for roof, wall, floor and foundation/footings. Include: <ul style="list-style-type: none"> ○ Each floor elevation ○ Location of insulation ○ Room height (floor to ceiling), if applicable. 		
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Please note: If you need a Building Permit, please contact the Building Division at 604.927.5444 or visit <http://www.portcoquitlam.ca/building> and complete the applicable building application form with checklist items.

APPLICANT ACKNOWLEDGEMENT

The undersigned making this application to the Secretary to the Board of Variance have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____

Print Name: _____

Note: Personal information entered on this form is collected under the authority of the Local Government Act and will only be used for Board of Variance purposes. Records and information collected as part of the Board of Variance process is a public record and is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns about how your information will be used, contact the Corporate Office at 604.927.5212 or corporateoffice@portcoquitlam.ca

OFFICE USE ONLY

Permit #: _____	Fee Paid: _____	Receipt #: _____
<input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Visa	<input type="checkbox"/> MC <input type="checkbox"/> AMX <input type="checkbox"/> Interac	CSR Initials: _____