



CITY OF  
VERNON  
CORPORATION OF THE CITY OF VERNON  
3001 32 Ave, Vernon BC V1T 2L8  
Phone: 250-550-3634 Fax: 250-545-5309  
Email: buildingcounter@vernon.ca  
www.vernon.ca

# DEVELOPMENT VARIANCE PERMIT APPLICATION

DATE OF APPLICATION	CITY'S FILE NUMBER
---------------------	--------------------

APPLICANT INFORMATION			
APPLICANT	NAME:		PHONE:
	ADDRESS:		FAX:
	POSTAL CODE:	E-MAIL:	CELL:
REGISTERED OWNER	NAME:		PHONE:
	ADDRESS:		FAX:
	POSTAL CODE:	E-MAIL:	CELL:

PROPERTY INFORMATION			
CIVIC ADDRESS			
LEGAL DESCRIPTION			
OFFICIAL COMMUNITY PLAN DESIGNATION		ZONING DESIGNATION	

DESCRIPTION OF VARIANCE REQUESTED	

ENSURE ALL THE FOLLOWING ARE INCLUDED (AS APPLICABLE)

APPLICATION CHECKLIST			
SITE PLAN	<input type="checkbox"/> Yes	CONFORMS TO OFFICIAL COMMUNITY PLAN	<input type="checkbox"/> Yes <input type="checkbox"/> No
COLOUR ELEVATIONS	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	CONFORMS TO ZONING BYLAW	<input type="checkbox"/> Yes <input type="checkbox"/> No
LANDSCAPE PLANS	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	PROPERTY SUBJECT TO FLOOD PLAIN REGULATIONS	<input type="checkbox"/> Yes <input type="checkbox"/> No
PARKING PLANS	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	PROPERTY ADJACENT TO RESIDENTIAL PROPERTIES	<input type="checkbox"/> Yes <input type="checkbox"/> No
TITLE SEARCH (<30 DAYS OLD)	<input type="checkbox"/> Yes	PROPERTY AFFECTED BE AGRICULTURAL LAND RESERVE	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
APPLICATION FEE - \$500.00	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	PROVIDE DIGITAL COPIES OF PLANS TO BUILDINGCOUNTER@VERNON.CA	Yes ( PDF )
SCHEDULE "3" (APPOINTMENT OF AGENT)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	RATIONAL FOR VARIANCE (ATTACH SEPARATE SHEET)	<input type="checkbox"/> Yes

\*Once the application is approved in principle a \$600 processing fee will be required.

CSR SITE PROFILE	Property has prior use of industrial or commercial activity in accordance to Schedule 2 of the Environmental Management Act: <i>If yes, Site Profile is required</i>	Yes <input type="radio"/> No <input type="radio"/>
HERITAGE	Heritage Registry / HERITAGE BUILDING? <i>If yes, a heritage assessment and heritage permit fee MAY BE required</i>	Yes <input type="radio"/> No <input type="radio"/>
RIPARIAN	Property is within 30 metres of a watercourse (lake or stream) <i>If yes, Riparian Area Regulation may apply</i>	Yes <input type="radio"/> No <input type="radio"/>

Applicant Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_  
(Please Print Clearly)

REV: JULY 2018

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of responding to your request



CORPORATION OF THE CITY OF VERNON  
 3001 – 32 Ave, Vernon, B.C., V1T 2L8  
 Phone: 250-550-3634 Fax: 250-545-5309  
 buildingcounter@vernon.ca  
 www.vernon.ca

## SCHEDULE “3” APPOINTMENT OF AN AGENT

<b>SUBJECT PROPERTY ADDRESS:</b>		
<b>LOT#</b>	<b>PLAN#</b>	<b>FOLIO:</b>

<b>REGISTERED PROPERTY OWNER</b>	<b>NAME:</b>		<b>PHONE:</b>
	<b>ADDRESS:</b>		<b>FAX:</b>
	<b>POSTAL CODE:</b>	<b>E-MAIL:</b>	<b>CELL:</b>
<b>OWNER'S AGENT</b>	<b>NAME:</b>		<b>PHONE:</b>
	<b>ADDRESS:</b>		<b>FAX:</b>
	<b>POSTAL CODE:</b>	<b>E-MAIL:</b>	<b>CELL:</b>

I, the registered owner of the property identified above, hereby appoint the person identified above as my agent with authority to endorse on my behalf, applications, documents and permits and to represent me in all discussions with the City of Vernon staff in this regard.

*As the registered property owner, please initial beside applicable permit (s):*

APPLICATION TYPE	INITIAL	APPLICATION TYPE	INITIAL
Building		ALR	
Plumbing		Rezoning	
Demolition		OCP Amendment	
Development		Sign	
Development Variance		Access	
Subdivision		Tree Pruning / Removal	
Strata Conversion		Soil Removal/Deposition	
Site Profile		<b>OTHER</b>	

**DATE:** \_\_\_\_\_ **PRINT NAME:** \_\_\_\_\_ **OWNER'S SIGNATURE** \_\_\_\_\_

**Rev: JAN2015**