



# District of Lantzville

Incorporated June 2003

## DEVELOPMENT VARIANCE PERMIT - CHECK LIST

Please ensure that, at a minimum, all of the information listed below is included in your application. Should you have any questions regarding submission requirements, please contact the Municipal Planner. Staff *will not* begin processing your application until all required information has been provided and the application is complete.

### Land Title

- Recent certificate of title (within 30 days of receipt of application)
- All covenants, building schemes, easements or right of ways charged on title.

### Three (3) full size copies & One (1) 8 ½ x 11 size of Site, Elevation and Floor Plans showing:

- All existing and proposed uses, buildings and structures on the property
- Height of all existing and proposed buildings/additions
- Setbacks of all existing and proposed buildings and structures, from the property lines and from the natural boundaries of the sea, wetlands, and watercourses, and from significant topographic features such as cliffs
- Locations of all wetlands, watercourses on the property or other natural or environmental features (eagle trees, heron roosts, etc.)
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property
- A description of the **proposed** variances to the bylaw requirements that are needed for the proposed development of the property. On the site plan, show the existing bylaw requirements and your proposed variance with accurate dimensions.

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- A description of the **reasons** for the proposed variance and why the current bylaw requirements cannot be met in the proposed development.

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- A description of how the property and the surrounding lands will be affected by the proposed variance, and show any of the affected features on your site plan.

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