

CITY OF **Selkirk** VARIANCE APPLICATION

NAME OF OWNER: _____ **FILE#:** _____

PHONE: _____ **EMAIL:** _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

CIVIC ADDRESS OF PROPERTY: _____

LEGAL DESCRIPTION: **LOT:** _____ **BLOCK:** _____ **PLAN:** _____

ROLL NUMBER: _____ **ZONE:** _____

Current By-Law Requirement

Request

_____	_____
_____	_____
_____	_____

Reason(s) in Support: _____

 Owner Signature Date

 Applicant Signature Date

I/We hereby certify that the information provided on this form and attachments hereto, to the best of my knowledge is a true statement of facts concerning this application.

APPLICATION REQUIREMENTS

All Variance requests require the following prior to the land use request being processed:

- Completed Application form with signatures of all registered owners and applicant (if different)
- Application Fee: (Payable to the City of Selkirk by cheque, cash or debit)
- Detailed Site Plan showing existing and proposed development including measurements and setbacks
- Current copy of title (within 30 days)
- Other plans and documentation may be required, depending on the nature of the request

TIMELINE

The process from the time of completed application and all supporting documentation is submitted to the City until the file is presented at a City Council Meeting typically will take 6-8 weeks. Complicated land use requests may take longer; also summer months may take longer. All variance requests more than 15% require a public hearing prior to Council making a decision on the particular application. As per The Planning Act public notices must be sent out to surrounding neighbours and posted on the subject property 14 days prior to any public meeting. If an application is approved the applicant must take out a building permit within 12 months or the Variance becomes null and void.

DECISION MAKING AUTHORITY

All Variance requests are decided by City Council. An internal review of the file is completed by City staff and recommendations are made. The final decision however is made by City Council at the scheduled council meeting. All decisions made at the council meeting are final, and are not open to appeal. If an applicant would like to re-apply for the same land use request again, they must wait one year before re-applying.

PUBLIC HEARING

All Variance requests require a public hearing as part of the scheduled council meeting. The intent of the public hearing is to allow the surrounding neighbourhood and members of council to comment on the land use application prior to the council decision. Applicants are encouraged to be in attendance to either present details of the proposed application or at the very least be present to answer any questions or comments Council members or members of the public may have regarding the proposed land use request.

VARIANCE FEES				
Type of Variance	Fee	Quantity	Total	
<input type="checkbox"/> Residential – SFD, 2-Family	\$670.00	_____	_____	
<input type="checkbox"/> Residential – Accessories	\$670.00	_____	_____	
<input type="checkbox"/> Minor Variance – SFD, 2-Family	\$400.00	_____	_____	
<input type="checkbox"/> Minor Variance – Residential Accessories	\$400.00	_____	_____	
<input type="checkbox"/> Subdivision – Density and/or Lot Dimensions	\$1,330.00	_____	_____	
<input type="checkbox"/> Any Other	\$1,660.00	_____	_____	
<input type="checkbox"/> 2 nd and each additional Variance at the same site	\$220.00	_____	_____	
<input type="checkbox"/> Variation Order Extension	\$265.00	_____	_____	
<input type="checkbox"/> Variation Order Amendment	\$670.00	_____	_____	
	TOTAL			

If you are unsure how to complete this document, please contact citizensupport@cityofselkirk.com or call 204-785-4900.