



## **Development Variance Permit Application Checklist**

Please submit the following items as part of the application submission package:

- Completed application form
- Application fee
- Current certificate of title (available at Government Agent)
- Written authorization to act on the owners behalf (if necessary)
- Written narrative description / scope of work including the reasons for the application
- Legal property survey
- Proposed site plan including parking spaces (with dimensions)
- Proposed building elevations
- Photographs of existing site / building(s)
- Easement agreement for encroachments (if necessary)