



**CITY OF CHESTERMERE
DEVELOPMENT PERMIT VARIANCE APPLICATION**

PERMIT NO: _____

All of the following information must be clear, legible and precise and is necessary to facilitate a thorough evaluation and timely decision on your application. To achieve this level of customer service, Staff are instructed to accept only complete applications. The fee must accompany this application. Thank you for your cooperation.

I/We hereby make application for a Development Permit for a Variance under the provisions of the current City of Chestermere Land Use Bylaw. In accordance with the supporting information submitted and attached which form part of this application.

NAME OF APPLICANT _____

MAILING ADDRESS _____ **POSTAL CODE** _____

TELEPHONE _____ **FAX** _____

EMAIL ADDRESS _____

Complete If Different From Applicant

REGISTERED LAND OWNER _____ **TELEPHONE** _____

MAILING ADDRESS _____

CIVIC ADDRESS OF REQUESTED VARIANCE _____

LEGAL DESCRIPTION LOT (S) _____ **BLOCK** _____ **PLAN** _____

TYPE OF VARIANCE REQUESTED _____

HAVE YOU ATTACHED ALL THE SUPPORTING MATERIAL RELEVANT TO THIS APPLICATION?

(Please ensure that you have completed the attached checklist overleaf)

I have reviewed all of the information supplied to the City with respect to an application for a Development Permit and confirm it is true and accurate to the best of my knowledge and belief. I understand that the City of Chestermere will rely on this information in its evaluation of my application for a Development Permit and that any decision made by the City of Chestermere based on inaccurate information may be rescinded at any time.

DATE SIGNED

SIGNATURE OF OWNER

SIGNATURE OF APPLICANT

(Letter of authorization from owner needed)

REQUIRED APPLICATION MATERIALS

ATIA/POPA Notification: The personal information you provide on this form is being collected under the authority of Section 640(2) of the Municipal Government Act and Section 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development/building permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact the ATIA/POPA Coordinator at atia@chestermere.ca or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.

(over)

Please ensure that you have included all the following information, where applicable (tick or mark N/A):

- All requests for a variance shall be accompanied by a letter from the applicant clearly stating the reasons for the variance, outlining the applicable criteria identified in Land Use Bylaw 4.5.3, and the nature of the hardship incurred if the variance is not granted.
- Colour Photographs** of the existing structure. Photos should provide a visual account of the site and the surrounding area (including adjacent properties that may be affected).
- Current Fee** (unless waived by the City of Chestermere) – please see the City **Fee Schedule**.
- The exact variance required** (e.g. 1.36m variance of the 6m front yard setback requirements).
- A copy of **Real Property Report or Plot Plan** prepared by an Alberta Land Surveyor that illustrates the requested variance.
- A copy of any correspondence from the City (e.g. a certificate of compliance refusal) that concerns the requested variance.

Comments: (office use only)