



## DISTRICT OF MAPLE RIDGE PLANNING DEPARTMENT

### Development Application Submission Checklist

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#### Schedule E DEVELOPMENT VARIANCE PERMIT

Applications for Development Variance Permit are to be made to the Planning Department, and must include the following:

- 1) A completed application form with the prescribed fee.
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title).
- 3) A Site Profile.
- 4) A written statement describing the proposed variances and the rationale for them.
- 5) Sufficient plans to properly explain and graphically portray the proposed variance or variances.

#### Notes:

- Staff or Council may require additional information at any time to properly assess the application;
- All plans to be in metric scale;
- A Development Variance Permit cannot vary the use or density of land from that specified in the Zoning Bylaw or a flood plain specification under Section 910 (2) of the Local Government Act;
- Incomplete applications **will not** be accepted;
- A pre-application meeting with staff prior to submission of an application is strongly recommended to assist in identifying issues and expedite processing times.