

Variance

- Tier 1
- Tier 2
- Committee

Application Checklist & Submission Package



This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.

Variance Application

Checklist required for a complete application for:

- Tier 1 Variance
- Tier 2 Variance
- Committee Variance

Applicant must submit all that are applicable:

- Completed **Application Form** signed by the registered lot owner or authorized agent.
- Fee** in accordance with Schedule B of the Zoning By-law or Schedule A of the Subdivision By-law, whichever is applicable.
- Details** of any proposed development, which may include:
 - **Site Plan** or **Tentative Subdivision Plan**, whichever is applicable, drawn to scale illustrating the following:
 - Location of lot lines and lot dimensions;
 - Location and setbacks of buildings and structures;
 - Location and dimensions of easements and rights-of-way;
 - Location and nature of site improvements, including driveway accesses, parking (including barrier free and bicycle), loading, drive-thru facilities, landscaping and amenity spaces, and signs;
 - Topographic features, including watercourses, bodies of water, wetlands, grade changes, and drainage; and
 - **Preliminary Building Plans** drawn to scale, which may include floor plans and elevation drawings.
- Other information** may also be required to complete the application. It is therefore strongly recommended that the applicant consult with City staff prior to submission.



LOCATION	CIVIC ADDRESS :		PID # :	
STAFF USE	HERITAGE AREA: Y / N INTENSIFICATION AREA: Y / N FLOOD RISK AREA: Y / N APPROVED GRADING PLAN: Y / N			
	APPLICATION #:		DATE RECEIVED:	
			RECEIVED BY:	
APPLICANT INFORMATION	APPLICANT	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	CONTRACTOR	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	OWNER	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
PRESENT USE:		PROPOSED USE:		
CHECK ALL THAT APPLY	BUILDING	PLANNING	INFRASTRUCTURE	HERITAGE
	<input type="checkbox"/> INTERIOR RENOVATION	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> STREET EXCAVATION
	<input type="checkbox"/> EXTERIOR RENOVATION	<input type="checkbox"/> ACCESSORY BLDG	<input type="checkbox"/> PLANNING LETTER	<input type="checkbox"/> DRIVEWAY CULVERT
<input type="checkbox"/> ADDITION	<input type="checkbox"/> POOL	<input type="checkbox"/> PAC APPLICATION	<input type="checkbox"/> DRAINAGE	<input type="checkbox"/> HERITAGE DEVELOPMENT
<input type="checkbox"/> DECK	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> COUNCIL APP	<input type="checkbox"/> WATER & SEWERAGE	<input type="checkbox"/> HERITAGE SIGN
<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> SIGN	<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> OTHER	<input type="checkbox"/> HERITAGE INFILL
<input type="checkbox"/> MINIMUM STANDARDS	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER		<input type="checkbox"/> HERITAGE DEMO
	REQUIRED:	BUILDING SPRINKLERED: Y / N	FIRE ALARM: Y / N	
DESCRIPTION OF WORK				
	PROJECT ESTIMATE (IF APPLICABLE)			

I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

General Collection Statement

This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:

City Hall Building
 15 Market Square Saint
 John, NB E2L 1E8
commonclerk@saintjohn.ca
 (506) 658-2862



I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

Applicant Name

Applicant Signature

Date

CIVIC ADDRESS		APPLICATION #		FEE PAID	Y	N
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TYPE OF APPLICATION		
<input type="checkbox"/> Tier 1 Variance Variances not greater than 25% of a numeric standard Service Fee: \$200 up to 5 variances, \$50 per additional variance after 6.	<input type="checkbox"/> Tier 2 Variance Variances greater than 25% of a numeric standard Service Fee: \$200 up to 5 variances, \$50 per additional variance after 6.	<input type="checkbox"/> PAC Variance Variances considered by the Planning Advisory Committee Service Fee: \$400 up to 5 variances, \$100 per additional variance after 6.

DETAILED DESCRIPTION OF APPLICATION
Attach site plans, building elevations, floor plans, and other documentation to fully describe the application.

ENCUMBRANCES
Describe any easements, restrictive covenants, and other encumbrances affecting the land.

AUTHORIZATION				
As of the date of this application, I, the undersigned, am the registered owner of the land described in this application or the authorized agent thereof, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I hereby authorize the applicant to represent this matter and to provide any additional information that will be necessary for this application.				
<table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Registered Owner or Authorized Agent </td> <td style="width: 50%; text-align: center;"> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Additional Registered Owner </td> </tr> <tr> <td style="text-align: center;"> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date </td> <td style="text-align: center;"> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date </td> </tr> </table>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Registered Owner or Authorized Agent	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Additional Registered Owner	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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The information contained in this application and any documentation, including plans, drawings, reports, and studies, provided in support of this application will become part of the public record.				