



Schedule "E" of Bylaw 03-2023  
R.M. Of Britannia No. 502

## Minor Variance Application Form

A minor variance is a request for reduction of the minimum required setback distance of a building from the property line or the minimum required distance of a building to any other building on the site. A minor variance is reviewed on a case by case basis based on the specific situation of land or a building, which are not generally common in the same Zoning District. The minor variance may not exceed a 10% variation from the requirements of the Zoning Bylaw.

### Fees:

Variance Application Fee	
DISTRICT	Fee
Rural Municipality of Britannia No. 502	\$100.00 <sup>+ gst</sup>
Lloydminster Planning District	\$100.00 <sup>+ gst</sup>

### Application Requirements:

Please include the following:

- \$100 Non-refundable Application Fee
- Real Property Report (surveyor's certificate) reflecting the location of all buildings and structures on site as of the date of application including:
  - north arrow;
  - boundaries of the parcel including approximate dimensions;
  - dimensions of existing and/or proposed buildings and structures;
  - setback dimensions of buildings and structures on the property to property lines and other buildings or structures;
  - location of all existing and proposed utilities;
  - location of all existing and/or proposed approaches and driveways; and
  - the location of all distinguishing physical features located on or adjacent to the property including but not limited to sloughs, streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.

### What happens if the Minor Variance is approved?

Where a minor variance is approved, with or without conditions, the Development Officer will notify the applicant and the assessed owners of the property having a common boundary with the applicant's property. The notice will include a summary of the application, reasons for the decision and an effective date of the decision.

The assessed owners of the property having a common boundary with the applicant's property will have 21 days after receipt of the notice to lodge a written objection. If a written objection is received to the municipality, the approval is deemed to be revoked.

If there is no objection to the minor variance from the assessed owners of the property having a common boundary with the applicant's property, the minor variance takes effect:

- 23 days from the date a notice was sent by registered mail; or 20 days from the date a notice was delivered by personal service.

**What happens if the Minor Variance is approved with terms and conditions?**

Where a minor variance is approved with terms and conditions, the Development Officer will notify the applicant in writing. If the applicant wishes to appeal the terms and conditions of approval, the appeal must be submitted to the RM of Britannia Development Appeals Board within 30 days after the date of decision.

**What happens if the Minor Variance is refused or a decision is revoked?**

Where a minor variance is refused or if a decision is revoked, the Development Officer must notify the applicant in writing, providing reasons for the refusal or why the decision was revoked. If the applicant wishes to appeal the refusal or revocation, the appeal must be submitted to the RM of Britannia Development Appeals Board within 30 days after the date of decision.



## Minor Variance Application

IN – OFFICE USE:	
Date Received	
File No.	
Tax Roll No.	
Fee / Receipt	

### 1. Applicant Information:

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Legal description of land proposed for development:

All/Part of the \_\_\_\_\_<sup>1</sup>/<sub>4</sub>, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, W3  
LSD \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_  
Registered Plan No. \_\_\_\_\_  
Certificate of Title No. \_\_\_\_\_

### 3. Information of building subject to minor variance application:

- a. Has a development permit been issued for the building subject to a minor variance application?  
 Yes  No
- b. Has a building permit been issued for the building subject to a minor variance application?  
 Yes  No

### 4. Status of the building subject to minor variance application:

Construction pending  Construction underway  Construction

### 5. Describe the nature and extent of relief sought of the minor variance request. Please include reasons why is it not possible to comply with the provisions of the zoning bylaw?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Real Property Report Submitted:  Yes  No

Date of Real Property Report: \_\_\_\_\_ (no older than 90 days)

**7. Declaration by Applicant**

I, \_\_\_\_\_ of \_\_\_\_\_

in the Province of Saskatchewan, solemnly declare that all of the above statements within this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**NOTE:** *If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.*