



MUNICIPALITY OF THE DISTRICT OF WEST HANTS

76 Morison Drive, Windsor-West Hants Industrial Park
P.O. Box 3000, Windsor, Nova Scotia B0N 2T0
Tel: (902) 798-8391 Ext. 115 Fax: (902) 798-8553

VARIANCE APPLICATION FORM

1. *A Variance is a relaxation of a Municipal Land Use By-law requirement.* Sections 235 to 237 of the Municipal Government Act (MGA) allow the Development Officer to consider granting a Variance **only** where the variance requested does not violate the intent of the Land Use By-law, if the difficulty experienced is not general to the properties in the area or the difficulty is not the result from intentional disregard for the requirements of the by-law.

Should your application be approved, all property owners within thirty (30) metres will be notified. These property owners then have fourteen (14) days to file an appeal. A Development Permit cannot be issued until the appeal period expires or any appeals are disposed of.

2. It is advisable to familiarize yourself with the applicable Land Use By-law for the Municipality as it applies to your application. A copy of the By-law and maps are available at the Planning Department for a nominal charge. Planning Staff can assist you with questions of interpretation.
3. It is very important that you provide all information and submissions requested below. This will allow your application to be processed quickly.
4. Your application must be accompanied by one (1) copy of a plot plan, drawn to scale, showing:
 - (a) the dimensions of the subject property;
 - (b) the location of existing buildings on the property and any proposed addition(s); or location of any proposed new building;
 - (c) the distances from lot lines to existing buildings and proposed addition(s) or distances from any new building;
 - (d) the distances from lot lines to buildings on adjacent lots;
 - (e) the dimensions of addition(s) or new building(s);
 - (f) scale to which plan is drawn;
 - (g) a north arrow.

NOTE: *A plot plan prepared by a Nova Scotia Land Surveyor may be required if the plot plan submitted does not permit the Development Officer to properly evaluate the proposal.*

5. Name of Applicant: _____

Address: _____

Telephone: _____ Business: _____

6. Name of Owner: _____

Address: _____

Telephone: _____ Business: _____

7. What is the nature of the variance requested? (Please check)

- Reduced front yard
- Reduced side yard
- Reduced rear yard
- Lot area

8. Please indicate the lot number, subdivision name, civic address and location of the subject property.

9. Indicate the existing use of the subject property.

10. Indicate the existing use of the surrounding properties.

11. Give a general explanation of the proposal. (If additional space is required use another sheet).

12. Why is it not possible to comply with the Municipality's Land Use By-law?

13. NOTE: *If this form is signed by a person who is not the assessed property owner(s), written authorization from the owner(s) must accompany this application.*

Legal Declaration:

I, _____ of _____ do solemnly declare that all the above statements and attachments are true and accurate and I make this solemn declaration conscientiously believing it to be true and accurate knowing that it is the same force and effect as if made under oath.

Signature of Applicant

For Office Use Only	
Date Received: _____	Zone: _____
PID: _____	Subdivision Plan #: _____