



1. LAND AFFECTED  
 Lot            Block            District Lot            Plan            or
2. EXISTING DEVELOPMENT  
 (a) Present Zoning: Zone            Bylaw Name  
 (b) Describe the existing use of the subject property (attach separate sheet if necessary). Describe all buildings and/or structures located on the property and note their location on a sketch plan.:  
 If available, include photographs of the subject property.
3. PROPOSED DEVELOPMENT  
 Describe the proposed use in some detail. Attach additional sheet(s) if necessary and a dimensioned sketch plan:
4. VARIANCE REQUIRED (for development variance permit and development permit only)  
 In order to develop the property as described above, I require the variance of section(s)            of the District of Sparwood            Bylaw and I propose the following variance (attach separate sheets if necessary):
5. REASONS IN SUPPORT OF APPLICATION  
 My/Our reasons for making this application are as follows:
6. Notification requirements - development variance permit only  
 Section 980 and 975 of the Municipal Act requires that where a local government proposes to pass a resolution for the issuance of a Development Variance Permit or a Temporary Commercial or Industrial Permit, owners and occupiers of neighbouring parcels must be notified in writing of terms of the permit and of lands which are subject to the permit. It is not possible for the district to be aware of all tenants in occupation, therefore, it is required that the applicant shall supply a list of names and mailing addresses of all occupiers of any parcel within the property affected by the proposed permit and of all occupiers of any parcel any part of which lies within 100 metres of any part of the land affected by the proposed permit.

**NOTES:**

- (A) Any additional information of a technical nature that can be provided will facilitate review of the application.
- (B) The council requires a copy of a state of title certificate or certificate of indefeasible title dated no more than 30 days prior to the date of this application before it can consider any land use application.
- (C) Submission of an application does not imply approval.
- (D) Application to include a sketch plan.

**SCHEDULE "C"**  
**DISTRICT OF SPARWOOD**  
**SKETCH PLAN REQUIREMENTS**

Sketch plans are required to be submitted with all applications for permits of amendments to the Zoning Bylaw or Official Community Plan.

Sketch plans shall be drawn to an appropriate scale and indicate the following with respect to the subject property:

1. Address or location and legal description.
2. Dimensions and area of the parcel.
3. Dimensions, location and identification of existing and proposed uses, buildings, structures and machinery.
4. Dimensions, location and name of existing or proposed adjacent or internal highways.
5. Nature, location and dimensions of any restrictive covenant, right-of-way or easement.
6. Location and identification of any utilities.
7. Natural and artificial features such as railways, watercourses, drainage ditches, ravines, swamps, wooded areas, erosion or land slip or avalanche features and sewage disposal or water supply facilities within or adjacent to the subject property.
8. Elevations and contours.
9. Off-site information such as adjacent land uses.
10. Scale and north arrow.
11. Other information that may be required by the District.