HALIFAX

Variance Application

HRM File #_____

It is advisable to familiarize yourself with the Land Use By-law as it applies to your application All By-laws are available on line at www.halifax.ca/planning/CommunityPlans.php

Part I – Please complete the following information

Civic address of property
The application is to vary what requirement of the Land Use Bylaw? (Please check off all that apply)
☐ Size of yards (setbacks) ☐ Lot coverage ☐ Lot frontage ☐ Lot area
What is the existing use of the property
Please provide a description of the proposal which requires the variance.
Please provide an explanation as to why the variance request cannot be avoided and why other alternatives are not feasible.

Mail To:
PO Box 1749, Halifax, Nova Scotia B3J 3A5
Planning and Development

Courier and Deliveries
Halifax: 7071 Bayers Rd, Suite 2005, Halifax, NS; ph: 902 490-5660 f- 902490-4645
Dartmouth: 40 Alderney Drive, 2nd Floor, Dartmouth, NS; ph: 902- 490-4490 F 902-490-4661

Part II – Your completed application form must be accompanied with the following:

1. Each application for a variance costs $1000 which includes a $500 initial appeal deposit. The appeal deposit is refundable if an appeal is not requested. If an appeal is requested an additional $1000 fee will be charged to the applicant before the appeal is processed. (Cash, Cheque or Debit Card, VISA, MASTERCARD or AMEX. Cheques made payable to Halifax Regional Municipality)

2. One copy of a plot plan drawn to scale and showing the proposed variance and the following items:

   a. the dimension of the subject property;
   b. the location and dimensions of existing and proposed buildings on the property and any proposed additions;
   c. the distance from property lines to existing or proposed buildings and additions; and,
   d. distances from property line to buildings on adjacent lots.

   Note: *A plot 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 application.*

3. Additional information that may be required, if applicable:

   a. a copy of floor plans, existing and proposed, drawn to scale;
   b. a copy of building elevations drawn to scale (building photographs are acceptable); and ,
   c. a copy of parking layout drawn to scale.

   Note: *Plans not drawn on 8 ½" x 11" paper must be folded separately to 8 ½" x 11"*

Applicant Name		**Email**
Mailing Address		
Daytime Phone	**Cell**	**Fax**

I declare that all of the above information is true and accurate and has the same force and effect as if made under oath. If application is being signed by someone other than the property owner, written permission from the owner must accompany this application.

Owner Signature **Date:**

Applicant Signature **Date**

In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected on this form will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the administration of the Variance Application . If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-490-4390 or accessandprivacy@halifax.ca

Save As **Print**

Mail To:
PO Box 1749, Halifax, Nova Scotia B3J 3A5
Planning and Development

Courier and Deliveries
Halifax: 7071 Bayers Rd, Suite 2005, Halifax, NS; ph: 902 490-5660 f- 902490-4645
Dartmouth: 40 Alderney Drive, 2nd Floor, Dartmouth, NS; ph: 902- 490-4490 F 902-490-4661