



Variance Application

Town of Quispamsis
12 Landing Court
Quispamsis, NB E2E 4R2
Phone 506-849-5778
Fax 506-849-5799
Email: pac@quispamsis.ca
Website: www.quispamsis.ca

Instructions

To assist you in completing this application, be sure to read through the Checklist provided below and understand the applicable By-law section(s) that pertains to the details of your application. Please do not hesitate to contact the Planning staff of the Town of Quispamsis if you have any questions.

Please Note

Failure to fully complete this form may result in delays in the processing of the application.

Checklist

This checklist is a guide to completing your application. In some situations additional information may be required. Upon receipt of your application, Planning Department staff will review your application and advise accordingly if additional information is required. Please ensure you have reviewed and included all the necessary supporting information with your completed application.

- Completed Application and paid Fee (\$300.00)
- Provide a Site Plan (if necessary)
The Site Plan must show the proposed location of your building or structure on the property as illustrated through the front, side and rear setback measurements. Please indicate the units of measurement. ***Any existing accessory buildings, swimming pools, fences, etc. as well as known utility or services easements should be noted on the Site Plan.***
 - any information or supporting documents such as design drawings (if applicable) of exterior elevation views of buildings or structures with height information.
- Home Based Business Variance Application
 - Cover Letter - briefly outline such information as the nature of proposed business, hours of operation, number of employees, advertising, and items detailed in Zoning Bylaw No. 038 – Section K (2)(a) –(k).
 - Diagram/illustration of the interior layout of the floor area with clear delineation of the area devoted to the business.
 - Drawing of the exterior signage - sign cannot exceed 0.2 square metres or 2 square feet. (if signage is intended)
- Foundation Elevation Variance Application
 - Site Plan as detailed above;
 - Site Drainage Plan
Show how the drainage is to be directed away from the foundation and neighboring properties and driveway graded away from the house.

PAC Meetings are held on the 2nd and 4th Tuesday of the month. Please note the schedule changes during summer months. Please call our office at 849-5778 for upcoming meeting dates.

***Completed application and fee must be received at least 2 weeks prior to the meeting date.**



Variance Application

Town of Quispamsis
 12 Landing Court
 Quispamsis, NB E2E 4R2
 Phone 506-849-5778
 Fax 506-849-5799
 Email: pac@quispamsis.ca
 Website: www.quispamsis.ca

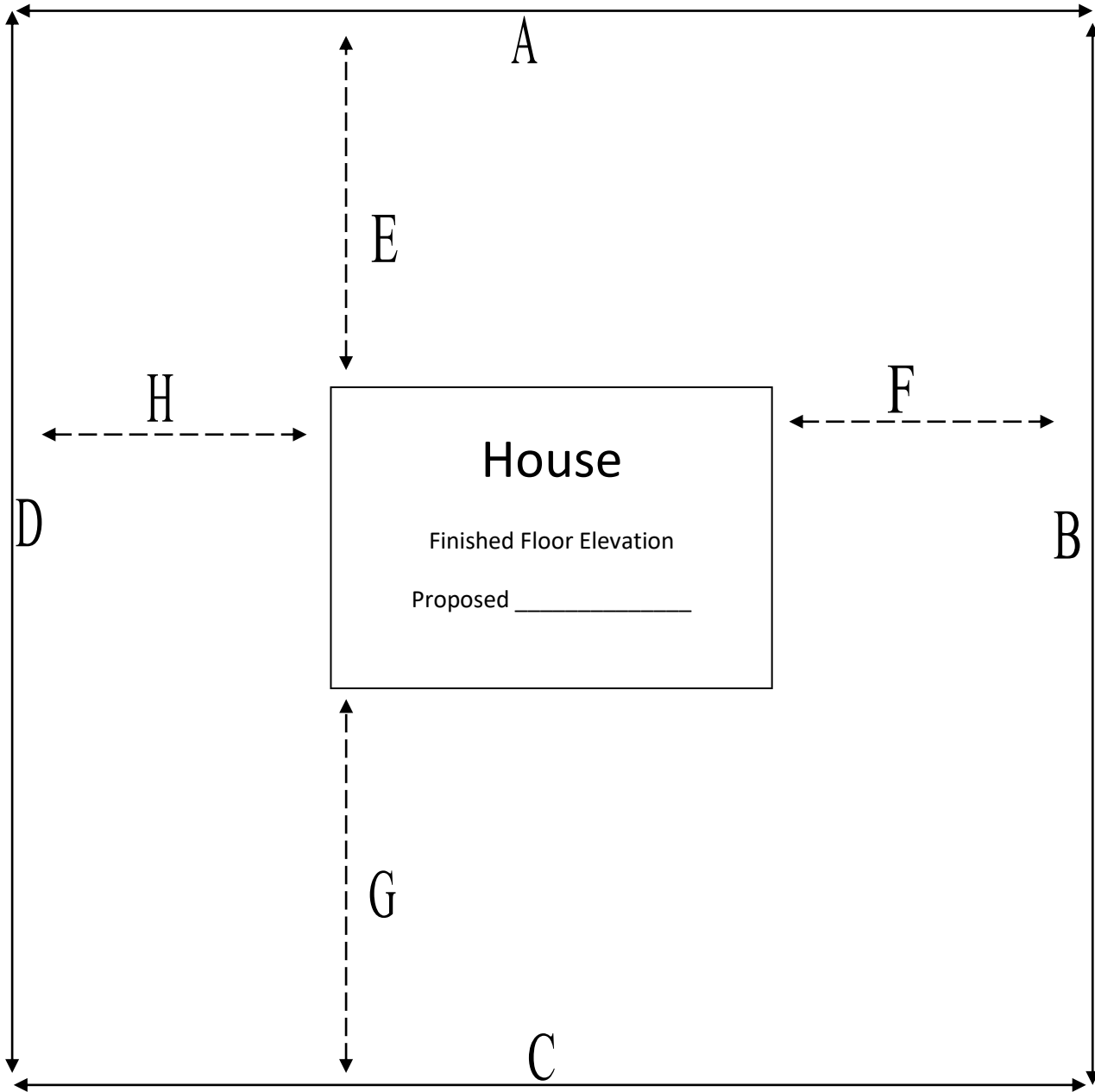
Date Received: _____
 Town of Quispamsis Staff to Enter

Batch Entry: _____
 Town of Quispamsis Staff to Enter

Name of Applicant		Name of Registered Landowner (if different)	
Address		Address	
Phone (home)	Phone (other)	Phone (home)	Phone (other)
Email		Email	
Property Details			
PID#:	Subdivision Name:		Lot No.
Civic Address (if different than above)			
Existing Land Use:	Residential	Commercial	Institutional
Type of Variance:	Structure	Home Business	Subdivision
	Foundation Elevation		Other:
Provide a brief description of request:			
VARIANCE DETAILS (Check all that apply. Attach additional information if required.)			
Lot Size	Existing Lot Size:	m ²	Requested Variance: m ²
Front Setback	Existing Front Setback:	m	Requested Variance: m
Left Side Setback	Existing Left Setback:	m	Requested Variance: m
Right Side Setback	Existing Right Setback:	m	Requested Variance: m
Rear Setback	Existing Rear Setback:	m	Requested Variance: m
Structure Size	Existing Structure Size:	m ²	Requested Variance: m ²
APPLICANT ACKNOWLEDGEMENT			
I hereby give consent to allow authorized persons on behalf of the Town of Quispamsis the right to enter the above land/or building with respect to this application. I have read, and understand, the Privacy Statement.			
Signature of Authorized Applicant (s)		Date:	
Signature of Land Owner (if different from applicant)		Date:	

Variance Application – Site Drawing and Drainage Plan

Show location of proposed building/structure with measurements to all property lines and proposed lot drainage for surface water runoff (see example below). Please include all other structures that are on the property (pool, shed, gazebo, fence, etc).



A	Rear Lot width		E	Rear Setback	
B	Right Lot width		F	Right Setback	
C	Front Lot width		G	Front Setback	
D	Left Lot width		H	Left Setback	

***The personal information gathered on this form is voluntarily provided by individuals. If provided, the information will be used or disclosed only for the purposes for which it was collected in accordance with the *New Brunswick Right to Information and Protection of Privacy Act*. If you have any questions regarding the collection and use of this information, please contact the PAC Secretary for the Town of Quispamsis at (506) 849-5741.