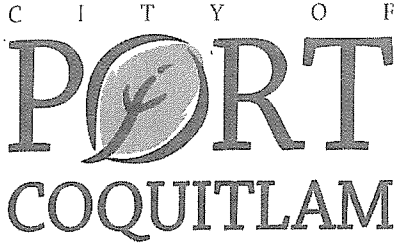


# Board of Variance Application

All applications must have the following supporting documentation included with the application:

- Plans drawn to scale of lot layout, height, width and area of proposed Building.
- Letter of Hardship (letter outlining why it is a hardship for you to meet the current Zoning Bylaw).
- Cheque for \$150.00 (non-refundable)



# Board of Variance Application

Proposed Hearing Date: \_\_\_\_\_

Applicant: (name) \_\_\_\_\_ (phone no.) \_\_\_\_\_

(mailing address) \_\_\_\_\_ (postal code) \_\_\_\_\_

(email address) \_\_\_\_\_

Relaxation requested for property located at: \_\_\_\_\_

Legal Address of the property (Lot No./Plan No., etc.) \_\_\_\_\_

Zoning of the property (ie RS-1, RS-2) \_\_\_\_\_

Proposed Construction Use: (ie additional living space, etc.) \_\_\_\_\_

**VARIANCE RELAXATION: (FILL OUT VARIANCES BELOW THAT ONLY APPLY TO YOUR REQUEST)**

Please refer to City of Port Coquitlam Zoning Bylaw No. 3630 (attached)

**Check One:**

**Primary Structure: (House or addition)**     **Accessory Building (Detached Garage/Shed)**

Requirement Permitted:

Proposed Variance Requested:

Front Yard Setback

\_\_\_\_\_

Rear Yard Setback

\_\_\_\_\_

Interior Side Yard Setback

\_\_\_\_\_

Exterior Side Yard Setback (RS-1 see page 38, 5b)

\_\_\_\_\_

Lot Coverage (structure must not exceed % of lot area)

\_\_\_\_\_

Height of Structure

\_\_\_\_\_

Building Depth (see Table 2.4 and Note 4)

\_\_\_\_\_

Other Requirement

\_\_\_\_\_

*I declare that the information provided in this application and all attachments are, to the best of my knowledge, true and correct in all aspects:*

Applicant's Signature: \_\_\_\_\_

*Note: Any documentation or information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.).*

Note 4. Boarding uses are limited to two boarders per dwelling unit in single, duplex, townhouse and rowhouse dwellings. One boarder is permitted per apartment dwelling provided that the apartment has at least two bedrooms and two bathrooms. Boarding uses are not permitted in secondary suites or in dwelling units used for bed and breakfast businesses.

Note 5. Community care uses in the RS1 and RS3 zones are limited to the care of 10 persons per lot and must be located at least 300 m (984.3 ft.) from any other such facility fronting on the same street measured between the two closest lot boundaries.

Note 6. A parking lot use is permitted in the RS3 zone only on Lot 3 District Lot 255, NWD, Plan 22343 (1840 McLean Avenue).

## 2.4. REGULATIONS

**Table 2.4: Residential Zones Regulations**

Zone	Building Height	Lot Coverage	Floor Area Ratio	Front Setback	Interior Side Setback	Exterior Side Setback	Rear Setback	Building Depth
RS1	7.5 m Note 1	40%	.50 Note 2	7.5 m Note 3 Note 5	10% Note 3 Note 6	20% Note 3 Note 6	7.5 m Note 3	50% Note 4
	24.6 ft.			24.6 ft.			24.6 ft.	
RS2	7.5 m Note 1	40%	.50 Note 2	7.5 m Note 3 Note 5	1.2 m Note 3	2.4 m Note 3	7.5 m Note 3	50% Note 4
	24.6 ft.			24.6 ft.	3.9 ft.	7.9 ft.	24.6 ft.	
RS3	7.5 m Note 1	40%	.50 Note 2	7.5 m Note 3	1.8 m Note 3	3.5 m Note 3	7.5 m Note 3	50% Note 4
	24.6 ft.			24.6 ft.	5.9 ft.	11.5 ft.	24.6 ft.	
RS4	7.5 m Note 1	50%	.50 Note 2	6.0 m Note 3	1.2 m Note 3	2.4 m Note 3	7.5 m Note 3	50% Note 4
	24.6 ft.			19.7 ft.	3.9 ft.	7.9 ft.	24.6 ft.	
RD	7.5 m Note 1	40%	.55 Note 2	7.5 m Note 3 Note 4 Note 5	1.8 m Note 3	3.5 m Note 3	7.5 m Note 3	-
	24.6 ft.			24.6 ft.	5.9 ft.	11.5 ft.	24.6 ft.	
RTh1	9.5 m	40%	-	7.5 m	1.8 m Note 7	3.5 m	7.5 m	-
	31.2 ft.			24.6 ft.	5.9 ft.	11.5 ft.	24.6 ft.	
RTh2	9.5 m	40%	-	7.5 m	1.8 m Note 7	3.5 m	7.5 m	-
	31.2 ft.			24.6 ft.	5.9 ft.	11.5 ft.	24.6 ft.	

Zone	Building Height	Lot Coverage	Floor Area Ratio	Front Setback	Interior Side Setback	Exterior Side Setback	Rear Setback	Building Depth
RTh3	9.5 m	40%	-	7.5 m	1.8 m Note 7	3.5 m	7.5 m	-
	31.2 ft.			24.6 ft.	5.9 ft.	11.5 ft.	24.6 ft.	
RRh	9.5 m	55%	1.0 Note 2	3.0 m Note 3	0/1.8 m Note 3 Note 8	3.5 m Note 3	7.5 m Note 3	-
	31.2 ft.			9.8 ft.	0/5.9 ft.	11.5 ft.	24.6 ft.	
RA1	14 m	35% Note 9	1.0/1.5 Note 10	4.0 m	3 m Note 11 Note 13	4.0 m	7.5 m	-
	45.9 ft.			13.1 ft.	9.8 ft.	13.1 ft.	24.6 ft.	
RA2	30 m	35% Note 9	1.0/2.5 Note 10	4.0 m	3 m Note 13	4.0 m	7.5 m	-
	98.4 ft.			13.1 ft.	9.8 ft.	13.1 ft.	24.6 ft.	

Notes to Table 2.4:

- Note 1. Building heights in RS and RD zones may exceed 7.5 m (24.6 ft.) to a maximum of 9 m (29.5 ft.) in the case of a building with a roof slope of 4 in 12 or greater.
- Note 2. In the calculation of floor area ratio in RS, RD and RRh zones the following may be excluded as floor area:
- 46 m<sup>2</sup> (495 sq.ft.) of floor area for a garage or carport,
  - floor area below the habitable floor elevation,
  - any floor area comprising a basement, and,
  - balconies, decks, and areas within underground structures.
- Note 3. In the single, duplex and rowhouse residential zones, setbacks are measured to the principal building only.
- Note 4. In no case may the depth of a principal building in an RS zone exceed 18 m (59 ft.).
- Note 5. In RS1, RS2 and RD zones the front setback need not exceed 6 m (19.7 ft.) for a maximum 7 m (23 ft.) wide portion of a building 5 m (16.4 ft.) and one storey or less in height.
- Note 6. In RS1 zones minimum interior side setbacks must be between 1.2 and 1.8 m (3.9 and 5.9 ft.) and minimum exterior side setbacks must be between 2.4 m and 3.5 m (7.9 and 11.5 ft.).
- Note 7. In RTh1, RTh2 and RTh3 zones the interior side setback must be at least 3.5 m (11.5 ft.) in the case of a building wall having a window to a habitable room.
- Note 8. Interior side setbacks are not required in relation to a lot boundary at which dwelling units in RRh zones have a common wall. Where the end dwelling unit of a rowhouse in the RRh zones has only interior side lot lines, a side yard of not

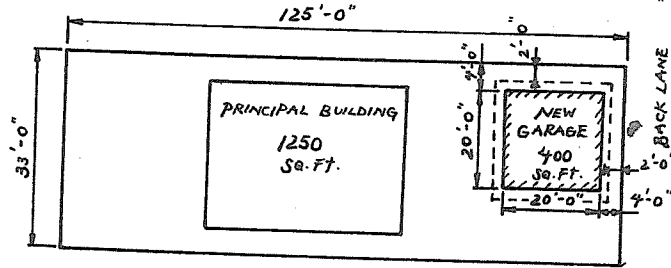
**MINIMUM PERMIT APPLICATION REQUIREMENTS  
FOR AN ACCESSORY BUILDING**

An application for a building permit must include an **APPLICATION FORM FOR A BUILDING PERMIT, Form A** to be signed by the Owner or Agent and an application fee of \$200.00. The application shall also include two sets of legible building plans drawn to scale. The total combined floor area of accessory buildings and structures, including all detached carports, shall not exceed 12% of the lot area or 56 m<sup>2</sup> (602 ft<sup>2</sup>), whichever is less.

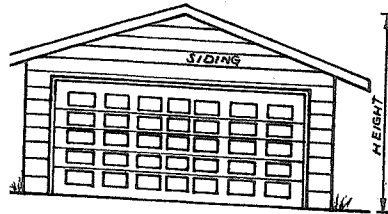
**SAMPLE PLAN ONLY NOT TO BE USED FOR BUILDING PERMIT**

**SITE PLANS** must include:

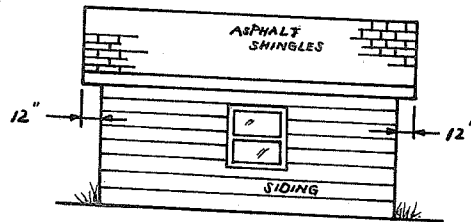
1. Correct address and legal description of project
2. Lot area and dimensions
3. North Arrow
4. Show adjoining streets/lanes
5. Footprint view of all buildings on the property
6. Required and proposed setbacks
7. Driveway location
8. Maximum and proposed lot coverage
9. Maximum FAR and Proposed FAR
10. Grading elevations



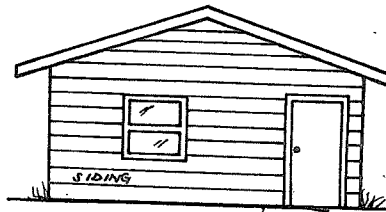
**SITE PLAN**



**SOUTH ELEVATION**



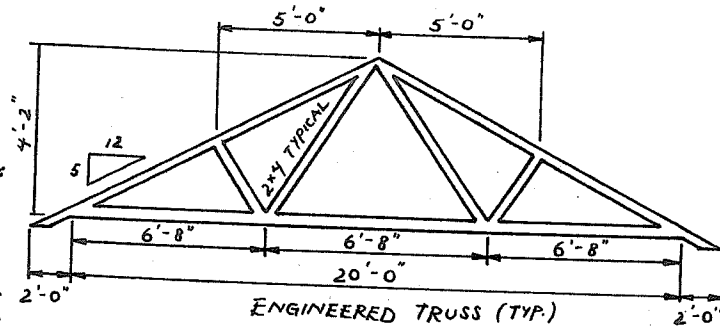
**WEST/EAST ELEVATION**



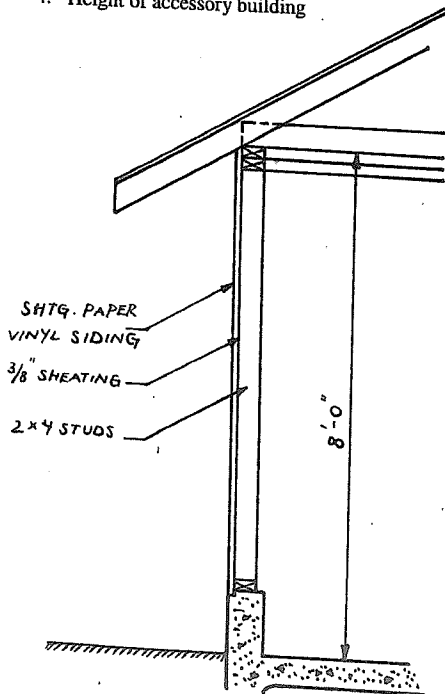
**NORTH ELEVATION**

**ELEVATIONS** must include:

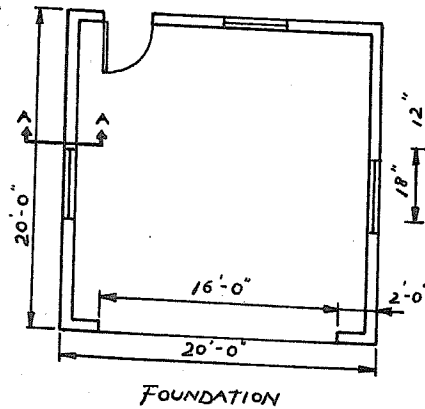
1. Full view of front, rear, and both sides of the building above grade
2. Exterior finishes
3. Show window/door locations
4. Height of accessory building



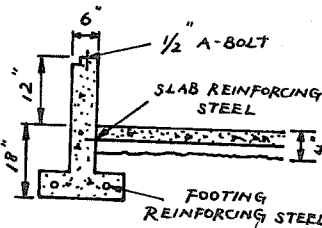
**ENGINEERED TRUSS (TYP)**



**WALL SECTION**



**FOUNDATION**



**DETAIL A-A**

**STRUCTURAL CROSS SECTION DETAILS**

must include:

1. Method of construction
2. Size, thickness, and spacing of materials
3. Finished grade and finished floor elevations

\*\*Such other information as is necessary to illustrate all essential features of the design of the building to establish compliance with the Building and Plumbing Bylaw Code.  
Note: This guide has been prepared to assist the Homeowner and is general in nature.  
For specific information or assistance, contact the Building Division at 604-927-5444.