

Sustainable Development  
Parks and Protected Spaces  
Box 51, 200 Saulteaux Cres.  
Winnipeg MB R3J 3W3

Account No. \_\_\_\_\_  
Rev. Code 1-15-3  
\$50.00 + G.S.T.

For consideration, each of the following sections are to be duly completed/furnished by the applicant(s) and the proposal is required to conform with the “Variance Review Procedure” as set out by the Branch.

**PLEASE PRINT OR TYPE ALL INFORMATION**

- 1. LOTHOLDER(S) NAME(S): \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_ (CELL) \_\_\_\_\_  
LOT: \_\_\_\_ BLOCK: \_\_\_\_ PLAN: \_\_\_\_\_ SUBDIVISION/LAKE: \_\_\_\_\_
- 2. SPECIFIC DESCRIPTION OF VARIANCE APPLIED FOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. RATIONALE AS TO WHY THE GUIDELINES SHOULD BE VARIED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. FURTHER INFORMATION OR EXTENUATING CIRCUMSTANCES SUBMITTED IN SUPPORT OF THIS APPLICATION (OPTIONAL): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5. ATTACHED OR PREVIOUSLY SUBMITTED:
  - a. FULLY COMPLETED AND SIGNED BUILDING PERMIT APPLICATION.
  - b. ONE (1) COPY OF THE SITE PLOT PLAN DATED AND SIGNED SHOWING THE DEFINITION, LOCATION AND DISTANCES TO SURVEYED LOT LINES OF THE PROPOSED STRUCTURE, EXISTING BUILDINGS AND OTHER LOT DEVELOPMENT FEATURES PERTINENT TO THE PROPOSAL.
  - c. TWO (2) COPIES OF IDENTICAL BUILDING PLANS WHICH ADEQUATELY DESCRIBE THE ACTUAL STRUCTURE, ITS SIZE, USE, PROPORTIONS AND GENERAL FEATURES.
  - d. LETTERS OF SUPPORT FROM AFFECTED NEIGHBOUR(S) IF APPLICABLE.
- 6. SIGNATURE(S) OF LOTHOLDER(S) \_\_\_\_\_  
  
SIGNATURE(S) OF LOTHOLDER(S) \_\_\_\_\_  
  
DATE: \_\_\_\_\_

**NOTE: ANY OR ALL INFORMATION PROVIDED MAY BE USED IN CONSIDERATION OF THE VARIANCE APPLICATION. PARKS AND PROTECTED SPACES BRANCH RESERVES THE RIGHT TO USE THE INFORMATION PROVIDED FOR FULL ASSESSMENT OF THE APPLICATION.**

# FIELD REPORT/OFFICE USE ONLY

LOTHOLDER(S) NAME(S): \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PLAN: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

1. EXISTING DEVELOPMENT REFLECTS INFORMATION PROVIDED ON THE SITE PLOT PLAN

APPLICATION FOR THE VARIANCE PROPOSAL: YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

2. PERCEIVED IMPACT ON ADJACENT LOTS AND SUBDIVISION IF VARIANCE GRANTED:

NONE \_\_\_\_\_ MINIMAL \_\_\_\_\_ SOMEWHAT \_\_\_\_\_ MAJOR \_\_\_\_\_

3. COMMENTS SUBMITTED BY NEIGHBOURING LOTHOLDERS OR CONCERNED PARTIES:

YES \_\_\_\_\_ NO \_\_\_\_\_ (ATTACH COPIES OF THIS CORRESPONDENCE)

4. ADDITIONAL COMMENTS/INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

(INSPECTING OFFICER)

# HEAD OFFICE USE ONLY

1. APPROVED: YES \_\_\_\_\_ NO \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

(HEAD OF COTTAGE PLANNING)