



Mailing: 70 Kent Street  
 Charlottetown, PE, C1A 1M9  
 Email: planning@charlottetown.ca

Tel: 902-629-4158  
 Fax: 902-629-4156  
 Website: www.charlottetown.ca

For Office Use Only	
File #: _____	Zone: _____
Permit #: _____	Permit Fee: _____
PID #: _____	Received: _____

## VARIANCE APPLICATION

### 1. TYPE OF WORK

Major Variance  Minor Variance

### 2. CONTACT INFORMATION

**APPLICANT** Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**OWNER** Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. PROJECT INFORMATION

Project Location: \_\_\_\_\_  
 Present Requirements: \_\_\_\_\_  
 (Setbacks, Height, Density, etc.)  
 Proposed Requirements: \_\_\_\_\_  
 (Setbacks, Height, Density, etc.)

### 4. DETAILED PROJECT DESCRIPTION

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 5. APPLICATION REQUIREMENTS

- |                                                                                                                                                                                                                                                           |                                                                                                                                                                  |                                                                                                                                            |                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Application Form with Fees <ul style="list-style-type: none"> <li>• Minor Variance: \$300 for the first variance</li> <li>• Major Variance: \$400 for the first variance</li> <li>• \$50 for each additional variance</li> </ul> | <input type="checkbox"/> Survey Plan <ul style="list-style-type: none"> <li>• Current Survey Plan showing the existing with any proposed alterations.</li> </ul> | <input type="checkbox"/> Other Drawings <ul style="list-style-type: none"> <li>• Any relevant drawings of proposed development.</li> </ul> | <input type="checkbox"/> Permission from Owner <ul style="list-style-type: none"> <li>• If Applicant is not the property Owner, Owner must grant permission to apply.</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 6. DECLARATION & SIGNATURE

I do solemnly declare that I am the Authorized Agent of the Owner/the Owner named in the Application and certify that the statements contained are true and complete, and are made with full knowledge of the circumstances connected with this Application.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_