



Applicant Checklist Variance

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Rural Municipality of Eastern Kings Variance Application Checklist for Developers

For Office Use Only			
File no.		Fee Paid	\$
Parcel ID(s)		Date received	
Zone:	Choose an item.	Received by	
Contact Information			

Always review applications against the Subdivision and Development Control Bylaw (the Bylaw) and the Official Plan. Variance provisions are set out in 7.1 of the Bylaw.

Complete Applications to include (Bylaw 7.1):	Included
Application form completed as required	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>
Optional Application Rationale – to allow the municipality to determine the appropriateness of the application, best practice is to include all information available on the following matters as part of the application:	
How application is consistent with the intent of the Bylaw (s. 7.1.2)	<input type="checkbox"/>
How the difficulty experienced with meeting bylaw requirements is unique to the property, not general to properties in the area (s. 7.1.2)	<input type="checkbox"/>
How the applicant or property owner has taken steps to avoid intentional disregard for the requirements of the Bylaw (s. 7.1.2)	<input type="checkbox"/>
How the variance is the least degree necessary to meet site-specific limitations in meeting the requirements of the Bylaw (s. 7.1.1)	<input type="checkbox"/>
Confirmation that the requested variance applies to one of the following (s. 7.1.1):	
size or other requirements relating to setbacks, except setbacks for wind turbines and watercourse buffers;	<input type="checkbox"/>
lot frontage or lot area, or both, if the lot existed on the effective date of the Bylaw, or a variance was granted for the lot at the time of subdivision approval;	<input type="checkbox"/>
footprint and height of a structure;	<input type="checkbox"/>
floor area occupied by a home-based business;	<input type="checkbox"/>
number of required parking spaces;	<input type="checkbox"/>
height and area of a sign.	<input type="checkbox"/>