

SAMPLE LETTER FOR BOARD OF VARIANCE APPLICATION

Date

*Secretary to the Board of Variance
Township of Langley
20338 – 65 Avenue
Langley, BC V2Y 3J1*

Address of subject property
Zoning of subject property

1st paragraph should detail the variance that is being requested. For example, if a relaxation to a side lot line is requested, that should be stated. The exact measurement is required (ie. required setback is 1.5 metres, proposed building will be sited 1.2 metres from the side lot line; therefore a relaxation of 0.3 metres is requested).

2nd paragraph should explain why this is a hardship to the owner.

Owner or Agent's Signature
Phone number

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Zoning of subject property

Section of Zoning Bylaw which you are requesting relaxation for

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