

## Minor Variance Application Requirements

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A minor variance must be applied for when a landowner is requesting a relaxation of the minimum required distance of a building from a property line or the minimum required distance of a building to any other building on the site.

### Minor Variance Application

Complete a [Minor Variance Application Form](#) and submit to the office along with the applicable \$50 application fee.

### Minor Variance Process Overview

Once the Planning Department receives the Minor Variance application, it is reviewed in conjunction with the applicable Official Community Plan and Zoning Bylaw, other planning policy and the merits of the proposal to ensure the setback relaxation does not injuriously affect neighboring properties.

A minor variance may be approved, approved with terms and conditions or denied.

Once the application has been reviewed and a decision made, the applicant and assessed owners of property having a common boundary with the applicant's property, will be notified in writing of the decision. The notice will include a summary of the application, reasons for the decision and an effective date of the decision.

This notice also includes a comment period of 20 days in which an affected property owner may object to the minor variance in writing to the R.M. Planning Department. **If an objection is received within the 20 day time period, the approval is deemed to be revoked and the applicant will be notified in writing. If no objection is received the minor variance takes effect 23 days from the date the notice was initially mailed (as indicated on the notice).**

If the minor variance has been denied or approved with terms and conditions, the applicant has the right to appeal the decision to the RM of Spiritwood Development Appeals Board within 30 days after the date of decision.