

**SCHEDULE A-15**

**REQUEST FOR EXEMPTION FROM STATUTORY OR BYLAW  
MINIMUM FRONTAGE**

**1. Application**

An application shall be completed upon a form provided by the regional district and shall deliver to the regional district together with such additional plans and particulars as may be required.

**2. Fees**

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. No processing of the application shall take place until the fee has been paid in full.

**3. Refund**

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

**4. Cancellation**

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one year. Any extension approved by the Chief Administrative Officer, whether for the maximum one year or a lesser time, is subject to payment of 50% of the original application fee.

**5. Application Requirements**

Applicants shall provide:

- i) The fully completed 'Request for Exemption from Statutory or Bylaw Minimum Frontage' application form.
- ii) Where an agent is making the application on behalf of the owner, an agent authorization form shall be completed and submitted by the owner.
- iii) A copy of the subdivision plan prepared by a B.C. Land Surveyor that clearly illustrates the proposed lots for which the request for exemption is being made and the particulars related to said request.

**6. Processing**

The following procedure will apply:

- a) A staff report and summary of the requested relaxation request is prepared.

- b) The regional district will circulate the proposal to other departments of the regional district and agencies where appropriate. Staff will contact the applicant to discuss any issues that arise during the circulation/review process.
- c) The staff report and other information deemed relevant will be included on the agenda for consideration by the Electoral Areas Services Committee at a meeting of the Committee. Applicants will be provided an opportunity to make a presentation to the Committee.
- d) The Regional Board will, upon receipt, consider the Committee's recommendation and may grant the relaxation request, or may refer, table, or deny the application.
- e) After the Regional Board has dealt with the application, the applicant will be notified in writing of the outcome.

