



**CITY OF STEINBACH
PLANNING & ZONING DEPARTMENT
VARIANCE APPLICATION GUIDE**

City of Steinbach
225 Reimer Avenue
Steinbach, Manitoba R5G 2J1
204-326-9877

What is a Variance?

A Variance is an alteration or change to the standard prescribed under the current City of Steinbach Zoning By-Law. A Variance shall be considered only in cases of undue hardship or practical difficulties particular to the use, character or situation of land or building which is not generally common to other land in the same district.

Application Requirements

All Variance requests require the following prior to the land use request being processed:

- Completed Application form with signatures of both the registered owner and applicant (if different)
- Application Fee: (Payable to the City of Steinbach by cheque, cash or debit)
- Detailed Site Plan showing existing and proposed development including measurements and setbacks
- Current Building Location Certificate complete with surveyor's seal and signature showing all building(s) on the subject property
- Other plans and documentation may be required, depending on the nature of the request

Final Approval Requirements (potential list of requirement(s) as a condition of approval)

- Development agreement signed by the registered owner of the property and registered caveat to title
- Lot grading and site servicing plan from the Steinbach list of approved municipal consulting engineers
- Drainage plan from the Steinbach list of approved municipal consulting engineers

Timeline

The process from the time the completed application and all supporting documentation is submitted to the City until the file is presented at a City Council Meeting typically will take 6-8 weeks. Complicated land use requests may take longer; also summer months may take longer. All variance requests require a public hearing prior to Council making a decision on the particular application. As per The Planning Act public notices must be sent out to surrounding neighbours and posted on the subject property 14 days prior to any public meeting.

If an application is approved the applicant must take out a building permit within 12 months or the Variance becomes null and void.

Decision Making Authority

All Variance requests are decided by City Council. An internal review of the file is completed by City staff and recommendations are made by the City Planner, City Engineer and City Manager. The final decision however is made by City Council at the scheduled council meeting. All decisions made at the council meeting are final, and are not open to appeal. If an applicant would like to re-apply for the same land use request again, they must wait one year before re-applying.

Public Hearing

All Variance requests require a public hearing as part of the scheduled council meeting. The intent of the public hearing is to allow the surrounding neighbourhood and members of council to comment on the land use application prior to the council decision. Applicants are encouraged to be in attendance to either present details of the proposed application or at the very least be present to answer any questions or comments Council members or members of the public may have regarding the proposed land use request.



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**Please note: Incomplete applications will be returned*

Civic Address of Development: _____ Roll# _____

Legal Description of Development Lot: _____ Block: _____ Plan: _____

Registered Owner Name: _____ Email: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax: _____
Primary Secondary

Applicant Name: _____ Email: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax: _____
Primary Secondary

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Application Requirements

1. Current building location certificate.
2. Sketch or site plan.
3. Payment of the application fee at the time of submission.
(Payment may be made by cash, cheque or debit).
4. Signatures and contact information of both the registered owner and applicant (if different than registered owner).
5. All fields of the application must be completed by the applicant and all supporting documentation must be attached.
6. *Certificate of title (generated within 90 days) may be required.*

Application Conditions

1. Applications citing solely financial or self-induced hardships will not be considered.
2. A hardship or hardships that an application seeks to mitigate must arise due to the unique circumstances or considerations peculiar to the particular property. Unique circumstances or conditions may include lot irregularities such as narrowness, shallowness, or shape. The applicant must show that a hardship arises due to these unique circumstances rather than from the general land use provisions of the current City of Steinbach Zoning By-Law.
3. By referencing the circumstances in Number 2, the application must explain why there is no possibility that the property can be developed to conform within the current City of Steinbach Zoning By-Law.
4. The applicant must provide evidence to show that the application will not alter the essential character of the neighborhood.
5. The City of Steinbach may require a development agreement as a condition of approval.
6. A Variance approval:
 - a. may have condition(s) attached;
 - b. must be satisfied within 12 months from the date of approval unless otherwise indicated;
 - c. that is inactive for 12 months after the date of approval will expire and become null and void.



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Specify the details of each Variance requested. For each Variance, indicate (A) what is to be varied, (B) your requested Variance, and the specific section of the current City of Steinbach Zoning By-Law (if known).

(A) Requirement to be Varied (i.e. side yard, rear yard, building height etc...)	(B) Requested Variance	(C) By-Law Section <i>(Determined by City Planner)</i>	Variance Percentage <i>(Determined by City Planner)</i>
1.			
2.			
3.			

1. What is the reason for the Variance request? (Please provide as much detail as possible and attach any additional information, pages if required)

2. What options have you considered to eliminate the need for the Variance request? Why are these options not feasible? (Please provide as much detail as possible and attach any additional information, pages if required)

3. How will you minimize the potential impact the Variance request will have on the adjacent property owners? (Please provide as much detail as possible and attach any additional information, pages if required)

Registered Owner Signature

Date

Applicant Signature (If not Registered Owner)

Date

FOR PLANNING DEPARTMENT USE ONLY:

Zoning Designation: _____ Official Community Plan Designation: _____ Planning File No: _____

Client No. _____ Planner: _____ Signature: _____

Date Application Received: _____ Payment Date: _____ Receipt No.: _____ Amount: \$ _____