

BUSINESS LICENCE APPLICATION SECONDARY SUITE

OFFICE USE ONLY

Account # _____ Property # _____ Licence # _____

- existing suite new suite (building permit # _____) property manager change
 floor plan attached owner-occupied home non-owner-occupied home

ADDRESS OF SECONDARY SUITE:

civic (unit) _____ house # _____ street _____ city _____ postal code _____

OWNER CONTACT INFORMATION:

applicant name _____ mailing address _____

phone number _____ cell phone _____ email _____

PROPERTY MANAGER INFORMATION (non-occupied home only):

applicant name _____ mailing address _____

phone number _____ cell phone _____ email _____

TOTAL SQUARE FOOTAGE OF SECONDARY SUITE _____

TOTAL NUMBER OF OFF-STREET PARKING SPACES _____

TOTAL NUMBER OF OFF-STREET PARKING SPACES DEDICATED TO SECONDARY SUITE _____

IS THE SUITE CURRENTLY OCCUPIED? Yes No

APPROXIMATE NUMBER YEARS SUITE HAS EXISTED _____

OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

call number _____ category _____ fee _____

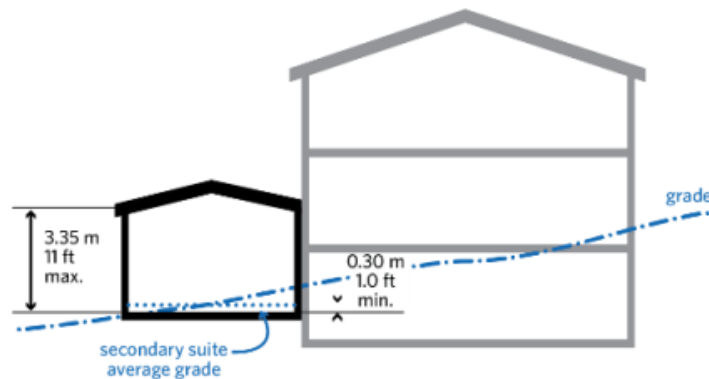
approved: _____ date approved: _____

see reverse

Zoning Bylaw No. 4662, 2010
Section 130.05 – Secondary Suites

- 1) No more than one secondary suite shall be accessory to each principal dwelling. (Bylaw #5155)
- 2) A secondary suite shall:
 - a) be part of the principal building; or
 - b) comprise the use of the whole of a separate building abutting the principal building (Figure 1) that:
 - i) is a single basement storey with no part located directly beneath the perimeter defined by the exterior walls of any story of the principal building above;
 - ii) has a floor area no greater than 46.5 square metres with no interior doors or other interconnection with the principal building; and
 - iii) is calculated with a separate average grade from the principal building and has a height measured in accordance with Section 120.19 no greater than 3.35 metres.

Figure 1



- 3) A secondary suite shall have:
 - a) a floor area no less than 20 square metres; and
 - b) a separate, exterior entrance from that of the principal dwelling unit.
- 4) A secondary suite shall not:
 - a) be permitted on a lot where there is the keeping of lodgers, a community care facility, a child care facility of more than 8 children in accordance with Section 120.28; (#5353)
 - b) be subdivided from the principal dwelling unit under the Land Title Act or the Strata Property Act; or
 - c) have separate metering for water service and electrical service from the principal dwelling unit.
- 5) The registered owner of a lot with a secondary suite shall:
 - a) occupy, as their principal place of residence, either the principal dwelling unit, detached secondary suite or the secondary suite on the lot, or;
 - b) identify a property manager with an address within the District of West Vancouver, City of North Vancouver or District of North Vancouver to manage the principal and accessory units and their occupants by:
 - i) authorizing the property manager to address complaints of neighbours or the District arising from occupancy including the parking of motor vehicles by the occupants; and

ii) providing the District the name, address, telephone number and e-mail address of the property manager and authorizing the District to contact them in the event of such complaints.

141.01 Parking Spaces (Bylaw #5055)

The minimum parking provided shall be the sum of that required for the uses on the lot:

- (a) Single family or duplex - 1 space required
- (b) Secondary suite or detached secondary suite - 1 space required
- (c) Notwithstanding 141.01(2)(b) of this bylaw, a secondary suite on a lot with a lot line located within 400 metres of a bus stop that is in use and serviced by a public transit service will not require an off street parking space

I HAVE read a copy of the above excerpts from the West Vancouver Zoning Bylaw No. 4662, 2010.

I HEREBY make application for a Business License in accordance with the particulars stated above and declare that these statements are true and correct and further, I understand if a licence is granted, I will comply with all applicable bylaws and regulations of The Corporation of the District of West Vancouver

I UNDERSTAND that I will be subject to fines if I open and/or operate without having received all necessary Bylaw and/or fire inspections and all necessary permits prior to the final licence inspection and prior to the issuance of a Business Licence.

I UNDERSTAND that if any of the above information changes, I have an obligation to advise The Corporation of the District of West Vancouver.

I FURTHER understand that the application fee is non-refundable.

I FURTHER understand that all business licenses expire on December 31 each year and must be renewed each new year.

Applicant name (print): _____ Signature: _____ Date: _____

Freedom of Information and Protection of Privacy Act Notice for applicants for this street occupancy request: By submitting this request, you are voluntarily consenting to the collection of your personal information by the District of West Vancouver through the requestor named above. This information is being collected by the District of West Vancouver pursuant to section 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this personal information, please contact the Privacy Officer between 8 a.m. and 4:30 p.m., Monday to Friday excluding statutory holidays, at 604-921-3497 (750 17th Street, West Vancouver BC V7V 3T3).

#4831312

DECLARATION

SECONDARY SUITE REGISTERED OWNER DECLARATION

I, _____, of _____,
PLEASE PROVIDE OWNER'S CURRENT ADDRESS

British Columbia, declare as follows:

1. I am the: registered owner
 president of the corporation that is the registered owner

of the lands legally described as: _____
CIVIC ADDRESS (LOCATION OF SECONDARY SUITE)

2. There is a secondary suite at the property.

3. I do: occupy the property as my principal place of residence.
 not occupy the property and have appointed a property manager to address complaints from neighbours or the District arising from the occupancy of the property including the parking of motor vehicles.

PROPERTY MANAGER CONTACT NAME

ADDRESS OF PROPERTY MANAGER: **MUST** BE LOCATED ON THE NORTH SHORE

PHONE NUMBER

EMAIL

By signing below, I expressly acknowledge and confirm that, as the owner, it is my responsibility to ascertain and comply with applicable bylaws and enactments and to ensure that the secondary suite is safe for occupation. I further expressly acknowledge and agree that the issuance of a secondary suite licence in no way constitutes a representation by the District of West Vancouver that my secondary suite complies with any applicable District bylaws, the BC Building Code, or other applicable enactments.

Signed _____ on this _____ of _____, _____ at _____
REGISTERED OWNER

Freedom of Information and Protection of Privacy notification: Your personal information is collected by the District of West Vancouver under section 26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of processing this declaration. If you have any questions regarding the collection and use of this information, please contact the Privacy Officer at foippa@westvancouver.ca or 604-921-3497.