



DV25-01

PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0  
Telephone (250) 847-1600 Fax (250) 847-1601  
www.smithers.ca

## DEVELOPMENT PROPOSAL APPLICATION

**APPLICATION TYPE:** Enter all applications under miscellaneous (MS) category development (DEV)

- ☐ Joint Official Community Plan & Zoning Amendment (\$2,000) DEV001 ☐ Board of Variance (\$750) DEV003  
☐ Official Community Plan Amendment (\$1,500) DEV001 ☒ **Development Variance Permit (\$750) DEV003**  
☐ Zoning Bylaw Amendment (\$1,500) DEV001 ☐ Development Variance Permit (minor)\* (\$300)  
☐ Development Permit with minor variance\* (\$800) DEV003 ☐ Development Permit with no variance (\$750) DEV003  
☐ Development Permit with variance (\$1,100) DEV003 ☐ Development Permit Amendment (\$600) DEV003  
☐ Temporary Use Permit (\$1,000) DEV003 ☐ Temporary Use Permit Extension (\$1,000) DEV003

### APPLICANT INFORMATION

#### APPLICANT

Name(s): Johanna Wick  
Mailing address: PO Box 5290  
Phone: 250-617-4606  
Fax/Email: Johanna.b.wick@gmail.com

#### REGISTERED OWNER(S)

Name(s): Johanna Wick  
Mailing address: PO Box 5290  
Phone: 250-617-4606  
Fax/Email: Johanna.b.wick@gmail.com

### SUBJECT PROPERTY INFORMATION

Civic address: 1685 Main Street  
Legal description: PID: 013-512-614; PID: 013-512-633; PID: 013-512-641  
Description of the present use of the property: Primary residential  
  
Existing OCP designation: LDR Low Density Residential Existing zoning designation: LDR  
Proposed OCP designation: N/A Proposed zoning designation: N/A

### PROPOSAL DESCRIPTION (supplemental letter of intent/rationale is encouraged):

The proposal is for a two story detached structure with a garage on the bottom and a rental suite on top.  
Supplemental letter of intent has been included.

\* Minor variance means a request to vary a provision of a Town bylaw as permitted under sections 7.2 - 7.5 of the Town of Smithers Development Procedures Bylaw No. 1908.

## ATTACHMENT CHECKLIST

**A) PLEASE ATTACH THE FOLLOWING FOR ALL APPLICATIONS:**

- ☐ Letter of authorization if the applicant is other than the registered owner(s).
- ☒ Site Disclosure Statement in accordance with the *Environmental Management Act* and *Contaminated Sites Regulation*.
- ☒ Site plan (including 1 set of reduced 8.5x11 plans) showing:
- ☐ Location of existing and proposed buildings and structures, lot dimensions & setbacks.
  - ☐ Parking areas, loading space, access/egress, garbage areas & landscaping.
  - ☐ North arrow & scale.
  - ☐ Measurements in metric (imperial measurements may also be included).
- ☒ Supplemental letter of intent & rationale is strongly encouraged but not required.
- ☐ Other information as necessary to assess the development proposal.

**B) OCP &/OR ZONING AMENDMENT APPLICATIONS ONLY:**

- ☐ Acknowledge sign notification posting requirements as specified by the Town of Smithers.

**C) ENVIRONMENTAL DEVELOPMENT PERMIT APPLICATIONS ONLY:**

- ☐ Plans showing:
- ☐ Toe of slope and top of bank;
  - ☐ Location of watercourses and any watercourse setback areas that are located on or that abut the site;
  - ☐ Existing and proposed grades, including details on proposed retaining walls;
  - ☐ Floodplain areas;
  - ☐ Areas to be cleared, areas of cut and fill and proposed sequencing/timing.

**D) FORM & CHARACTER DEVELOPMENT PERMIT APPLICATIONS ONLY:**

- ☐ Elevation drawings illustrating all sides of the building(s) & including proposed signage details.
- ☐ Exterior samples and materials.

**E) TEMPORARY USE PERMIT APPLICATIONS ONLY:**

- ☐ Rationale & long term plan outlining when & how temporary use will be ended, buildings/area to be used, hours of use & site rehabilitation.
- ☐ Permit length requested (max. 3 years): \_\_\_\_\_

## AUTHORIZATION

As the applicant or approved agent, I hereby make application in accordance with the above-stated information and declare that the statements are true and correct.

I understand that this application form is a public document and that any and all information contained in it, including personal information as defined in the *Freedom of Information and Protection of Privacy Act* of BC, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing.

I acknowledge that fees as per the Town of Smithers Development Procedures Bylaw No. 1807 do not imply or guarantee application approval.

Applicant Signature: SWick

Date: Dec 20, 2024

Your personal information is maintained in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town of Smithers at 250-847-1600.

Johanna Wick  
1685 Main Street  
Smithers, BC, V0J 2N0  
December 20, 2024

Development Services  
Town of Smithers  
Smithers, BC

Subject: Supplemental Letter of Intent – Development Variance for Garage with Secondary Suite

Dear Development Services Team,

I am writing to supplement my application for a development variance permit to construct a detached garage with a secondary suite above on my property at 1685 Main Street.

**Project Overview:**

The proposed structure is a two-story detached garage with a secondary suite on the upper level. The garage will provide necessary storage for our household, while the suite will offer additional living space to support renters, contributing to the community's housing options.

**Reason for the Variance Request:**

Due to specific bylaws regarding carriage houses, a variance is required for parking as per section 2.4, which requires a parking space along the lane way if possible, however, at our property there are already existing four parking spots along 12<sup>th</sup> of which the carriage house can be accessed from. Adding a fifth parking spot to the property would not be a meaningful use of space.

The second variance required is for the height of a secondary building as per section 2.15 (e), the proposed design does not exceed 6 m, however, it may exceed the height of our primary house. The proposed design has been thoughtfully developed to minimize the impact on neighboring properties while optimizing the use of space on the lot.

**Benefits of the Project:**

1. **Increased Housing Availability:** The secondary suite will provide an affordable and functional housing option, aligning with the Town of Smithers' goals to address housing shortages and diversify housing stock.
2. **Neighborhood Aesthetics:** The building's design complements the character of the neighborhood and adheres to the town's architectural guidelines, maintaining Smithers' distinctive charm.
3. **Efficient Land Use:** This project maximizes the use of the property while preserving adequate open space and maintaining compatibility with surrounding land uses.

**Community Engagement:**

I have proactively discussed this proposal with adjacent neighbors.

I kindly request your consideration and approval of this development variance to facilitate the construction of this project. I believe it will enhance both the functionality of my property and the broader community's housing options. Please feel free to contact me at 250-617-4606 or [Johanna.b.wick@gmail.com](mailto:Johanna.b.wick@gmail.com) should you require any additional information or clarification.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Johanna Wick".

Johanna Wick

WICK  
CARRIAGE HOUSE

HOMEOWNER(S):  
JOHANNA WICK  
CONTACT:  
johanna.b.wick@gmail.com  
250-617-4606

DESIGN DRAWINGS:  
JOCELYN BURTON  
JUTEBOX INTERIORS  
CONTACT:  
jocelyn@juteboxinteriors.com  
250-686-4137

<b>PROPERTY INFORMATION</b>	
Roll Number:	00763000
Jurisdiction-Roll Number:	25-478-00763000
PID(s):	013512617, 03512641, 013512633
Legal Plan:	PRP1054
Civic Address(es):	1685 Main St
<b>LAND USE INFORMATION</b>	
Electoral Area/Municipality:	Town of Smithers
Is property within the ALR?	No
Zoning Designation(S):	Low Density Residential (R-2)
OCIP Designation(s):	Town of Smithers OCP    Mixed Residential
<b>SERVICE AREA INFORMATION</b>	
Is all or part of this property within a Fire Protection Area?	Smithers Fire

ID 1	TITLE PAGE
ID 2	PROPOSED STRUCTURE WITH SETBACKS
ID 3	EXTERIOR ELEVATIONS
ID 4	EXTERIOR PERSPECTIVES
ID 5	FLOOR PLANS
ID 6	INTERIOR SECTION



  
JUTEBOX  
INTERIORS  
producing distinctive interiors  
158-455-1115

### CONSTRUCTION NOTES

- [illegible]

**DVP**  
APPLICATION:  
**BUILDING**  
**PERMIT WITH**  
**PARKING**  
**VARIANCE**



Copyright Reserved

All software design drawings, plans, and related documentation provided are the IP of JUTEBA INTERIORS. Any unauthorized use, reproduction, distribution or alterations of these drawings in whole or in part, without the explicit written permission of JUTEBA is strictly prohibited.

Requests for the use, reproduction, or adaptation of these drawings should be directed to [marketing@jutebainteriors.com](mailto:marketing@jutebainteriors.com) for formal authorization.

PROJECT

**WICK  
CARRIAGE  
HOUSE**

1685 Main St.  
Smyth, BC  
V0J 2N0

SHEET TITLE

Title Page

DATE: November 20, 2024

SCALE AS NOTED

AUTHOUR: JEB



**ID 1**



**SETBACK REQUIREMENTS:**

- From main house: 4m
- Exterior Sideyard: 1.2m
- Rear yard: 1.8m (direct opening to lane)
- Height to midpoint of slope: 6m (addressed on Page 3)



2  
102 PROPOSED LANSRAGE ROUTE WITH SETBACKS  
SCALE: 1:5

**JUTEBOX**  
INTERIORS

professional interior design firm  
200-444-1157

**CONSTRUCTION NOTES:**

1. TO BE REVIEWED BY THE DESIGNER AS A DESIGN, CLARIFYING THE DESIGNER'S INTENT. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT.
2. THESE DRAWINGS ARE THE PROPERTY OF JUTEBOX INTERIORS. THEY ARE NOT TO BE REPRODUCED OR COPIED WITHOUT THE WRITTEN PERMISSION OF JUTEBOX INTERIORS.
3. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT.
4. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT.
5. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT.
6. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT.
7. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT.
8. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT.
9. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT.
10. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT. THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT.

IN THE CASE OF ANY DISCREPANCY, THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGNER'S INTENT.

**DVP APPLICATION:**

**BUILDING PERMIT WITH PARKING VARIANCE**

**PROJECT:**

**WICK CARRIAGE HOUSE**

1685 Main St:  
Surrey, BC  
V0J 2N0

**SHEET TITLE:**

**New Structure with Setbacks**

**DATE:** November 20, 2024

**SCALE:** AS NOTED

**AUTHOR:** JEB

**ID 2**  
REV.#



# PROPOSED CARRIAGE HOUSE



1 NORTH ELEVATION  
14' x 20' (4.4)



2 EAST ELEVATION  
14' x 20' (4.4)



3 SOUTH ELEVATION  
14' x 20' (4.4)



4 WEST ELEVATION  
14' x 20' (4.4)



**CONSTRUCTION NOTES:**

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED. DIMENSIONS SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION.
2. THESE DRAWINGS ARE TO BE USED FOR INFORMATION ONLY. THEY DO NOT CONSTITUTE A CONTRACT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION.

**DVP APPLICATION:**  
**BUILDING PERMIT WITH PARKING VARIANCE**

**Copyright Reserved:**  
All exterior design drawings, plans, and related construction documents are the property of JUTEBOX INTERIORS. Any unauthorized use, reproduction, distribution, or alteration of these drawings or related documents without the written permission of JUTEBOX INTERIORS is strictly prohibited.  
For more information, please contact JUTEBOX INTERIORS.

**PROJECT:**  
**WICK CARRIAGE HOUSE**

1685 Main St.  
St-Jovite, QC  
J0V 2N0

**SHEET TITLE:**  
**Exterior Elevations**

**DATE:** November 20, 2024  
**SCALE:** AS NOTED  
**AUTHOR:** JEB







