

## The DVP PROCESS

- ↓ Discuss proposal with RDOS staff
- ↓ Submit complete application
- ↓ Staff review and evaluation of the proposal which may include a site visit
- ↓ Application is referred to other RDOS departments, outside agencies and the Advisory Planning Commission, as applicable
- ↓ Adjacent land owners are sent written notification of the proposal
- ↓ Staff prepares a technical report for the Regional Board
- ↓ Consideration of the application by the Regional Board. At this point the Board may:
  - Approve the DVP
  - Not approve the DVP
  - Defer a decision pending more information or clarification
- ↓ If approved, the DVP is granted. The applicant is notified and the RDOS registers the DVP on the title of the subject property.

For further information please contact  
RDOS Development Services

The contents of this brochure may be  
subject to changes at any time.  
Please contact the RDOS to confirm  
any requirements and costs.

For more information and to find  
mapping, zoning bylaws and Official  
Community Plans, check out the RDOS  
website

<http://www.rdos.bc.ca>

Photo credit: Mike Biden

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## Development Services

# Development Variance Permits



A guide to the Development  
Variance Permit process

## DEVELOPMENT VARIANCE PERMITS

All development in the Regional District must meet regulations as outlined in the following bylaws:

- Zoning Bylaws for Electoral Areas A, C, D, E, F, parts of G, and H
- Subdivision and Development Servicing Bylaw
- Campsite and Mobile Home Park Bylaw

Occasionally there may be circumstances where a property owner feels a specific regulation doesn't work well on a particular site. A Development Variance Permit (DVP) application allows consideration of granting a permit that would 'vary' an item in those specific regulations for a given property.

A DVP may also be used to amend the site plan or development layout of a Land Use Contract.

### WHAT A DVP CANNOT 'VARY'

Regulations that affect *land use* (the uses permitted on a property), or *density* (number of units permitted on the property, size of accessory dwellings, or minimum parcel size) cannot be varied through a DVP.

Nor can amending the text or uses contained in a Land Use Contract be done through a DVP

## APPLICATION REQUIREMENTS

1. Authorization by the owner or designated agent
2. Fee
3. Proposal summary: an outline of proposed development; the relevant bylaw section to be varied; explanation of neighbourhood impacts and benefits and reason for variance
4. State of Title Certificate: a copy issued no more than 30 days prior to application; a copy of all non-financial charges (i.e. restrictive covenants, easements, right of ways, etc)
5. Site Plan: to scale in metric; dimensions of property; location of easements, covenants, etc; existing and proposed access and parking; location of physical or topographical constraints; existing water lines, septic fields, sanitary and sewer facilities, and proposed covenant areas (if applicable)

NOTE: for HEIGHT variances, provide the natural and/ or finished grades of the site and buildings (determined from Zoning Bylaw)

NOTE: for SETBACK variances (i.e. front yard) the distance of the variance must be measured from the property line to the OUTERMOST PROJECTION of a structure and submitted with a sketch plan from a BC Land Surveyor

## COSTS

- An application fee of \$400
- Any documentation you may require such as site plans, building plans, or surveys, Certificate of Titles or legal fees

### TIME REQUIRED

Regional District staff strive to ensure that applications are dealt with in a timely manner. Most typical DVP applications take approximately 8 to 10 weeks to proceed through the evaluation and approval process.

Additional information may be requested at anytime during the process and the application cannot proceed before that information is provided. An applicant can reduce any delays by supplying a complete application and promptly replying with completed further information requests

### HOW DO WE ASSESS AN APPLICATION?

Applications are carefully considered in light of issues such as:

- Other available options in design or placement
- The extent of the variance(s) being requested
- The reasons provided for the need to vary regulations
- Unique circumstances of the site
- Neighbourhood and streetscape characteristics