



# A GUIDE TO THE DEVELOPMENT VARIANCE PERMIT PROCESS

## INTRODUCTION

### What is a Development Variance Permit?

A Development Variance Permit is issued by Council, providing for a variance of most land use bylaw requirements. Land use, density and floodplain specification cannot be varied. Zoning, Subdivision and Sign Bylaw provisions may be varied if Council feels that the reasons for the variation are appropriate.

### When do you need a Development Variance Permit?

You need a Development Variance Permit when you wish to have particular standards or requirements of land use bylaws relaxed or varied for your specific purposes. The types of variances requested generally relate to building siting, height, width and coverage, width of road right-of-way, sign area, etc.

Once the Development Variance Permit has been approved, you will require a Building Permit for construction of any buildings and possibly a Servicing Agreement for construction of off-site services. A condition of issuing a Building Permit may be payment of Development Cost Charges in accordance with Sechelt's Development Cost Charge Bylaws and the Local Government Act.

## PROCESS

### 1. PRIOR TO APPLICATION

Meet with the Planning Department to discuss the application to see how it fits in with community plans, existing services, and bylaws. Staff will outline potential concerns and issues with the proposal. Staff will also advise which government and non-government agencies will be most effected by the development. It may be beneficial to contact these agencies before applying and determine their issues or requirements. Lastly, the Planning Department will inform you of application requirements, development costs, and the process required to complete the DVP application.

### 2. APPLICATION REQUIREMENTS

While specific requirements will depend on the nature of the application, typical requirements include:

#### a. Required Documents (preferably prepared by a registered BC Land Surveyor)

- **Scaled site plan** indicating: location of all buildings (existing and proposed), setbacks to all property lines, north arrow, topographical features, water features, etc. *Drawing submission should be provided on full size paper as well as on 11x17" reductions.*
- **Four elevations** of subject building (existing and proposed). Elevations must include details regarding finishing materials, roofing materials, and colours (if necessary).
- **Proposed parking layout** in accordance with zoning bylaw (if necessary).
- **Landscaping plan** including sizes and species of plants (if necessary).
- **Architectural rendering** (if necessary).
- **Model** (if necessary).



**b. Community Associations**

East Porpoise Bay	Downtown Village	West Sechelt	Tuwanek
West Porpoise Bay	Sandy Hook	SHORA	APC
Selma Park/Davis Bay/Wilson Creek	Chamber of Commerce	S.D.B.A.	

**6. CONSIDERATION BY PLANNING COMMITTEE**

The Planning Department prepares a comprehensive report that outlines the results of the referral and makes recommendations to proceed, proceed with conditions, or deny. The Planning Committee makes its recommendations for consideration by Council.

**7. CONSIDERATION BY COUNCIL AND NOTIFICATION OF NEIGHBOURS**

If the recommendation is favourable and is adopted by Council, the Planning Department undertakes a notification process in accordance with Section 922 of the Local Government Act. Each owner/occupier of land within 50 m is provided with a notice of the application.

**8. FINAL APPROVAL BY COUNCIL**

Once the neighbours have been provided with sufficient notice, and have been given the opportunity to make their comments to Council, either in writing, or during the meeting, Council considers final approval of the DVP.

**9. REGISTRATION**

The District of Sechelt registers Development Variance Permit's on title at the Land Title Office.

**CONTACT INFORMATION**

**District of Sechelt – Planning Department**

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**Disclaimer**

This is a summary of the Development Variance Permit (DVP) application process intended to assist you with the application. While every care has been taken in the preparation of this brochure, the District of Sechelt assumes no liability for its contents. This brochure is intended as a guide only and is not a legal document. You are advised to review the applicable legislation and bylaws and conduct your own inquiries with staff and other agencies. Specific procedures, requirements, and costs for the proposal will be determined at the time of application.