



## Development Variance Permit Application Guide

With the exception of “use” and “density”, Zoning, Subdivision or Sign Bylaw regulations may be varied by Council for a project. Development Variance Permits are usually considered where the site characteristics or other unique circumstances do not permit strict compliance with an existing regulation. In some cases, where a zoning regulation may impose hardship on the owner/developer, you may submit an appeal to the Board of Variance.

*Prior to submitting a formal development variance permit application you are advised to discuss the proposal with the Planning Department.*

### **Application Requirements:**

Completed application form, signed by the registered owner(s) which can be obtained from the Planning Department) and the following:

- Payment of fees (see below);
- Written authorization from the registered owner(s) of the subject property for an agent to act on their behalf, if necessary;
- Correct legal description and street address(s) of the subject property in the application;
- A Title Search dated no more than five business days prior to the date of the application;
- Written description of the proposal;
- Three copies of fully-dimensioned plans that include, as appropriate:
  - i. a site plan with the location of the building and parking layout;
  - ii. building elevations;
  - iii. signage details and landscape plan, which clearly indicates the scope of the required variance;
  - iv. A plan reduced to 8½" x 11" is to be provided which is legible.

# Development Variance Permit Application Guide continued

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## Application Fee:

Application Type	Processing Fee	Public Meeting Fee (Refundable)*	Total Fee
5.1 Single Family Residential or Agricultural			
a) with rezoning	\$150	n/c	\$150
b) without rezoning			
Minor - less than 3 variances	\$350	\$350	\$700
Major - 3 of or more variances	\$500	\$350	\$850
5.2 Multi-Family Residential, Commercial, Industrial, Offices or any continuation of these uses:	\$350	n/c	\$350
a) with rezoning			
b) without rezoning			
Minor - less than 3 variances	\$500	\$350	\$850
Major - 3 of or more variances	\$750	\$350	\$1050

\*This portion of the fee is refunded only if the application is not referred to a Public Meeting.

## Processing Procedures:

Following the submission of an application:

- The Planning Department reviews the proposal and where appropriate forwards it to other Municipal Departments(s) for comment;
- A staff Report is submitted to Council with a recommendation;
- Council either authorizes public notification of its intention to consider issuance of a permit, or rejects the application;
- Following public notification, Council may approve or reject your Development Variance Permit application.

The Development Variance Permit process requires approximately four to eight weeks to complete. Timing depends upon the complexity of the application.

**This brochure is meant for general guidance only and is not to be regarded as a right to development approval if the steps indicated are followed. If you have any questions please contact the Planning Department at 946-3380 for assistance.**

# Guidelines For Detailed Landscape Submissions

## **Detailed Landscape Documentation For submission with Building Permit Application**

Plans by a Landscape Architect registered with the B.C.S.L.A. are to contain the following minimum information:

1. Landscape Site Plan indicating:

Minimum recommended Scale:  $\frac{1}{8} = 1'0''$  or metric 1:100

- existing trees, if any, and proposed methods of preservation;
  - adjacent landscape/development features as context information;
  - existing and proposed utilities (overhead, underground, light standards, etc.).
2. Planting Plan including a detailed plant list indicating all recommended plant material, quantities and size specifications.
3. Grading Plan indicating existing and proposed grades.
4. Irrigation Plan (where applicable).
5. Construction details including "hard" landscape items where applicable (e.g. fencing, retaining walls, landscape surfaces, site furnishing and amenities, etc.).
6. Detailed landscape and maintenance specifications.
7. Detailed cost estimate itemizing each major component of the landscape plan (trees, shrubs, groundcover, lawn and each hard landscape item) for bonding purposes.
8. Area of site landscaped (in square feet and metres).

Landscape plans must note that all landscape works must conform to the most recent B.C.S.L.A./ B.C.N.T.A. Landscape Standard.

# Guidelines For Architectural Submissions

## **For submission with Rezoning/Development Permit Application**

- Location Map
- Site Plan including any existing buildings on the property in relation to legal property boundaries
- Elevations, Sections, Floor Plans (and Roof Plans where requested)
- Minimum Acceptable Scale: 1:200
- North Arrow and Drawing Scales
- Dimensions for All Elevation and Site Plans
- Geodetic Elevation
- Prototype Residential Unit Layout
- Exterior Building Materials and Colours
- Completed Project Information Sheet
- Bylaw Compliance
- Road Widenings
- Existing Significant Trees (larger than 7 cm (2.8 inch) caliper)
- Turning Radius for On-site Parking/Circulation
- Amenity Facilities
- Open Space

# Guidelines For Landscape Submissions

## **Conceptual Landscape Documentation**

### **For submission with Rezoning/Development Permit Application**

Plans by a Landscape Architect registered with the B.C.S.L.A. are to contain the following minimum information:

1. General site organization including planting beds and landscape features.  
Minimum recommended scale 1:200.
2. Indication of all plant material at mature sizes and accurate location and spacing.
3. Plant list naming all recommended plant material and size specifications.
4. Existing trees, if any, and proposed methods of preservation. (Trees larger than 7 cm (2.8 inch) caliper and shrubs larger than 1.8 m (6 feet) in height/width).
5. Location of all engineering services (overhead, underground, light standards, etc.) which may affect landscaping.
6. Adjacent landscape/development features where applicable.
7. Itemized cost estimate including fencing (if applicable) for bonding purposes.

It is recognized that the above information, for many projects, can be contained on 2 or 3 drawing sheets. Finished details are not required at this stage, however, the documentation must clearly explain the proposed concept and how it relates to the buildings and site. Landscape plans must note that all landscape works must conform to the most recent B.C.S.L.A./B.C.N.T.A. Landscape Standard.

# Project Information Sheet

## To be calculated and submitted with application for Development Permit and Rezoning

1. Size and Number of Dwelling Units (if applicable) \_\_\_\_\_
2. Gross Floor Area (except single family residential) \_\_\_\_\_
3. Unit Density Permitted \_\_\_\_\_ Proposed \_\_\_\_\_
4. Site Coverage including Building Coverage \_\_\_\_\_  
Parking Coverage \_\_\_\_\_ Combined Coverage \_\_\_\_\_
5. Front Setback Requirement \_\_\_\_\_ Proposed \_\_\_\_\_
6. Rear Setback Requirement \_\_\_\_\_ Proposed \_\_\_\_\_
7. Side Setback Requirement \_\_\_\_\_ Proposed \_\_\_\_\_
8. Side Setback on Flanking Street  
Requirement \_\_\_\_\_ Proposed \_\_\_\_\_
9. Building Height Limitation \_\_\_\_\_ Proposed \_\_\_\_\_
10. Parking Spaces Required \_\_\_\_\_ Proposed \_\_\_\_\_
11. Loading Spaces Required \_\_\_\_\_ Proposed \_\_\_\_\_
12. Handicapped Spaces Required \_\_\_\_\_ Proposed \_\_\_\_\_
13. Taxi Spaces Provided \_\_\_\_\_
14. Amenity Areas Provided: \_\_\_\_\_  
Private \_\_\_\_\_ Common \_\_\_\_\_ Public \_\_\_\_\_
15. Landscaped Area Required \_\_\_\_\_ Proposed \_\_\_\_\_

## Information Requirements for Rezoning, Development Permit and Development Variance Permit Applications

On occasion, applicants have submitted new information, amended plans or studies after staff have prepared and submitted a report for Council's consideration or after a bylaw is advertised for a Public Hearing. Late submissions may confuse the proceedings and/or all may raise technical, design or legal issues. In some cases, a late submission may jeopardize a public hearing. In order to avoid this type of situation, please follow the procedures set out below:

1. Applicants must submit complete information to enable staff to thoroughly review an application.
2. A Staff Report will be prepared at the conclusion of the review process and will only be submitted to Council when all information is received from an applicant.
3. All display materials corresponding to materials contained in the staff report must be received and reviewed by staff not less than 2 weeks before a public hearing.
  - (a) Required display materials include:
    - reduced 8 ½ x 11 fully dimensioned drawings
    - development program
  - (b) Supplementary display materials may be required, including:
    - a model
    - perspective sketch
    - other information upon Delta's request.
4. Once the staff report and/or bylaw has been submitted to Council, "late" information, drawings, or supplementary reports submitted by an applicant may result in the following:
  - (a) For Council Meetings:

If new material may complicate or confuse Council's deliberations at a Council Meeting, the Staff Report will be pulled from the Agenda; and
  - (b) For Public Hearings:

If new material could jeopardize the Public Hearing or complicate or confuse the proceedings, the Bylaw(s) will be withdrawn from the Public Hearing Agenda.

Development Variance Permit  
Flowchart  
March 13, 1996

