

# A Guide to the Development Variance Permit Process

## What is a Development Variance Permit?

A Development Variance Permit (DVP) allows for the relaxation of certain Squamish-Lillooet Regional District (SLRD) zoning bylaw requirements, such as setbacks from a lot line or building height restrictions.

## When is a Development Variance Permit Required?

Development Variance Permits are issued under Section 922 of the *Local Government Act*.

A DVP is required whenever proposed construction does not meet with the requirements of:

- the applicable zoning bylaw;
- a sign bylaw;
- a land use contract.

A variance *cannot* vary the use or the density, nor can it vary floodplain specifications or phased development agreements.

- The property owner(s) or an authorized agent

## Who can apply for a Development Variance Permit?

- Where a property is owned by a company or society, the application must be signed by a person with signing authority.

## How long does it take to get a Development Variance Permit?

The time required to review and obtain a decision on a Development Variance Permit application depends on a number of factors including: completeness of the application, number and type of variances requested, complexity of the development project, the time required to revise plans to address the issues identified by SLRD staff, and the time of the EAD and Regional Board meetings.



DVP applications generally take approximately 6 to 8 weeks to process, depending on the following:

- The accuracy and completeness of the application information;
- The complexity of the application;
- The time at which the application is received relative to the EAD and Board of Directors meeting dates

# What is the application process?

Before you make a formal application, you should discuss your project with Planning Department staff. For more information, call 1-800-298-7753 or 604-894-6371.

## Step 1: Submission of Application

To apply for a Development Variance Permit, submit a completed application form, with all the required attachments and fees, to the Regional District Planning Department at the SLRD office. The application will be accepted only if it contains all required information.



## Step 2: Application Review

Your Development Variance Application will be assigned to a member of the SLRD staff who will serve as the file manager. The file manager will then analyze the application in accordance with the applicable SLRD bylaws and regulations. The DVP application may be referred to various SLRD departments for input.



## Step 3: Communication with the Applicant

Throughout the process, your file manager may request further information or clarification from the applicant, engineer or other coordinating professional. The timing of the review of the application will depend on how quickly the necessary information is submitted to your file manager for review.



## Step 4: Public Notification

Once SLRD staff are generally satisfied with the application, they will prepare a notice describing the proposed variance. The notice will be mailed to property owners and tenants within a 50 metre radius of the subject property. Notices will be mailed approximately twenty-eight (28) days prior to the Board meeting. Any public comments will be added to the SLRD Board report for consideration.

## Step 5: Staff Report

Once staff have completed their review of the application, your file manager will prepare a report for consideration by the Electoral Area Directors and Regional Board.



## Step 6: Committee Review

The EAD Committee will review the staff report and recommendations, as well as a draft permit and will make a recommendation to the Regional Board. The report and additional information from the public notification process will then be forwarded to the Regional Board for final consideration.



## Step 7: Issuance of Permit

If the Regional Board authorizes issuance of the DVP, a Notice of Permit will be registered with the Land Titles Office on the Title of the property. Upon confirmation that the Notice of Permit has been registered on title, the applicant will be notified and will be sent a copy of the Notice of Registration.

## What is the cost of a Development Variance Permit?

Fees are subject to change as per as per Schedule B of Bylaw 1301, as amended.

## How does the Development Variance Permit relate to my Building Permit application?

Following the approval of a DVP, a building permit may be obtained from the SLRD Building Department. The building permit application must be in accordance with the approved DVP plans.

Any request to change the approved design of the building must be brought to the attention of the DVP file manager and may require submission of an application to amend the DVP.

## Legal Costs

Restrictive covenants, rights-of-way or other legal agreements and documents may be required as part of the conditions of approval for the DVP. It is the applicant's responsibility to have these documents prepared for the SLRD's review.

If you have questions regarding the DVP process,

## More Questions?

please contact the Planning and Development Department at [planning@slrd.bc.ca](mailto:planning@slrd.bc.ca)

## Electoral Area Directors (EAD) Committee:

The EAD Committee is composed of the Directors of the 4 Electoral Areas of the SLRD and usually meets on the second Wednesday of each month. The EAD will review the application and staff report, and make recommendations to the Regional Board.

## Regional Board:

The Regional Board is made up of 5 councillors and mayors from the SLRD municipalities and the 4 Electoral Area Directors, and usually meets on the fourth Wednesday of each month. The Regional Board considers all public input on the proposed variance and either authorizes issuance or refuses the permit.



*This is a summary of the development variance permit process intended to assist you in your application. While every care has been taken in preparation of this brochure, the Squamish-Lillooet Regional District 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 your proposal will be determined at the time of application.*