



## Development Variance Permits

### The DVP Application Process

**Discuss Proposal with Staff**

**Submit Complete Application**

#### **Application Reviewed**

Comments are requested from RDCO staff, relevant agencies, and Regional District Advisory Committees. Staff advise the applicant if the permit is considered a minor variance.

#### **Public Notification**

Notification signs must be placed on the property, and surrounding property owners are notified of the proposal by mail.

#### **Minor DVP**

Goes to the Director of Community Services for consideration

#### **Non-Minor DVP**

Goes to the Regional Board for consideration

**If approved, the DVP is issued.**

### What is a Development Variance Permit (DVP)?

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

- Zoning Bylaw
- Joe Rich Rural Land Use Bylaw (RLUB)
- Subdivision Servicing Bylaw

However, a property owner may request a variance to a bylaw regulation by submitting a development variance permit application.

Please note that a DVP cannot vary the uses permitted on a property, density (e.g. the number of units permitted on a property), or floodplain requirements as per the Local Government Act.

### What Does a DVP Contain?

A DVP states a specific change in regulations for a particular property. The DVP can contain both text and drawings to show the variance in regulations.

A DVP is registered against the land title of the property by the Regional District after it has been issued.

Despite the DVP, other development on the property must still meet other Regional District regulations. A DVP expires if relevant construction has not substantially started within two years of its date of issue.

### How is an Application Made?

Community Services has application packages that outline required information, drawings, and fees.

Before submitting a formal application, it is important to make an appointment with staff to review submission requirements.

Submitting an application does not guarantee approval.

For more info contact RDCO Community Services:

**Phone:** (250) 469-6227

**Email:** [planning@rdco.com](mailto:planning@rdco.com)

## Minor Variances

Staff will advise the applicant if the permit is a minor variance, as defined in the Development Application Procedures Bylaw No. 1527 Section 4.2.

The Director of Community Services has the authority to approve minor variances. However, the Director of Community Services may refer a minor DVP to the Regional Board if they believe that it would be in the public interest to have the proposal considered by community representatives.

DVP applications which do not meet the criteria for a minor variance will be decided by the Regional Board.

## What is Considered in Granting a DVP?

- Other possible design or siting options
- Safety issues
- Aesthetics
- Extent of the variance(s) requested
- Applicant's rationale
- Site constraints
- Public input
- Potential impact on neighbouring properties

## How Long Does the Process Take?

DVP applications typically take 3 to 4 months to proceed through the evaluation and approval process. Additional information may be requested during the process, which may increase the application processing time.

## Application Costs

- Application fee
- Documents and plans necessary to complete application requirements
- Sign requirements

Other costs may include:

- Professional reports
- Surveying fees

## Public Notification

Notice of Application sign(s) are posted on the subject property by the applicant. Written notices are also mailed to surrounding owners by the Regional District.

## Public Input

Applications are referred to various Regional District Advisory Committees for review and comment. Comments by the Advisory Committees and the public are considered by the Regional Board when making a decision.

## What is the Role of the Ministry of Transportation and Infrastructure (MOTI)?

MOTI is responsible for all public roads within the Electoral Areas. Certain MOTI requirements may have to be met prior to consideration of the DVP application by the Regional District.

