

# DEVELOPMENT VARIANCE PERMIT APPLICATION GUIDE



November, 2011

This brochure provides an overview of the steps involved in the Development Variance Permit application process. This is a general guide only. It is not meant to replace bylaws or other legal documents. Applicants are advised to meet with the Planning Department to discuss their application.

### **WHAT IS A DEVELOPMENT VARIANCE PERMIT (DVP)?**

A Development Variance Permit is a permit issued by Council that provides for the variation of land use bylaw requirements. Variances can include changes to:

- Zoning Bylaw;
- Subdivision and Development Bylaw; and,
- Sign Bylaw.

Standards requested for variance could include:

- Siting requirements such as setbacks from property lines or building height;
- Parking requirements or number of parking spaces required;
- Subdivision Regulations - minimum lot size or dimensions where variation does not affect density;
- Servicing Standards - some situations may warrant variation of subdivision servicing standards such as requirements for water or sewer service or standards of road construction; and,
- Sign Regulations – number or size of signs permitted.

Use and/or density specifications cannot be varied.

### **WHEN DO YOU NEED A DEVELOPMENT VARIANCE PERMIT?**

You would need a Development Variance Permit when you require certain bylaw provisions (zoning, land use or subdivision bylaw) varied or when there are unique site characteristics which do not permit compliance with existing regulations.

For minor variances to relieve hardship, certain bylaw provisions may be varied by way of a Board of Variance order under Section 901 *Local Government Act*.

### **APPLICATION FEES**

The fee for a Development Variance Permit is based on the type of development.

Current fees are:

\$550 basic fee for single-family or two-family residential use;

\$550 basic fee for a Sign Bylaw variance;

\$1,000 basic fee for commercial, industrial, multi-family, and non-residential zoned properties.

HST will be added to [application fees](#) upon payment.

## **STEPS TO DEVELOPMENT VARIANCE PERMIT ISSUANCE**

### **STEP 1 – PRE-APPLICATION MEETING**

Before proceeding with a Development Variance Permit application, owners are encouraged to meet with staff to review all options related to their proposal. Zoning maps, land use bylaws and other relevant bylaws should be consulted.

Owners are also encouraged to meet with the adjacent property owners to discuss the impact of any variances.

It is Council's expectation that:

- Variances will not result in significant negative impacts on neighbouring properties;
- There is a demonstrated need for the variance in order to permit reasonable use of the property;
- The overall intent of the original bylaw requirement or standard is not compromised;
- The variance does not appear to establish a precedent for other properties, but responds to a site specific situation or difficulty; and that,
- The variance results in suitable development that is an asset and compatible in the context of surrounding uses.

Applications for variance must clearly state the reasons and justifications for requested variances. Council considers any request for relaxations in light of the justifications for the request, the individual site circumstances and the impact on the adjacent properties.

### **STEP 2 – SUBMISSION OF APPLICATION**

A completed application form, with necessary attachments, is to be submitted to the Planning Department and must include:

- A Certificate of Title dated within 30 days of application;
- Owner's signature or written authorization from the registered owner(s) for an agent to act on their behalf;
- Proposal Summary outlining the nature of the proposed development, how the development fits within the neighbourhood, the design character of the housing, neighbourhood, or commercial use proposed and clearly indicate the proposed variance and the bylaw provision that is requested to be varied;
- Site Plan: Maximum size 11" x 17" showing the dimensions of the proposed subdivision or development in metric scale; and,
- Development Plans: Detailed drawings of the proposed development in metric scale. One set of fully dimensioned plans required, one set of reduced drawings (maximum size 11" x 17") required plus one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format) including:
  - Dimensions of the property, existing and proposed roads;
  - Lot area excluding portions of the lot with greater than 50% slope;

- Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is required);
- The location of any watercourses, steep banks or slopes; and,
- Any easements or statutory Rights-of-Way.

### **STEP 3 – APPLICATION REVIEW AND REFERRAL TO AGENCIES**

The Planning Department reviews the proposal and refers it to other municipal departments, or outside referral agencies for comment (allow six weeks for referral process).

### **STEP 4 – COMMITTEE MEETING**

A staff report is prepared by the Planning Department which outlines the proposal and provides staff and referral agency comments. A draft Development Variance Permit is also prepared. The Committee receives the staff report and reviews the application with the applicant who generally attends the meeting. The Committee reviews the issues and makes recommendations to Council.

### **STEP 5 – PUBLIC NOTIFICATION**

The Town is required to notify all property owners and occupants within 50 m (150 ft) of the subject property and to provide details of the variance request and the date on which Council will consider the application. This will be carried out at least 10 days prior to Council consideration of the draft Development Variance Permit. For minor requests, no additional notification will generally be required. However, for larger projects or more substantial requests, the Committee may also require applicants to post a notice on the site and/or hold an information meeting to allow the neighbourhood to review the request in more detail.

Applicants are advised to consult early in the process with any affected neighbours and seek their support for the requested variance.

### **STEP 6 – COUNCIL MEETING**

Council considers the Committee's recommendation and either authorizes the variance, rejects the application, or returns it to the applicant for revision.

### **STEP 7 – REGISTRATION AT LAND TITLES OFFICE**

After Council approval, the Town registers the Development Variance Permit at the Land Titles Office and the permit conditions carry with the title of the property. A copy of the Development Variance Permit will be sent to the owner.

## APPLICATION TIMING

The Development Variance process requires approximately eight to ten weeks for completion.

Timing can depend on the completeness of the information submitted, timing of Council meetings and the need for at least ten days notification for properties within 150 feet of the subject property.

## WHAT'S NEXT

Apply for a Building Permit. At the time of the Building Permit application, you may need to hire consultants, such as an independent civil engineering firm to design the on-site servicing when it is not in place and assist with the application requirements.

Most applications for commercial, industrial, or multi-family development require a security deposit for the value of the proposed landscaping works.

Where the value of construction is over \$50,000, at the time of the Building Permit application you will need to:

- Review the required engineering services for the property. It is the applicants' responsibility to provide all necessary off-site servicing upgrades (i.e. roads, water, sewer, drainage, street lighting, curb, gutter and sidewalk) to the [Subdivision and Development Bylaw \(No. 733, 1995\)](#) standards. When off-site servicing is required, the applicant will be required to enter into a Servicing Agreement with the Town;
- Hire a consultant, such as an independent civil engineering firm, to design the off-site servicing and assist with the Servicing Agreement requirements;
- Install a fire sprinkler system at the time of Building Permit as per [Building and Plumbing Bylaw \(No. 822, 1996\)](#); and,
- Pay [Development Cost Charges \(Bylaw No. 670, 1993 Consolidated\)](#)

## BOARD OF VARIANCE ALTERNATIVE

If compliance with land use bylaw regulations such as building setbacks or building height would cause *undue hardship*, and if the variance is *minor in nature* the applicant may apply to the Board of Variance, instead of applying for a Development Variance Permit.

The Board of Variance is an official body appointed by Council to hear and determine appeals regarding the enforcement of Zoning Bylaw regulations, such as siting and other matters specified in the *Local Government Act*. Contact the Planning Department for matters relating to the Board of Variance.

## CONTACTS

Town of Gibsons Planning Department: 604.886.2274

Town of Gibsons Engineering Department: 604.886.2274

Town of Gibsons Building Department: 604.886.2274

Fire Chief: 604.886.7777

Ministry of Transportation: 604.740.8985

Department of Fisheries and Oceans (Riparian): 604.666.3363

Department of Fisheries and Oceans (Marine Shore): 604.666.6140

This brochure is meant for guidance only and is not intended to replace the requirements of the *Local Government Act* and applicants should obtain copies of the relevant bylaws before proceeding with development applications. For specific information, please contact the staff at:

Town of Gibsons  
474 South Fletcher Road, Box 340  
Gibsons, B.C. V0N 1V0



## Planning Department

474 South Fletcher Road, Box 340, Gibsons, BC V0N 1V0

Phone 604-886-2274, Fax: 604-886-9735

[www.gibsons.ca](http://www.gibsons.ca)

### DEVELOPMENT VARIANCE PERMIT APPLICATION FORM

Please read the [Development Variance Permit Application Guide](#) before filling out this application form. If you have any questions or require assistance in filling out this form contact the Planning Department. The processing of your application will be delayed if it is incomplete. Mail or deliver the completed application form, fee, plans and supporting material to the Town of Gibsons Planning Department and make your fee payable to the Town of Gibsons. Contact the Town of Gibsons Planning staff for the current fee prior to submitting your applications as fees may change, or consult the [Development Procedures and Fees Bylaw](#).

#### SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel  Plan  Block

District Lot/Section  Range

Other Description

Street Address

Jurisdiction and Folio Number (From Property Assessment/Tax Notice)

Parcel Identifier (PID) (From State of Title Certificate)

#### SECTION 2: OWNER INFORMATION (ADD PAGES IF MORE THAN TWO OWNERS)

##### First Owner Information

Name

Address

City

Province/State

Postal/Zip

Telephone/Fax

Email

##### Second Owner Information

Name

Address

City

Province/State

Postal/Zip

Telephone/Fax

Email

### SECTION 3: APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Name	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State/Province	<input type="text"/>	Postal/Zip	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>	Cell	<input type="text"/>
Email	<input type="text"/>				

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP). If you require further information regarding the FOIPOP Act please contact the FOI Coordinator at 604.886.2274 or the Information and Privacy Commissioner at 1.800.663.7867

### SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST

All applicants must provide one full-scale (not less than 1:100 metric) detailed site plan, three reduced (letter size, 8.5" x 11") sets of drawings, and one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format) that must include the following (initial or check beside each item):

- A Certificate of Title dated within 30 days of application;
- Owner's signature or written authorization from the registered owner(s) for an agent to act on their behalf;
- Proposal Summary outlining the proposed variance and the bylaw provision that is requested to be varied;
- Development Plans: Detailed drawings of the proposed development. One set of fully dimensioned metric plans required, one set of reduced drawings (maximum size 11" x 17") required plus one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format).
- Dimensions of the property, existing and proposed roads;
- Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is required);
- Parking areas including numbered stalls, aisle widths, stall dimensions (where applicable)
- The location of wetlands, drainage areas, watercourses, steep banks or slopes;
- Any easements or statutory Rights-of-Way;
- Existing and proposed signs, including locations, dimensions, proposed construction material and color scheme. Mark 'N/A' if no sign variance is proposed;
- Elevation Plan; and,
- A Form P, if the proposed development will be Phased. If not Phased, mark 'N/A'.

**ADDITIONAL INFORMATION**

If the space provided below for each section is not sufficient, please attach additional information using a Microsoft Word, Microsoft Excel, Text or a separate PDF document.

**SECTION 5: DESCRIBE THE CURRENT USE(S) OF THE LAND AND STRUCTURES ON THE PROPERTY.**

**SECTION 6: DESCRIBE THE PROPOSED USES OF THE LAND AND BUILDINGS, AND SHOW ON YOUR SITE PLAN, THE LOCATION OF ANY PROPOSED BUILDINGS OR STRUCTURES.**

**SECTION 7: DESCRIBE THE PROPOSED VARIANCES TO THE BYLAW REQUIREMENTS THAT ARE NEEDED FOR THE PROPOSED DEVELOPMENT OF THE PROPERTY. ON YOUR SITE PLAN, SHOW THE EXISTING BYLAW REQUIREMENT AND YOUR PROPOSED VARIANCE WITH ACCURATE METRIC DIMENSIONS.**

**SECTION 8: DESCRIBE THE REASONS FOR THE PROPOSED VARIANCE AND WHY THE CURRENT BYLAW REQUIREMENT CANNOT BE MET IN THE PROPOSED DEVELOPMENT.**

**SECTION 9: DESCRIBE HOW THE PROPERTY AND THE SURROUNDING LAND MAY BE AFFECTED BY THE PROPOSED VARIANCE, SHOW ANY AFFECTED FEATURES ON YOUR SITE PLAN, AND PROPOSE HOW YOU PLAN TO MITIGATE**

**SECTION 10: DESCRIBE ANY CONSULTATION YOU HAVE UNDERTAKEN WITH YOUR NEIGHBOURS AND STRATA CORPORATION (IF APPLICABLE)**

**SECTION 11: APPLICATION COMPLETION**  
(INITIAL EACH OF THE FOLLOWING)

- I have completed all sections of this application form
- I have included detailed site plans and elevation drawings as required in section 4 of this application form
- I have included the additional documentation and reports required in Section 4 of this application form
- I have included recent State of Title Certificate (not more than 30 days old)
- I have included copies of all covenants registered against the title
- All owners listed on the title have signed the application

- I have verified as to whether my property falls within a Development Permit Area.
- I have included the correct fee (contact the Town of Gibsons Planning Department or visit [Development Procedures and Fees Bylaw](#) for correct fees)

Please note: your application will not be considered complete and cannot be processed unless it contains all of the information above. Please also review all relevant bylaws including the [Official Community Plan](#) (Bylaw 985 and associated amendments), the [Zoning Bylaw](#), and the [Development Procedures and Fees Bylaw](#).

## SECTION 12: OWNER'S CONSENT AND AUTHORIZATION

To process the application the signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet.

In order to assist the Town of Gibsons in the review and evaluation of my application, by signing below, I authorize the Planner(s) assigned to this application to enter into the land at reasonable times, after making reasonable efforts to arrange a schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application.

\_\_\_\_\_  
Owner One, Full Name

\_\_\_\_\_  
Owner Two, Full Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date