



Development Services
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A Guide to the Development Variance Permit Process

This handout is for convenience purposes and provides general information on the Town's development process. Please refer to the *Development Procedures Bylaw* for specific application requirements and processing procedures.

This Handout Covers:

- What is a Development Variance Permit?
- When do I apply?
- How are applications evaluated?
- What do I consider before applying?
- What makes a complete application?
- Application cost and timeline
- Other considerations
- What is the process?

What is a Development Variance Permit?

▶ Development Variance Permits (DVPs) are a mechanism that allows a property owner or an authorized applicant to seek a variance from specific requirements of the Zoning Bylaw, the Subdivision and Development Servicing Bylaw, or the Sign Bylaw except use or density requirements.

Development Variance Permits are most commonly requested for:

1. Varying a maximum building height ; or
2. Varying the minimum setbacks from a property line

Approved Development Variance Permits are registered against the title of the property and outline the specific conditions to which development must conform to.

When do I apply?

A Development Variance application is required if a change is proposed to the requirements of the Town's development bylaws as part of a development proposal.

If rezoning, subdivision or Development Permit applications are required for a project, the Development Variance application may be submitted concurrently with these applications to expedite processing.

How are applications evaluated?

Development Variance applications are reviewed by staff and by external departments and organizations to assess the impact of the proposed variance.

Council is the approving authority for Development Variance Permits.

What do I consider before applying?

Prior to submitting a Development Variance application, the applicant should first review the Town's Zoning Bylaw, the Subdivision Servicing Bylaw, the Floodplain Bylaw, and the Official Community Plan to determine whether the proposal conforms to all other Town requirements and standards. Applicants are required to arrange a pre-application meeting with staff to discuss the proposal prior to submitting an application.

▶ **Retaining the services of an architect, engineer, planner, or other professional for your application is highly recommended. The submission of a high quality application package will assist in the successful and timely consideration of a Development Permit Application.**

What makes a complete application?

Once a proposal has been prepared, a completed Development Variance application package including the applicable fees is submitted.

A Development Variance Permit application package consists of the following:

- A Development Application Form
- An Application Fee
- A State of Title Certificate
- Site Plans
- Building/Elevation Plans (if applicable)
- Development Approval Information (if applicable)

Processing of the application begins when a complete application package has been submitted to the satisfaction of staff, and the applicant has received written acknowledgement of a complete application.

Notice of Application Sign

Following a Development Variance application submission, applicants are required to erect a Notice of Application Sign on the subject property to advise the public of the application.

Application cost and timeline

A Development Variance Permit application generally takes two to four months to process. It should be recognized that application processing timelines depends on several factors including:

- size and complexity of the proposal,
- the number of applications in progress,
- the completeness and quality of required submission materials,
- if the application is submitted with a concurrent application, and
- the time it takes to revise plans to meet address any deficiencies in the plans.

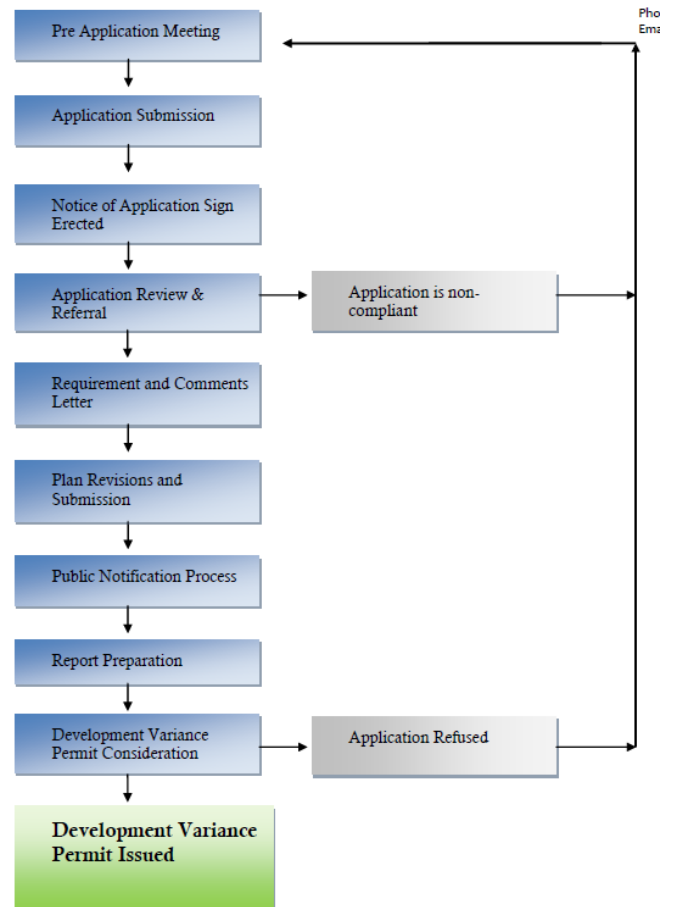
To assist with timely processing of the application an applicant should ensure all Development Permit application requirements are met.

The Development Variance application fee is \$630.

Other considerations

- ✓ Notice of Application Sign
- ✓ Permit Expiries
- ✓ Security
- ✓ Review Fee
- ✓ Legal Costs (registration of covenants, statutory rights-of-way)
- ✓ Signage

What is the process?



Questions

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