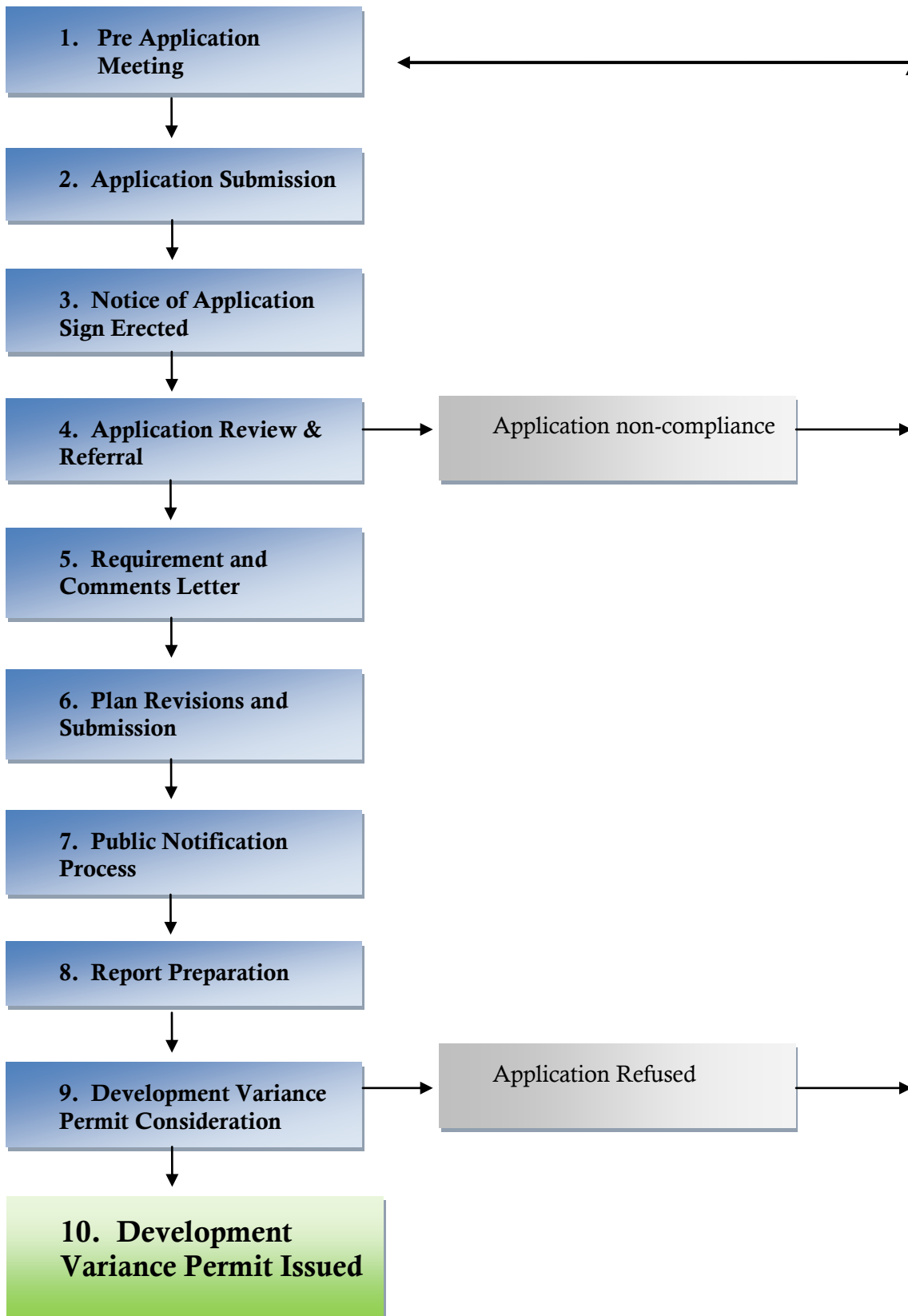


Development Variance Permit Process Simplified



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Development Variance Permit Process Summary

This handout is a general summary of Golden's Development Variance Permit process and is for convenience purposes only. Specific requirements and processing procedures for Development Variance Permit applications are in the Development Procedures Bylaw.

1. Pre Application Meeting

Prior to submitting a Development Variance Permit (DVP) application, the applicant should first review the Town's *Zoning Bylaw* and the *Subdivision and Development Servicing Bylaw* to determine the extent of the variance(s) proposed and if the proposal meets all other municipal requirements and standards. The applicant is urged to prepare a preliminary development proposal prior to meeting with staff to discuss the proposal.

2. Application Submission

Once a proposal has been prepared, a completed DVP application package including the applicable fees is submitted. Application requirements are outlined in Schedule "C" of the *Development Procedures Bylaw*. Staff will write a letter to the applicant acknowledging receipt of a complete application. The applicant may also choose to submit the DVP in conjunction with a development permit, rezoning or subdivision application where applicable.

3. Notice of Application Sign Erected

The applicant shall erect a Notice of Application Sign on the subject property to advise the public of the application.

4. Application Review and Referral

The DVP application is circulated to internal departments and external agencies as necessary and evaluated for compliance with bylaws, plans and policies. The applicant may be requested to submit additional information or revise the proposal as a result of the review.

5. Requirements and Comment Letter

A letter is forwarded to the applicant outlining comments received from the review and circulation of the application. The letter also identifies the preliminary list of technical requirements for the development to proceed.

6. Plan Revisions and Submission

If necessary, the applicant submits revised plans to address the Requirements and Comments letter.

7. Public Notification Process

Staff will prepare a Report to Council for consideration of advancing with a Public Notification Process. If Public Notification is advanced, adjacent land owners and residents are notified of Council's intention to consider issuance of a Development Variance.

8. Report Preparation

Staff prepares a draft DVP, securing the applicant's commitment to finalize the plan submission to the satisfaction of the Town and pay any appropriate fees and securities prior to issuance of a building permit. Once all necessary technical requirements are addressed, and, if required, external agency approvals received, staff prepares a report on the proposed DVP for Council's consideration.

9. Development Variance Permit Consideration

Council considers the DVP application and either authorizes issuance of the permit, defers the application with or without instructions to staff, or refuses authorization.

10. Development Variance Permit Issued

Where a Development Variance Permit is authorized, Staff will register the Permit on title of the property at the Land Titles Office.