



Development Variance Permit

Information Package



Planning Department
Regional District of Central Kootenay
Box 590, 202 Lakeside Drive , Nelson, BC V1L 5R4
Phone: 250.352.1536 | **Toll Free:** 1.800.268.7325 (BC)
Email: plandept@rdck.bc.ca
rdck.ca/DVP

What is a Development Variance Permit (DVP)?

A DVP is a permit that can vary some provisions of a Bylaw. It is sometimes simply called a “variance”

What can a DVP do?

DVPs can vary certain regulations. These can include:

- Minimum setbacks
- Maximum parcel coverage
- Maximum height restrictions
- Maximum gross floor area
- Signage requirements
- Parking requirements

What can't a DVP do?

A DVP can't vary the use or density on a property. If you want to vary one of these, you will have to apply for a Bylaw amendment

Who can apply for a DVP?

Property owners or their authorized agent

How long does the process take?

We do our best to ensure applications are dealt with promptly. Approvals typically takes two to three months. Completion of this process is required prior to issuance of a Building Permit

How much does the application cost?

- Applications cost \$500

What documents do I need to apply?

- Application
- Certificate of title
- Non-financial charges registered on title
- Application Fee
- Site Disclosure Statement
- Site Plan
- Proposal Summary
- Agent Authorization (if applicable)



This information package reflects the background and process when this document was created. It may be subject to changes at any time. For details of all regulations, and to determine whether the process has changed, please consult the relevant Bylaws, the Local Government Act and the Planning Department.



How do I get a DVP?

1. Pre-Application Check in

We encourage you to check in with us before you apply. We can discuss your proposal's feasibility and review application requirements

2. Submit Application

Complete and submit your DVP application. Include required documents, plans and fees. Drop off your application in person or email it to plandept@rdck.bc.ca

3. Review and Referrals

We review the application and ensure all documents are included. Then then we refer it to other groups for their feedback such as:

- Your area's Advisory Planning and Heritage Commission (APHC)
- Other RDCK departments
- Other agencies and parties like Interior Health, Provincial Ministries, adjacent Municipalities and First Nations

4. Notice of Development Sign

Staff will direct you to put a sign on your property that meets certain specifications to notify the community of the proposed DVP

4. Decision

A staff report will be presented to the Rural Affairs Committee (RAC), who will then make a recommendation to the Board. If they do not have concerns about the proposal, the permit will be issued

5. Registration

Once a permit is issued, a Notice of Permit gets registered on the property's land title. A security deposit may be required

Helpful Links

www.rdck.ca/landusebylaws

www.rdck.ca/webmap

www.rdck.ca/planningproceduresbylaw

www.rdck.ca/developmentapplication

Contact Information

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Email: plandept@rdck.bc.ca

Website: rdck.ca

Address: Planning Department
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Development Variance Permit Application

It is recommended that the applicant consult Planning Services staff before submitting an application. A pre-application meeting may be scheduled by providing the Planning Department with a detailed proposal summary and a concept plan of the proposed development.

OWNER(S) INFORMATION	
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

**If there are additional owners registered on title, please attach their information on a separate sheet*

AGENT INFORMATION (IF APPLICABLE)
Name:
Mailing Address:
Phone:
Email:

NOTICE OF COLLECTION OF PERSONAL INFORMATION
The personal information on this form is being collected in accordance with Section 26 of the <i>Freedom of Information and Protection of Privacy Act (FIPPA)</i> and will be collected, used or disclosed only in a manner consistent with the administration of the management of development of the Regional District of Central Kootenay. If you have any questions about the collection, use or disclosure of this information, please contact the Regional District of Central Kootenay Privacy Officer at 250-352-6665 (toll free 1-800-268-7325), foi@rdck.bc.ca , or RDCK Privacy Officer, Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4

APPLICATION INFORMATION	
Civic Address:	Electoral Area:
Legal Description:	Parcel Identifier (PID):
Zoning:	Official Community Plan Designation:
Existing Land Use and Structures:	
Are there any restrictive covenants registered on the subject property:	No Yes
• <i>If yes, please ensure copies are submitted with application package</i>	
Are there any registered easements or right-of-ways over the subject property:	No Yes
• <i>If yes, please ensure copies are submitted with application package</i>	
Is the property in the Agricultural Land Reserve:	No Yes
Is there a watercourse on/adjacent to the property:	No Yes
If yes, Watercourse name:	

TYPE OF DEVELOPMENT VARIANCE PERMIT			
<input type="checkbox"/> Setback	<input type="checkbox"/> Building Size	<input type="checkbox"/> Building Height	<input type="checkbox"/> Lot Coverage
<input type="checkbox"/> Parking	<input type="checkbox"/> Servicing	<input type="checkbox"/> Other: _____	

AGENT AUTHORIZATION	
As owner(s) of the land described in this application, I/we hereby authorize: _____ to act as agent in regard to this land development application.	
Owner Signature:	Date:
Print Owner Name:	
Owner Signature:	Date:
Print Owner Name:	

**If there are additional owners registered on title, please attach their authorization on a separate sheet*

REQUIRED DOCUMENTATION		
	Certificate of Title	A copy of the property(s) Title, issued not more than 30 days prior to the application date. Copies of titles can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If a title is not submitted, the RDCK will obtain a copy for a fee of \$17.
	Copy of Non-Financial Charges on Title (if applicable)	A copy of all non-financial charges (covenants, easements, right-of-ways, etc.) registered on the subject property(s) title. Copies of these documents can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If the documents are not submitted, the RDCK will obtain a copy for an additional fee of the cost of the documents.
	Application Fee	An application fee as set out in Schedule 'A' of the <i>RDCK Planning Procedures and Fees Bylaw</i> . The fees are as follows: <ul style="list-style-type: none"> • \$500 for a Development Variance Permit • Applications that arise from Bylaw Enforcement action are subject to an additional \$2,000 fee
	Site Disclosure Statement or Site Disclosure Form	Review <u>Schedule 2</u> of the <i>Environmental Management Act</i> to determine whether a Site Disclosure Statement is required, or if the Site Disclosure Form is sufficient.
	Site Plan	Drawn to scale and shall include the following (if applicable): <ul style="list-style-type: none"> • North arrow and scale • Address, Legal Description and PID • Dimensions and boundaries of property lines, right of way, covenant areas and easements • Location and dimensions of existing and proposed structures and setbacks to parcel lines, right of ways, covenants and easements • Location of existing access roads, driveways, parking spaces, pathways, screening and fencing • Natural and finished grades of site, at buildings and retaining walls • Location of any physical or topographic constraints (ie: watercourses, slopes, hazard areas, etc) on or adjacent to the property • Location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drainage on or adjacent to the property
	Proposal Summary	The summary must include the sections and provisions of the bylaw which the variance is being requested for, the variance required and the rationale behind the change. This should include the effects, positive or negative, to surrounding properties.

	Design Plans	Development variance permit applications associated with a building that will require compliance with BC Building Code should provide the following (if applicable): <ul style="list-style-type: none"> • Elevation drawings • Building sections • Floor plans
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**Additional material or more detailed information may be requested by the Regional District upon review of an application.*

DECLARATION	
<p>I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.</p>	
<p>_____ Signature of Owner or Authorized Agent</p>	<p>_____ Date</p>
<p>_____ Print Name of Owner or Authorized Agent</p>	