

1. APPLICATION REQUIREMENTS

1.1. The following information listed in page 1 of this guide may be required to accompany an application for a Development Variance Permit:

(a) Application Form	(f) Project Rationale
(b) State of Title Certificate	(g) Photographs
(c) Owner’s Authorization form (if applicable)	(h) Site Plan (with setbacks)
(d) Site Profile or Site Profile Waiver	(i) Floor Plans (if applicable)
(e) Zoning Analysis Table	(j) Elevation Drawings (if applicable)

1.2. Additional information may be required by the Director to evaluate adequately and to make a recommendation to Council concerning a Development Variance Permit.

2.0 PROCESSING PROCEDURE

A Development Variance Permit application submitted in accordance with this guide will be processed as follows:

- (a) Upon receipt of an application package submitted to the District in accordance with the requirements of this guide, staff will issue a fee receipt to the applicant.
- (b) Staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. Staff will open a file only upon a complete submission package.
- (c) Staff will evaluate the proposal for compliance with relevant District bylaws and policies. An internal staff design review will consider the merits of the proposal.
- (d) Staff will refer the application to any applicable District departments, and government and external agencies.
- (e) Staff will prepare a staff report and refer the application to the relevant Council Committee(s). Where the variance is deemed to be minor in nature by the Director, and where confirmation from affected neighbours supporting the variance has been received, the application may be able to bypass the Council Committee(s).
- (f) The applicant will post a Development Notice Sign, and District Staff will give notice in accordance with the *Local Government Act*.
- (g) The applicant is encouraged to attend the meeting of the Council Committee at which the application is being considered.
- (h) Upon receipt of the recommendation of the relevant Council Committee and the comments of other referral agencies, staff will prepare a staff report and draft Development Variance Permit for consideration by Council.
- (i) District staff will notify the applicant in writing of the decision of Council.
- (j) If authorized for issuance by the Council, staff will prepare the required Development Variance Permit and obtain the security deposit (if required).
- (k) The Development Notice Sign must be removed within seven days of the Council decision.
- (k) Upon approval of the Development Variance Permit by Council and receipt of the related security deposit (if required), the DVP will be issued and then registered against the title of the property(s) at the Land Title Office.