



A GUIDE TO THE DEVELOPMENT VARIANCE PERMIT PROCESS

INTRODUCTION

What is a Development Variance Permit?

A Development Variance Permit is issued by Council, providing for a variance of most land use bylaw requirements. Land use, density and floodplain specification cannot be varied. Zoning, Subdivision and Sign Bylaw provisions may be varied if Council feels that the reasons for the variation are appropriate.

When do you need a Development Variance Permit?

You need a Development Variance Permit when you wish to have particular standards or requirements of land use bylaws relaxed or varied for your specific purposes. The types of variances requested generally relate to building siting, height, width and coverage, width of road right-of-way, sign area, etc.

Once the Development Variance Permit has been approved, you will require a Building Permit for construction of any buildings and possibly a Servicing Agreement for construction of off-site services. A condition of issuing a Building Permit may be payment of Development Cost Charges in accordance with Sechelt's Development Cost Charge Bylaws and the Local Government Act.

PROCESS

1. PRIOR TO APPLICATION

Meet with the Development Services Department to discuss the application to see how it fits in with community plans, existing services, and bylaws. Staff will outline potential concerns and issues with the proposal. Staff will also advise which government and non-government agencies will be most effected by the development. It may be beneficial to contact these agencies before applying and determine their issues or requirements. Lastly, the Development Services Department will inform you of application requirements, development costs, and the process required to complete the DVP application.

2. APPLICATION REQUIREMENTS

While specific requirements will depend on the nature of the application, typical requirements include:

a. Required Documents (preferably prepared by a registered BC Land Surveyor)

- **Scaled site plan** indicating: location of all buildings (existing and proposed), setbacks to all property lines, north arrow, topographical features, and water features, etc. *Drawing submission should be provided on full size paper as well as on 11x17" reductions.*
- **Four elevations** of subject building (existing and proposed). Elevations must include details regarding finishing materials, roofing materials, and colours (if necessary).
- **Proposed parking layout** in accordance with zoning bylaw (if necessary).
- **Landscaping plan** including sizes and species of plants (if necessary).
- **Architectural rendering** (if necessary).
- **Model** (if necessary).

- **Preliminary plan** of how the development will be serviced which includes roads, sidewalks, sanitary and storm sewers, waterlines, and other utilities. In addition, information should be provided regarding the *servicing* impact on sewer line capacity, the road network, and storm water management (both downstream and upstream) (if necessary).
- **Contour map** in 2-m intervals that show topography of the development site and immediately adjacent properties (if necessary).
- **Title search** (less than ninety days old). *If there are any charges (statutory right-of-ways, restrictive covenants, easements) on title please provide copies.*

b. Meet with External Agencies (if necessary)

Meet with other agencies including the Sunshine Coast Regional District, the Ministry of Transportation and Highways, the Ministry of Health, and the Ministry of Environment.

c. Second meeting with the Development Services Department (if necessary)

Meet with the Development Services Department for a second time to discuss any changes to the proposal.

d. Public Information Meeting (if necessary)

The District of Sechelt strongly encourages applicants of significant proposals to host a public information meeting to inform the community and to solicit comments from neighbours.

3. SUBMIT APPLICATION

a. Submit complete application and supporting documentation together with non-refundable application fee.

b. Application Fees

Sechelt Bylaw No. 333-6 (Fee Bylaw) outlines fees for Development Variance Permit applications.

- Development Variance Permit \$1500

4. DEVELOPMENT SERVICES DEPARTMENT REVIEW

The Development Services Department reviews the application to ensure it is complete and prepares an application summary for the referral.

5. GOVERNMENT AGENCY AND COMMUNITY REFERRAL

Referrals to government agencies and community groups (Council Community Referral Policy #12007) are distributed as appropriate. Potential referrals include:

a. Government Agency

District of Sechelt Project Engineer & Public Works	Archaeology Branch
District of Sechelt Building Department	Sechelt Volunteer Fire Department
SC Regional District	FortisBC
Sechelt Indian Government	Telus
Vancouver Coastal Health	BC Hydro
Ministry of Environment	Eastlink
Ministry of Transportation & Infrastructure	Canada Post
Department of Fisheries & Oceans	School District #46

b. Community Associations

East Porpoise Bay	Downtown Village	West Sechelt	
Tuwanek	Sandy Hook	SHORA	APC
Selma Park/Davis Bay/Wilson Creek	Chamber of Commerce	S.D.B.A.	

6. CONSIDERATION OF COMMITTEE OF THE WHOLE

The Development Services Department prepares a comprehensive report that outlines the results of the referral and makes recommendations to proceed, proceed with conditions, or deny. The Committee of the Whole makes its recommendations for consideration by Council.

7. CONSIDERATION BY COUNCIL AND NOTIFICATION OF NEIGHBOURS

If the recommendation is favourable and is adopted by Council, the Development Services Department undertakes a notification process in accordance with Section 498 of the Local Government Act. Each owner/occupier of land within 50 m is provided with a notice of the application.

8. FINAL APPROVAL BY COUNCIL

Once the neighbours have been provided with sufficient notice, and have been given the opportunity to make their comments to Council, either in writing, or during the meeting, Council considers final approval of the DVP.

9. REGISTRATION

District of Sechelt registers Development Variance Permits on title at the Land Title Office.

CONTACT INFORMATION

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Disclaimer

This is a summary of the Development Variance Permit (DVP) application process intended to assist you with the application. While every care has been taken in the preparation of this brochure, the District of Sechelt assumes no liability for its contents. This brochure is intended as a guide only and is not a legal document. You are advised to review the applicable legislation and bylaws and conduct your own inquiries with staff and other agencies. Specific procedures, requirements, and costs for the proposal will be determined at the time of application.