



## Development Variance Permit Applications in the RDBN

### What is a Development Variance Permit?

The Regional District of Bulkley-Nechako (RDBN) provides planning, and development management services to the RDBN's seven Electoral Areas. Zoning is the most important regulation used to manage the development of land and implement the goals and objectives of an Official Community Plan.

Zoning bylaws impose land use and development regulations on properties based on the particular zone that applies to that property. Features such as topography and lot shape may result in a situation where a property has difficulty complying with a zoning regulation. The planning legislation allows for the RDBN to issue a "development variance permit" whereby a property is given relief from a particular zoning requirements.

Development variance permits may be issued to vary certain regulations of a zoning bylaw but cannot be used to vary use, density, or floodplain specifications.

The purpose of a development variance permit application is essentially the same as an application to the Board of Variance application. However, a development variance permit application is submitted to the Regional District Board, and not to the Board of Variance. The Regional District Board approves or rejects the permit by resolution.

A Development Variance Permit is a permit requested by an applicant to vary a sections of a bylaw as permitted by the Local Government Act. For example, a Development Variance Permit may vary sections of Regional District planning bylaws that address:

- *Dimensions and siting of buildings and structures on land*
- *Siting and design of off-street parking and loading facilities*

For information on applicable fees, please see the enclosed application form

Property owners can call the Regional District of Bulkley-Nechako to find the zoning of their property and the development regulations that apply to their property. The Zoning Bylaw can be downloaded from the RDBN web site or may be purchased or referenced at the Regional District offices.

Applicants are advised that the issuance of a permit or other approval from the Regional District does not exclude development from other applicable laws, regulations and orders of the Federal and Provincial governments and of authorities having jurisdiction including the Regional District.

Applicants are advised to seek advice from their own consultants and check with any and all appropriate Federal or Provincial agencies that may have jurisdiction relating to the use, development of land, buildings and structures.

# Development Variance Permit Applications in the RDBN

## The Application Process

An application to issue a Development Variance Permit must follow a process that is outlined in the *Local Government Act* and in the Regional District's Development Approval Procedures and Notification Bylaw.

A Development Variance Permit application must be considered by the Regional District of Bulkley-Nechako Board and a notification of the consideration of the permit must be given to neighbouring property owners as identified by the Regional District Development Approval Procedures and Notification Bylaw.

The time required to process a Development Variance Permit varies depending on the scale of the proposed development and the number of issues that need to be addressed. Generally, the process takes from one to three months to be complete.

### Step 1 Speak with Planning Department Staff.

Prior to submitting an application, applicants are encouraged to speak with Planning Department staff about the proposed development. Staff can provide information on the application requirements and the review process. This will help ensure that a complete application is submitted and prevent unnecessary delays.

### Step 2 Submit a Complete application.

To start the Development Variance Permit application process, a complete application with the required

supporting documents and fees must be submitted to the RDBN.

### Step 3 Referrals sent to other Agencies (Optional)

Once a complete application has been received, the Planning Department may determine that input from other government agencies is required. Other agencies that may receive a referral include the Ministry of Transportation and Infrastructure, Ministry of Environment, Agricultural Land Commission and Northern Health.



The application may also be reviewed by an Advisory Planning Commission (APC), which is made up of area residents. The APC evaluates the application and makes recommendations to the Regional District Board regarding the application.

### Step 4 Staff report

Staff review all of the information related to an application, including the comments received from other agencies, and the APC (if required) and prepare a report for the Board. The staff report will include a summary of the proposed development, an analysis of the potential impacts,

and a recommendation on the proposed permit. The staff report also includes a list of recommended conditions to be satisfied if the permit is to proceed.

### Step 5 Regional District Board Consideration

The staff report on the application is sent to the Board for its consideration. The applicant may attend the Board meeting and speak to their application and answer questions. Adjacent property owners are sent a written notice of the consideration of the permit and are given an opportunity to speak at the meeting.

The Board has the option of denying the permit or authorizing the issuance of the permit subject to any conditions.

Any conditions attached to the permit issuance are the responsibility of the applicant to satisfy.

### Step 7 Notice on Title

Once the Development Variance Permit has been issued, Planning Department staff will register a Notice of Permit against the title of the subject property.

The Planning Department will also give the applicant and the Regional District Building Inspectors a copy of the permit.

# A Guide to the Development Variance Permit Application

The following information may be required along with your permit application when submitted to the Planning Department. The Planning Department can assist you by checking off the information required in order to complete your application. Please note, additional information may be required upon further review of your application

## General Information

- Copy of the Certificate of Title dated within 30 days of the date of the application
- Letter of Authorization signed by all registered property owners if the agent is not the owner
- Application fee
- Completed and signed application form, Contaminated Sites Regulation Questionnaire
- Site plan drawn to a scale showing the following:
  - boundaries and dimensions of parcel
  - size and location of all existing and proposed buildings, structures, and uses on the site
  - location and name of road(s) adjacent to the property
  - existing and proposed parking and driveways
  - topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable
  - proposed subdivision layout, showing the number and approximate location of lots and/or consolidation of the parcel(s)
  - north arrow and scale
  - Other: \_\_\_\_\_



## Additional Information

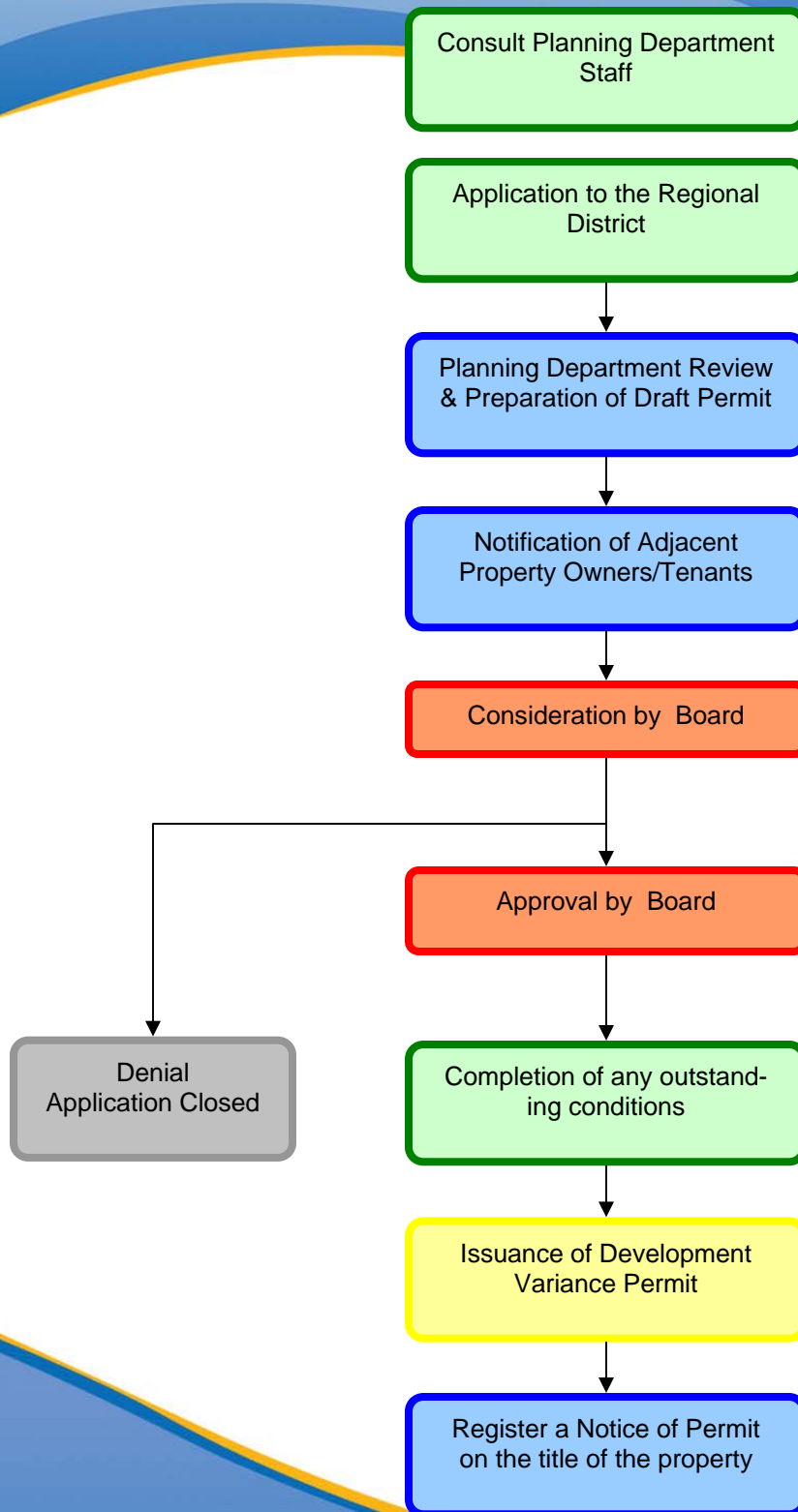
- A detailed plan of building profiles
- Location and details with respect to all existing and proposed signs
- Proposed area under amendment application
- Location of existing and proposed vehicular, cycling, and pedestrian accesses
- Landscaping plan
- A completed site profile pursuant to the Waste Management Act
- Geotechnical report prepared by a qualified engineer
- Location and type of existing and proposed easements and covenants
- A drainage study conducted by a qualified engineer
- A biological assessment conducted by a registered professional biologist
- Location of all known archaeological sites
- Areas where vegetation removal and retention are proposed
- Location of existing and proposed off-street parking, loading spaces, garbage and recycling provisions
- A hydrological assessment conducted by a registered professional hydrologist
- Any fencing, lighting service connections, signs, location of garbage receptacles and space for recycling receptacles; and
- Survey conducted by BCLS identifying: \_\_\_\_\_
- Agricultural Land Commission approval
- Section 9 permit from the Ministry of Environment
- Copy of sewerage system filing by qualified person to the Northern Health Authority
- Ministry of Transportation access permit
- Other: \_\_\_\_\_



## Re-submission of Applications

If an amendment application is denied by the Board of the RDBN, the same application cannot be submitted within the next year (Board Procedures Bylaw). If substantive changes are made to the initial application, an amended application can be submitted at any time.

# Development Variance Permit Approval Process



## Need More Information?

Come visit the Planning Department! We are located at the RDBN Office at 37 3rd Avenue, Burns Lake, BC. Call us at: (250) 692-3195 or toll free in BC 1-800-320-3339 Fax: (250) 692-3305

Visit our website at: [www.rdbn.bc.ca](http://www.rdbn.bc.ca)