



Regional District of
North Okanagan

Development

Application Procedures

Version 1 (June 2007)

A Guide to Silver Star Development Variance Permits



What is a Development Variance Permit?

A development variance permit (DVP) is a permit approved by the Regional Board that may amend or supplement land use or subdivision bylaws; however, it may not amend the permitted uses or densities of land prescribed by existing regulations or amend floodplain regulations. A development variance permit is not a building permit. A building permit must be obtained prior to any construction.

When Do I Need a Development Variance Permit?

A development variance permit is required when a property owners wishes to amend certain land use bylaw regulations applicable to the subject property. These standards include the siting, height or dimensions of buildings, parking regulations, screening provisions, sign regulations, frontage requirements, etc.

Procedure for obtaining a Development Variance Permit

1. Property Owner discusses details of the application with Development Services staff to determine the OCP designation, zoning, etc. of the subject property and what

sections of which bylaws are to be amended.

2. A Development Variance Permit application form and application fee is submitted to the Regional District office.

An application is made by submitting all required plans and documentation, as described in detail on the development variance permit application form, to the Development Services Department. These requirements may vary, but generally include:

- Certificate of title of the subject property (dated no more than 30 days prior to the date of application submission to ensure ownership and accurate legal description)
- Site plan indicating building locations and setbacks from property lines and water courses, parking spaces and manoeuvring aisles, landscaped areas, including dimensions and species to be used, screening (fences, hedges, etc. – existing and proposed, including heights), and loading spaces (including dimensions)
- Floor, roof, landscape, grading, elevations & sectional plans

3. Development Services staff will review the application and refer it to various agencies (e.g. Ministry of Transportation, Interior Health Authority, etc.) for input.

4. Development Services staff then prepare a Development Services Information Report (taking into consideration input received from referral agencies).
5. A letter (including a copy of the Development Services Information Report) is sent to the applicant advising when the application will be considered by the Silver Star Design Panel (SSDP) and the Silver Star Services Advisory Committee (SSSAC).
6. The application is forwarded to the Silver Star Design Panel for recommendations on form and character of the proposed development.
7. Letters are sent to Adjacent Land Owners (ALO's) advising of the proposed variance and allowing them an opportunity to speak or to present written submissions at the Public Hearing.
8. The Silver Star Services Advisory Committee (SSSAC) will make a recommendation regarding the application, which will be forwarded to the Regional Board [FULL] for ratification at their next meeting.
9. If the application is APPROVED by both the SSSAC and the RB [FULL], a letter enclosing the signed Development Variance Permit is sent to the applicant and a notice of the Development Variance Permit is sent to Land Titles for registration.
10. If the application is NOT APPROVED by either the SSSAC or the RB [FULL], a letter is sent to the applicant advising of the decision to reject the application.

Information, application forms and questions

Silver Star Development Variance Permit application forms are available at the Regional District of North Okanagan office as well as on the website at www.nord.ca. Development Services staff are available to answer questions, and to provide clarification on Silver Star development variance permit process as it applies to a specific property or application.

Silver Star Development Variance Permit

Timing

The Silver Star development variance permit application process normally takes three to six months to complete. The time frame, however, depends upon the complexity of the application, the current workload of both staff and the Directors, the timing of the Silver Star Design Panel, Silver Star Services Advisory Committee, and Regional Board meetings, the relation of the proposal to broader planning issues which may require resolution, and the need for additional information from the applicant during the process.

For More

Information

Please direct any further inquiries to:

Regional District of North Okanagan
Development Services Department
 9848 Aberdeen Road
 Coldstream, BC V1B 2K9
 Phone: (250) 550-3700
 Fax: (250) 550-3701