



Regional District of
North Okanagan

Development

Application Procedures

Version 1 (updated May 2012)

A Guide to Development Variance Permits



What is a Development Variance Permit?

A development variance permit (DVP) is a permit approved by the Board of Directors 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 Planning staff to determine the OCP designation, zoning, etc. of the

subject property and what sections of which bylaws are proposed 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 Planning 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 survey
- 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. Planning staff will review the application and refer it to various agencies (e.g. Ministry of Transportation and Infrastructure, Interior Health Authority, etc.) for input.

4. Planning staff then prepare a Planning Department Information Report (taking into consideration input received from referral agencies).
5. The application (including a copy of the Planning Department Information Report) is forwarded to the applicable Advisory Planning Commission (APC) and the Electoral Area Advisory Committee (EAAC) for their input.
6. A letter (including a copy of the Planning Department Information Report) is sent to the applicant advising when the application will be considered by the APC, EAAC and the Board of Directors.
7. Letters are sent to adjacent land owners (ALO's) advising of the proposed variance in the application and allowing them an opportunity to speak or to present written submissions at the Electoral Area Advisory Committee meeting.
8. The EAAC will make a recommendation to the Board of Directors who will then make a decision regarding the application:
 - If the application is APPROVED by the Board of Directors, 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.
 - If the application is APPROVED with CONDITIONS by the Board of Directors, a letter is sent to the owner advising of conditions prior to permit issuance.
 - If the application is NOT APPROVED by the Board of Directors, a letter is sent to the applicant advising of the decision to reject the application.

Information, application forms and questions

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

Development Variance Permit

Timing

The development variance permit application process normally takes three to four 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 Board of Directors 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:

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DEVELOPMENT VARIANCE PERMIT PROCESS

