

Development Variance Permit Application Checklist (Coach House)

Planning Department: 604-990-2480, planning@dnv.org

This form is for coach house applications that **require one or more variances**. Refer to the Coach House How-To Guide (DNV.org/coachhouse) for more information about eligibility, process, and requirements to build a coach house.

STEP 1: DISCUSS PROPOSAL

- ☐ **Book an appointment.** If your coach house application requires one or more variances, book an appointment to discuss the proposal with staff. **Contact the Development Planning Department at 604-990-2387 or email planning@dnv.org.**

At the meeting, density (floor space), environment considerations, building plans, site coverage, access and parking, and neighbour consultation will be discussed. Staff will also confirm if the property is in an environmental Development Permit Area (DNV.org/DPA), and if so:

- ☐ **Discuss with Environment Department.** Meet with Environment staff about the Development Permit Area (DPA) requirements before designing the coach house. DPA requirements must be met and it may impact the coach house design or location. **Call 604-990-2480 or email environment@dnv.org for an appointment.**

STEP 2: DETERMINE VARIANCES

- ☐ **Hire a designer or architect to develop plans.** The applicant's designer or architect develops plans of the coach house and main house that complies with the Zoning Bylaw. Refer to the Best Design Practices section of the Coach House How-To Guide. The design should show how neighbour concerns are addressed, where possible.
- ☐ **Obtain topographical survey.** The survey must identify all trees and hedges on and within 5 metres of the property. The survey must be signed and sealed by a BC Land Surveyor.
- ☐ **Obtain a completed zoning compliance check sheet.** There must be available density on the property as required by the zoning bylaw. Talk to the assigned planner or book directly with the Building Department to have a zoning compliance check sheet completed, specific to the coach house proposal. **Contact 604-990-2380 or plancheckquestions@dnv.org.** Residential zoning requirements are available online at DNV.org/zoning

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STEP 3: PREPARE APPLICATION

☐ **Consult with adjacent neighbours.**

The applicant is strongly encouraged to discuss the coach house proposal with adjacent neighbours to identify any concerns (e.g. privacy, sunlight, parking, etc.).

Remember that staff considers neighbour input as part of their decision to approve a Development Variance Permit for a coach house. It is best to discuss the proposal early with neighbours to understand their perspective.

☐ **Prepare application documents.** Incomplete document packages will not be accepted. For all application documents, visit [DNV.org/property-and-development/apply-development-variance-permit](https://dnv.org/property-and-development/apply-development-variance-permit)

- ☐ **Letter of Authorization** (for someone to apply on owner's behalf)
[DNV.org/sites/default/files/edocs/planning_letter_of_authorization.pdf](https://dnv.org/sites/default/files/edocs/planning_letter_of_authorization.pdf)
- ☐ **Title search** (from the LTSA or the District can do a title search for a fee)
- ☐ **Zoning compliance check sheet**

3 sets to scale at 1/4" or 1:50 metric scale of the following:

- ☐ **Topographic survey**, including all trees and hedges on and within 5 metres of the property (signed and sealed by a BC Land Surveyor)
- ☐ **Site plan** showing existing and proposed buildings, parking and driveways, service connections, and existing trees (Refer to Master Requirements List Bld 107 for complete list)
- ☐ **Floor plans** of main house and coach house
- ☐ **Exterior elevation** of main house and coach house
- ☐ **A landscape plan** at 1/8 inch or 1:100 metric scale is strongly encouraged to be provided with a DVP application.
- ☐ **Renderings of coach house**
- ☐ Other information as required by staff for a specific property:

eg. Arborist Report

Please note that if the Development Variance Permit application is approved, the applicant is required to obtain a Building Permit before building the coach house. More information on Building Permits is available online at [DNV.org/buildingpermit](https://dnv.org/buildingpermit)