



Development Variance Permit Application Procedure Commercial, Industrial, Multi-family, Institutional Uses

**District of North Vancouver
Planning Department**

355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2387 or Email: planning@dnv.org
Form submission: In person, appointment required

A regulation in the Zoning, Subdivision or Sign Bylaws may only be varied where the variance does not affect the use or density permitted in the appropriate zoning category, and where the variance is approved by Council. Applicants are advised that Development variance permits are normally considered only where specific site characteristics or other unique circumstances do not permit compliance with the existing regulations. Applicants will be requested to demonstrate that all options within the bylaw standards have been considered, assess the impacts of the variance on neighbouring properties, and provide justification for the required variances.

Prior to submitting a formal development variance permit application, you are advised to discuss the proposal with a development planner in the Community Planning department.

Preliminary Application

Development Variance Permit applications may require a preliminary application. Confirm with a development planner.

Application Fee

For a development variance permit, refer to the Fees & Charges Bylaw.

When the applicant initiates significant changes to the proposal, a recheck fee **per new submission** is required with the new plans and **for subsequent submissions**.

Detailed Application – Submission Requirements

Detailed and comprehensive plans are required at this stage, as well as any specific plans or technical information identified by the District. This information will be submitted to the surrounding property owners, staff, the Community Association for comment, and to Council for decision. Detailed application requirements are as follows. **Incomplete applications will not be accepted.**

- Application fee;
- Completed application form;
- Written authorization from the registered owner(s) of the subject property or authority for an agent to act on their behalf;
- Legal description and municipal address(es) of the land included in the application;
- Current title search; or fee.

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- Written description of the proposal, including the rationale for the requested variances, why the proposed development cannot meet bylaw standards, a summary of the impacts on any adjacent properties, and the other options that have been considered;
- Photographs of the site or building, which illustrate the portion of the site, or building for which the variance is requested.
- Four complete sets of fully dimensioned plans (1/8 inch or 1:100 metric scale) that include, as appropriate:
 - A site plan with the location of the building and parking layout;
 - Building elevation plans;
 - Floor plans indicating uses and area calculations;
 - Signage details;
 - Landscape plan, which clearly indicate the scope of the desired variance.
- You will be required to provide reduced plans (8 ½ x 11) to be included in the staff report when the application is ready to proceed to Council. All plans must be readable at the reduced size.
- If the proposed variance affects existing trees or other natural features on the site, applicants will be asked to provide a detailed Arborist Report, tree survey and other supporting information.
- Applicants may be requested to provide streetscape photographs with the new construction superimposed to indicate how the existing streetscape will be affected. These photographs must fit on 8 ½ x 11 paper as they will be attached to notices sent to adjacent neighbours, the Community Association and the report to Council.
- Electronic submission in PDF format of all plans and reports is encouraged (by means of CD or USB). This does not eliminate the need for paper copies listed above.

Processing Procedures

Following submission of the application:

- **District Department Review** – The Community Planning Department reviews the detailed proposal and forwards it to other appropriate municipal departments for comment. This may include Building, Permits and Licenses, Parks, Engineering, Transportation and Environment departments.
- **Referral to Advisory Design Panel** - Depending on the scale of the requested variances, the proposal may be forwarded to the Advisory Design Panel for comment. Applicants generally attend the meeting to discuss their proposal;
- **Notices Sent to Adjacent Residents and Community Association** – Community Planning will send a notice to adjacent property owners/ occupants and the Community Association advising them that a development variance permit application has been submitted. This notice will include:
 - A description of the proposed variances;
 - Reduced copies of plans illustrating the proposed variances;
 - The name and phone number of the applicant/architect so the neighbours may obtain additional information or discuss any concerns and possible changes to the design;
 - Streetscape photographs with the proposed construction superimposed;

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- A description of the process to be followed, and for neighbours to submit their comments.
- **Revisions to Application**– Depending on comments received from District departments, adjacent owners and advisory agencies, applicants may be asked to modify their submission and provide revised drawings.
- **Staff Report to Council**- A staff report is prepared by the Community Planning Department, which outlines the proposal, includes staff department comments and makes a recommendation on the application. The report also includes any comments received from neighbours, advisory agencies and the Community Association.
- **Notices Of Council Date** – the Clerk's office sends Notices to adjacent neighbours advising them when Council will consider the Development Variance permit application. The notice will include a copy of the staff report, reduced plans with the variances clearly indicated, and a description of how individuals may provide their comments on the proposal to Council.
- **Council Meeting** - Following notification and review of the staff report, Council either authorizes issuance of a development variance permit, tables the item for further discussion or rejects it.

Timing for Rezoning Applicants

The development variance permit process requires approximately four months to complete. This amount of time is needed for staff analysis, community consultation and referrals to neighbours. If revisions are required to plans to address neighbour's concerns, the process can take considerably longer. Applicants are strongly advised to discuss their proposal with adjacent owners **prior to submitting an application.**

Title Search

All Development Applications must be accompanied by a title search dated no more than fourteen days prior to the date of the application. The purpose of this requirement is to ensure that the legal description used for permits is accurate and to confirm property ownership. Title searches may be obtained in person from the Land Title Office, 88-6th Street, New Westminster, B.C. V3L 5B3 (Search and Information Counter) for a fee. Alternatively, title searches may be obtained from the District of North Vancouver in conjunction with the variance application for a fee per lot.

This brochure is intended for general guidance only and is not to be regarded as a right to development approval if the steps indicated are followed. Consult the **Local Government Act**, the **Land Title Act**, the **Zoning Bylaw** and other municipal bylaws for definite requirements and procedures as outlined above, please contact the Community Planning Department at 604-990-2387, for assistance.