



Development Variance Permit Applications

What is a Development Variance Permit?

The Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw) divides land into zones that contain regulations regarding the use of lands, buildings and structures; the size, shape and siting of buildings and structures; density of development; off-street parking and loading spaces; and landscaping and screening requirements.

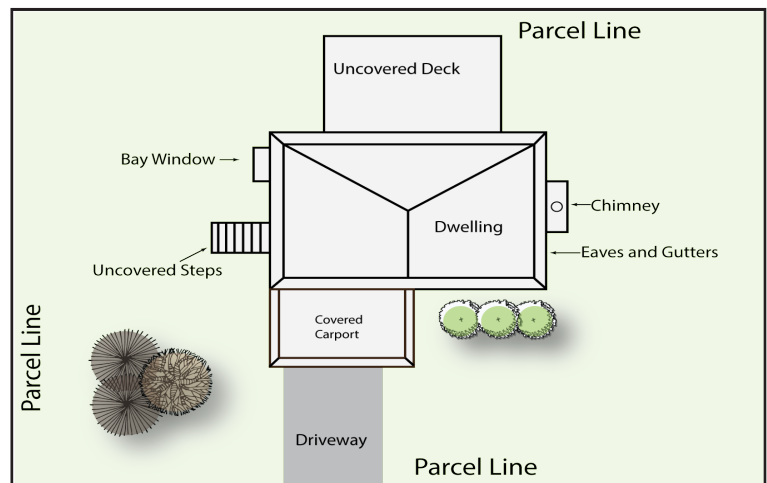
If a property owner has a need to develop a property in a manner which does not comply with a development regulation they may apply for a "Development Variance Permit." This permit, if issued by the Board, would give relief from a specific requirement. A Development Variance Permit may vary a regulation relating to building siting or dimensions, building height, off-street parking and loading facilities, and landscaping. A Development Variance Permit may not be used to vary use, density, or a floodplain specification.

The majority of the RDBN's development related regulations are in the Zoning Bylaw. Property owners can call the Regional District of Bulkley-Nechako to find the zoning of their property. The Zoning Bylaw can also be downloaded from the RDBN website at www.rdbn.bc.ca/departments/planning. The RDBN's web based mapping showing the zoning of land can be accessed at www.rdbn.bc.ca/departments/planning.

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

A Development Variance Permit application is considered by the Regional District of Bulkley-Nechako Board after they have provided area residents with an opportunity to comment on the proposed bylaw variance.

The time required to process a Development Variance Permit varies depending on the scope of the application, and the number of issues that need to be addressed. Generally, the process takes from two to four months to be completed.



RDBN Planning Department

37 3rd Ave, PO Box 820
Burns Lake, BC V0J 1E0
Email inquiries@rdbn.bc.ca
Website www.rdbn.bc.ca

Call us at: 250-692-3195
Toll free 1-800-320-3339
Fax 250-692-1220

The Application Process

1 Speak with Planning 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.

2 Submit 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.

3 Referral Process (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 and staff regarding the application.

4 Staff Report

Staff review all of the information related to an application 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.

5 Notification to Neighbouring Properties

Staff will prepare a notification letter that will be mailed or otherwise delivered to properties within a distance of 100 meters of the area that is subject to the permit. These residents will be given an opportunity to be heard at a RDBN Board meeting or by written submission.

Development Variance Permits that propose to vary the minimum parcel size require a sign be posted on the property to advise the community of the application.

6 RDBN Board Consideration

The staff report will be presented to the RDBN Board. The applicant may attend the Board meeting and speak to their application.

The Board will then consider the application, and may issue the permit subject to conditions, request additional information, or reject the application.

7 Notice on Title

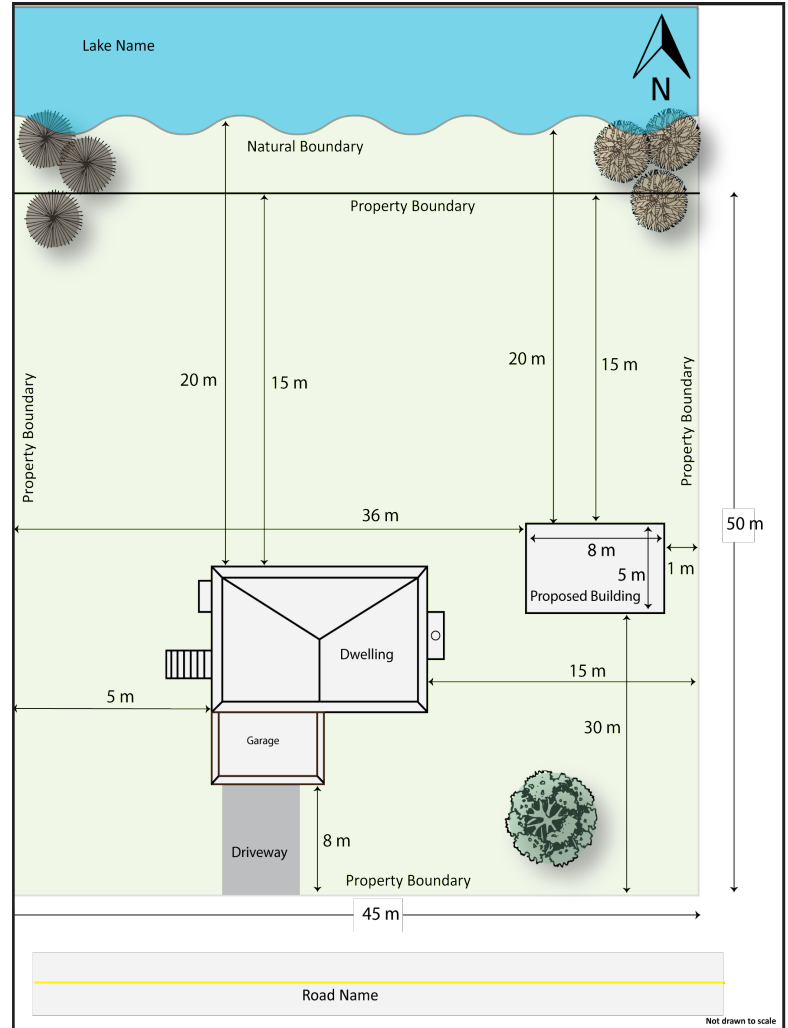
Once the Development Variance Permit has been issued, Planning Department staff will register a Notice of Permit against the title of the subject property.



Application Checklist

- ✓ Copy of the Certificate of Title, and relevant charges, 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
- ✓ Site plan drawn to a scale showing the following: (If necessary)

- Boundaries and dimensions of parcel
- Size and location of all existing and proposed buildings, structures, and uses on the site including measurements from all proposed and existing structures to the nearest parcel line
- 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



Fee Schedule

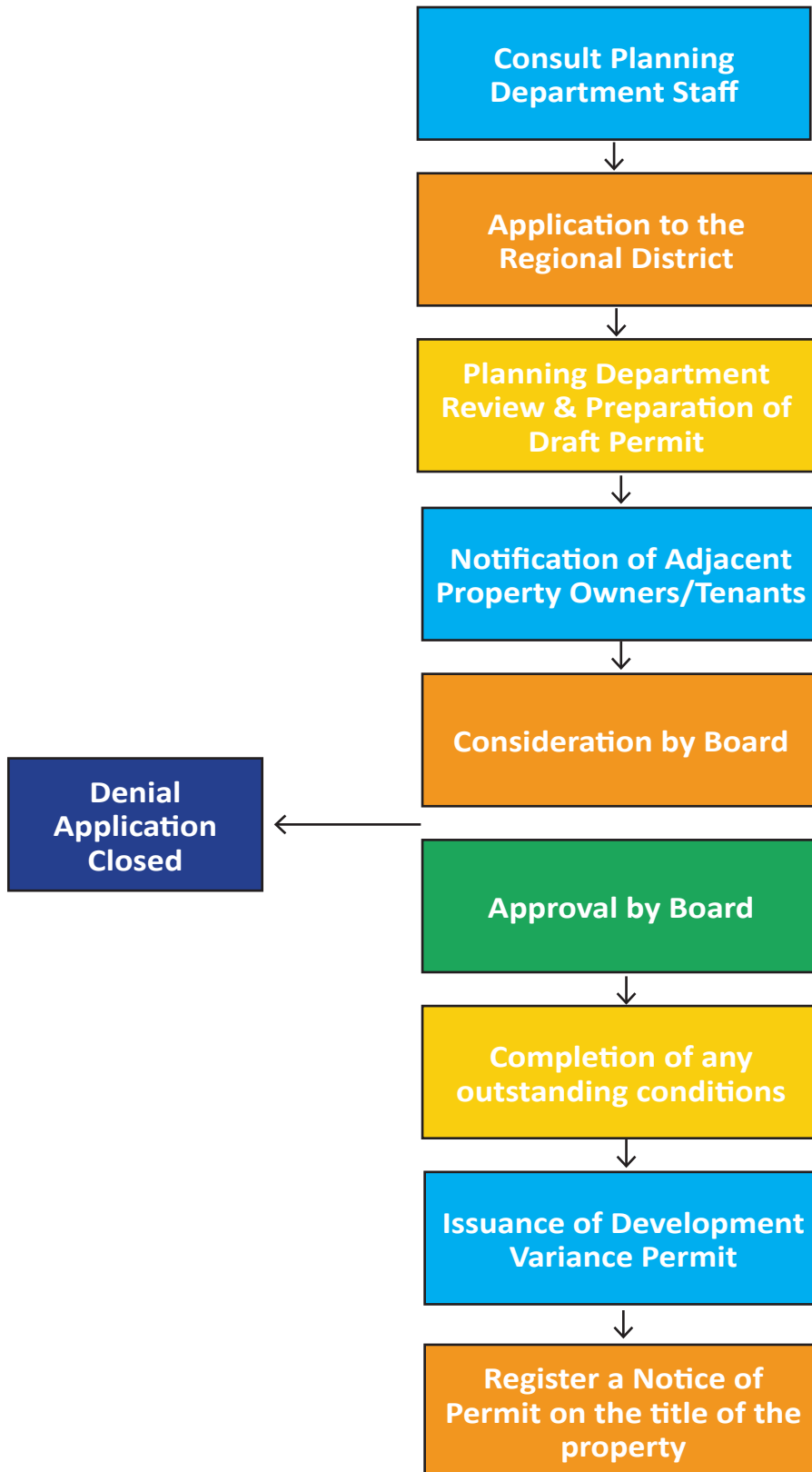
Schedule A to Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020

Development Variance Permit

\$500

*For applications to legalize an existing bylaw contravention the fee is increased by an additional 50% (see Section 5.8).

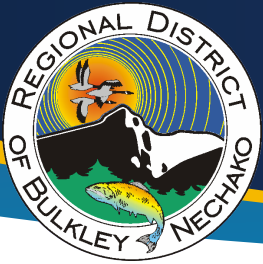
The Approval Process



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Sign Information

The posting of a sign on a subject property is required for Rezoning and OCP Amendment, Temporary Use Permit, and certain Development Variance Permit applications.

Signs can be obtained from the Regional District of Bulkley-Nechako office (37-3rd Ave, Burns Lake) or one of the RDBN Transfer Stations for a fee or can be provided by the property owner.

The applicant shall post the sign at least 10 days before the public hearing or Board Meeting and maintain the sign on the parcel that is the subject of the application.

Fee Schedule

A \$100 fee is charged if the applicant wishes to use a sign provided by the RDBN. Upon return of the intact sign, a \$75 refund cheque will be issued within three weeks.

Size

The sign shall have a minimum dimension of of 1.2 X 0.9 meters.

Construction

The sign shall be constructed of plywood, corrugated plastic, or other such durable material.

Design

The sign shall have a white background and dark blue or black block capital lettering that is not less than 5.5 cm in height. The RDBN logo is not required on owner provided signs.

Content

The sign shall contain the following wording:

“This site is the subject of an application to change land use or density. For further information please contact the Regional District of Bulkley-Nechako at 1-800-320-3339”

Location

The sign shall be located within 3 meters of a property line abutting a public road in a location facing and clearly visible from the road.

If such a placement of the sign is not feasible, the sign shall be located on the nearest abutting road or in a location approved by the Director of Planning.

The sign shall be placed so as not to interfere with pedestrian or vehicle traffic flow, or obstruct visibility from a highway, lane, walkway, or driveway.

Installation

The sign shall be installed in a safe, sturdy manner and be capable of withstanding typical wind and other weather conditions.

Prior to the public hearing, the applicant shall provide the Director with a letter signed by the applicant stating that the sign has been posted in accordance to the bylaw and a photograph of the posted sign.

Removal

The sign shall be removed within 3 days of the conclusion of the related public hearing. Any signage rented from the RDBN must be returned within 14 days after the public hearing, to ensure refund of deposit.

Additional Information

Where a sign is removed, destroyed, or altered due to vandalism or the actions of unknown persons, the validity of any bylaw that is subject to the relevant application and public hearing shall not be impacted.

Please feel free to contact Regional District Planning staff if you have questions or require further information on required signage.

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Sign Examples



**THIS SITE IS THE SUBJECT
OF AN APPLICATION TO CHANGE
LAND USE OR DENSITY.**

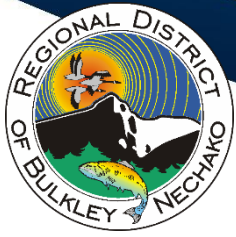
**FOR FURTHER INFORMATION
PLEASE CONTACT THE
REGIONAL DISTRICT
OF BULKLEY-NECHAKO
AT 1-800-320-3339**



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Application Form

Development Variance Permit

Applicants are advised to consult with Planning Staff before submitting an application.

1. APPLICANT If you are an agent applying on behalf of the property owner, fill out the applicant and property owner sections. If you are the property owner and the applicant only fill out the applicant section.

Applicant:

Name _____

Signature _____

Mailing Address: _____

Phone: _____
(Home) _____
(Cell) _____

E-mail: _____

Property Owner(s):

Name(s) _____

Signature(s) _____

Mailing Address: _____

Phone: _____
(Home) _____
(Cell) _____

E-mail: _____

2. AGENT AUTHORIZATION

If the applicant is not the sole registered owner of the subject property, ALL owners of the subject property must sign the application below, or provide a signed letter, authorizing the applicant to act as agent on their behalf in regard to the application.

As owner(s) of the land described in this application, I/we authorize (please print) _____
to act as Applicant, and as our agent in regard to this application.

_____	_____	_____
Owner Name (print)	Signature	Date
_____	_____	_____
Owner Name (print)	Signature	Date
_____	_____	_____
Owner Name (print)	Signature	Date

3. PROPERTY INFORMATION

Legal Description(s) of the land which is the subject of this Application (subject property):

Civic Address (House No., Street Name):

Size of Property: _____ (Hectares/Acres)

Existing Land Use:

(Describe the uses that currently occur on the land under application. List each building and the use of that building.)

4. REQUESTED VARIANCE

Reason for Application:

(Describe the reason for the requested variance(s). If the application is to allow a proposed development, describe the development, and the reasons why the variance is necessary. Attach separate pages to the application, or a letter as necessary.)

Bylaw #	Section	Variance Requested

5. APPLICATION FEES

An application fee as set out in Schedule A to the Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020 must accompany this application. An application is not considered complete and cannot be processed until the application fee and required information has been received by the Regional District.

Fees can be paid by cheque, interact debit card, or cash.

- Cheques should be made to the Regional District of Bulkley-Nechako and delivered to the attention of the Planning Department by mail to Box 820, Burns Lake, BC, V0J 1E0; or at the RDBN office, 37-3rd Ave, Burns Lake, BC.
- Interact debit card or cash payments can be made at the RDBN office, 37 3rd Avenue, Burns Lake, BC.

The following fees are required.

Development Variance Permit \$500

*Please note that the fee for an application to legalize an existing bylaw contravention is increased by an additional 50%.



6. SIGN NOTIFCATION REQUIREMENTS

Development Variance Permits that require a change to the minimum parcel size require a sign be posted on the property to advise the community of the application. If this is applicable to this application the sign can be provided by the property owner, or it can be rented from the Regional District of Bulkley-Nechako office (37-3rd Ave, Burns Lake) for a fee of \$25 plus a security deposit of \$75. The \$100 fee and deposit can be included with your application fee.

Do you wish to pay the signage fee now?

Yes

No

7. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information relating to the use and development of the land provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.

8. DECLARATION

I, the undersigned, hereby declare that the attached information, provided with respect to this application is a true statement of facts, and authorize RDBN staff to conduct site inspections of the subject property for the purpose of confirming information submitted as part of this application, and for the purpose of processing this application.

Owner/Agent Signature

Date

***To ensure your application is complete and that all items have been included with your application, see page 3 of the Development Variance Permit brochure for the application checklist.**