



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 include regulations regarding:

- use of lands, buildings and structures
- size, shape and siting of buildings and structures
- density of development
- off-street parking and loading spaces
- landscaping and screening requirements

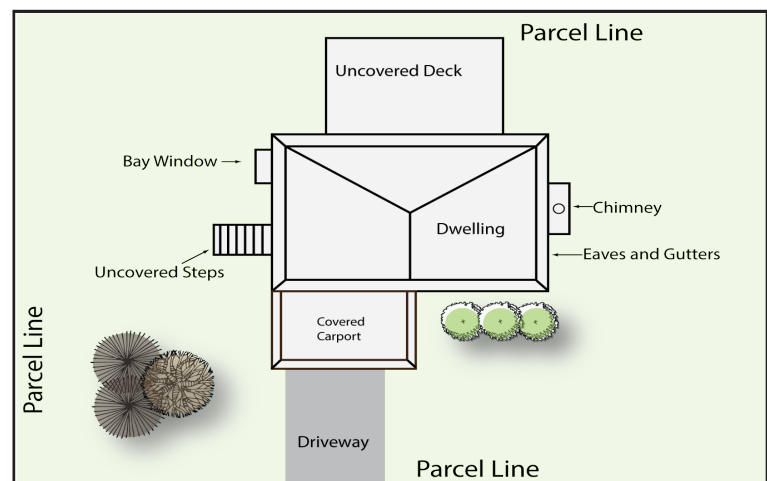
If a property owner has a need to develop a property in a manner which does not comply with a zoning bylaw regulation they may apply for a "Development Variance Permit." This permit, if issued by the Board, would give relief from a specific requirement. A Development Variance Permit may vary a regulation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

Property owners can call the Regional District of Bulkley-Nechako to find the zone which applies to a 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 also 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*, the Regional District's Development Procedures Bylaw, and the Public Notice Bylaw.

A Development Variance Permit application is considered by the Regional District of Bulkley-Nechako Board after they have provided area residents with notice and 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


planning@rdbn.bc.ca

www.rdbn.bc.ca

37 3rd Ave, PO Box 820
Burns Lake, BC V0J 1E0


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

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 - 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 various Provincial ministries, the 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 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. Public Notification - In accordance with the *Local Government Act* and the Regional District's Development Procedures and Public Notice Bylaws a notice and location map will be published in the local newspaper not less than seven days prior to the Board meeting. Additionally, property owners and tenants within 100 metres of the subject property are sent a written notice of the consideration of the permit and are given an opportunity to provide input to the Board.

Development Variance Permits that propose to vary the minimum parcel area at subdivision require a sign be posted on the property to advise the community of the application. The sign must conform to certain standards regarding size, location, and materials outlined in the Development Procedures Bylaw. The sign can be rented from the Planning Department or supplied by the applicant to RDBN specifications.



6. RDBN Board Consideration - The staff report will be presented to the RDBN Board. The Board will then consider the application, and may issue the permit subject to conditions, request additional information, or reject the application.

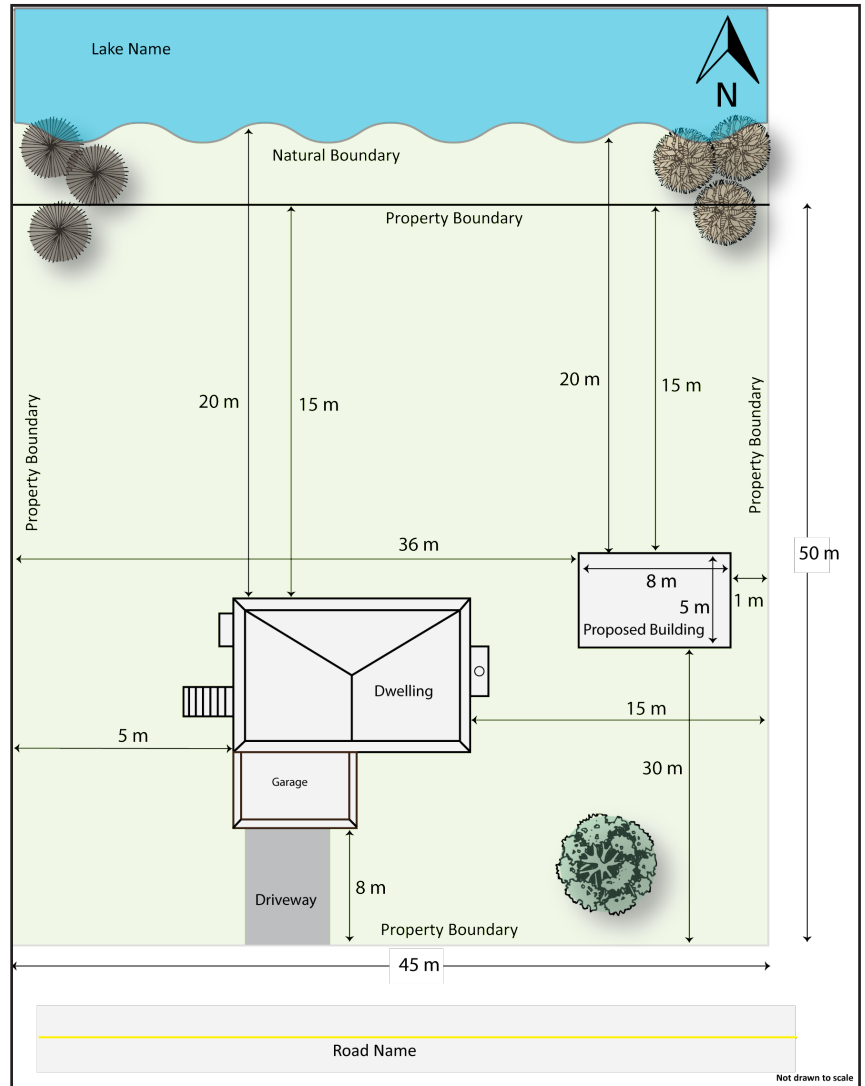
7. Notice on Title - Once the Development Variance Permit has been issued, Planning Department staff will register a Notice of Permit on the title of the subject property.



Application Checklist

- Copy of the Certificate of Title or Title Search, 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 as appropriate:

- Boundaries and dimensions of the 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
- North arrow and scale



Fee Schedule

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

Development Variance Permit

\$500*

Sign Fee (when applicable)

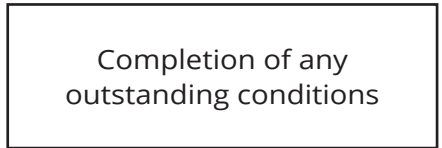
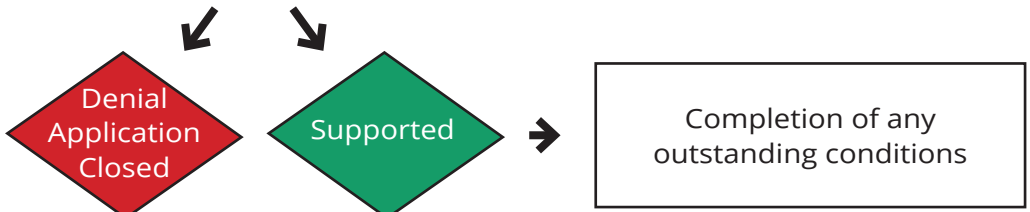
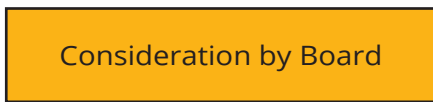
\$100**

*For applications to legalize an existing bylaw contravention, the fee is increased by an additional 50%

**A sign is required to vary minimum parcel area at subdivision. The sign fee applies unless the applicant provides their own sign.

The Approval Process

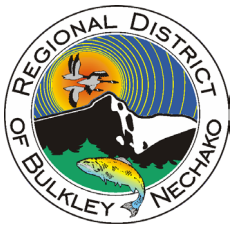
Consult Planning Department Staff



Online Applications



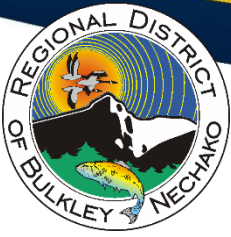
www.rdbn.bc.ca/departments/planning/land-use-planning/applications



RDBN Planning Department

planning@rdbn.bc.ca

www.rdbn.bc.ca



Application Form

Development Variance Permit

Applicants are advised to consult with Planning Staff before submitting an application. Applications can be submitted by mail, in person at the RDBN office, or emailed to planning@rdbn.bc.ca.

1. APPLICANT

Property Owner(s):

Name(s):

Company Name:

Mailing Address:

Phone (Home):

Phone (Cell):

E-mail:

2. PROPERTY OWNER

Applicant/Agent (if you are an agent acting on behalf of a property owner please fill out this section and have the property owner complete section 3.)

Name:

Company Name:

Mailing Address:

Phone (Home):

Phone (Cell):

Email:

7. SIGN NOTIFICATION 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 rent signage? Not applicable (to be confirmed by Planning Department)

Yes, I will pay the sign fee now

No, I will provide my own signage

8. 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 in relation to 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.

9. 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(s)/Agent Signature

Date

Owner(s)

Date

Owner(s)

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.**