



REGIONAL DISTRICT
of Fraser-Fort George

Development Services



DEVELOPMENT VARIANCE PERMIT

A **Development Variance Permit** is necessary to vary zoning or subdivision regulations, such as building setbacks, building height or maximum/minimum building size. A Development Variance Permit cannot change land use (permitted uses) or density.

REQUIREMENTS FOR A DEVELOPMENT VARIANCE PERMIT

1. A completed application form, with Contaminated Sites waiver form, signed by all owners of the property. If the application is not signed by the owner, a completed Agent Authorization form or a letter from the owner authorizing someone to act on their behalf is required, or if owned by a registered company, by all listed signing directors.
2. Proof of ownership document (Tax Notice, Certificate of Title, etc.)
 - a. If the owner is registered as a corporation, a copy of corporate registry search or certificate of incorporation, including a list of current directors, dated no more than seven days prior to the date of the application, and the application form must be signed by the authorized representative(s) of the corporation.
3. For changes to the permitted land uses, include a diagram which shows the following:
 - a. Location of proposed development with building dimensions and setbacks, including roads.
 - b. Siting of existing dwelling, sheds, garages, other outbuildings and physical features of the property.

To amend a designation to allow subdivision, include the proposed subdivision layout including approximate dimensions of proposed lots, and locations of roads, utilities, and physical features of the property.

4. Application Fee.

REVIEW PROCESS

1. Staff prepares a draft permit.
2. A report is written based on applicant's information and forwarded with the draft permit to various government and technical agencies (such as Ministry of Transportation and Infrastructure, Ministry of Agriculture, etc.) for comment.
3. A notice stating the intention of the application is delivered to landowners within 200m (600ft) of the subject parcel, as well as to the applicant.
 - all those who believe they have an interest in the application can submit their comments in writing to Development Services.
4. A report is written to the Regional District Board including any written comments received. With this information and the details of the application, the Board makes a decision regarding the application.
5. Should the application be approved by the Regional District Board, the Development Variance Permit is signed, dated and registered against the title of the parcel at the Land Title and Survey Authority of BC.
6. A copy of the permit is provided to the applicant and another is given to the Building Inspector, as required, and one copy remains on file.

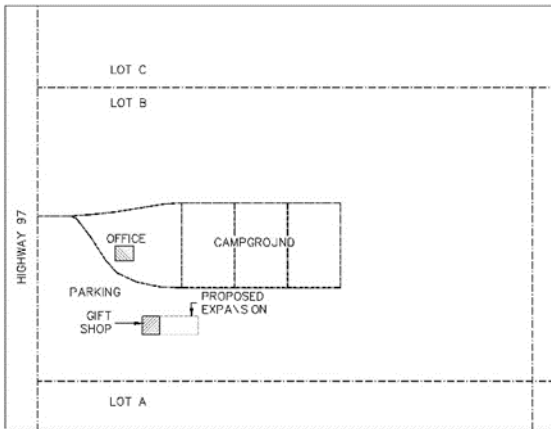
Regional District of Fraser-Fort George

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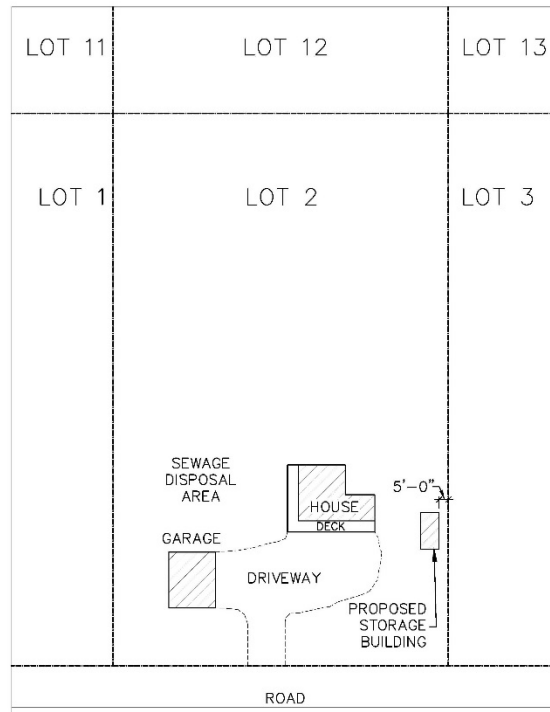
SAMPLE DIAGRAM I

This diagram shows a campground, gift shop and a parking area along a highway. The gift shop size is proposed to be increased from 80 sq. metres (861 sq. feet) to 255 sq. metres (2750 sq. feet). A variance is needed as the bylaw specifies the gift shop shall be a maximum of 80 sq. metres.



SAMPLE DIAGRAM II

This diagram shows a proposed 1.5 metre (15 ft.) setback of a storage building from a side lot line. The proposed building requires a variance, since the required setback is 4.8 metres (16 ft.).



ESTIMATED TIME FRAME

The application process will take a minimum of 2 months.

Additional information may be requested by the Regional District Board before possibly approving the Development Variance Permit and thus increasing the timeline.

FEES

Development Variance Permit Fee	\$350
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Making an application does not guarantee approval. The decision rests with the Regional District.

This information has been prepared to provide convenient information only. It is neither a bylaw nor a legal document. If any contradiction between this information and the relevant bylaws and/or applicable codes arises, such bylaws and/or codes shall be the legal authority.