

## ESTIMATED TIME FRAME

The application process will take a minimum of 2 months.

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

*Making an application does not guarantee approval. The Regional Board makes their decision based on input from staff, and the public.*

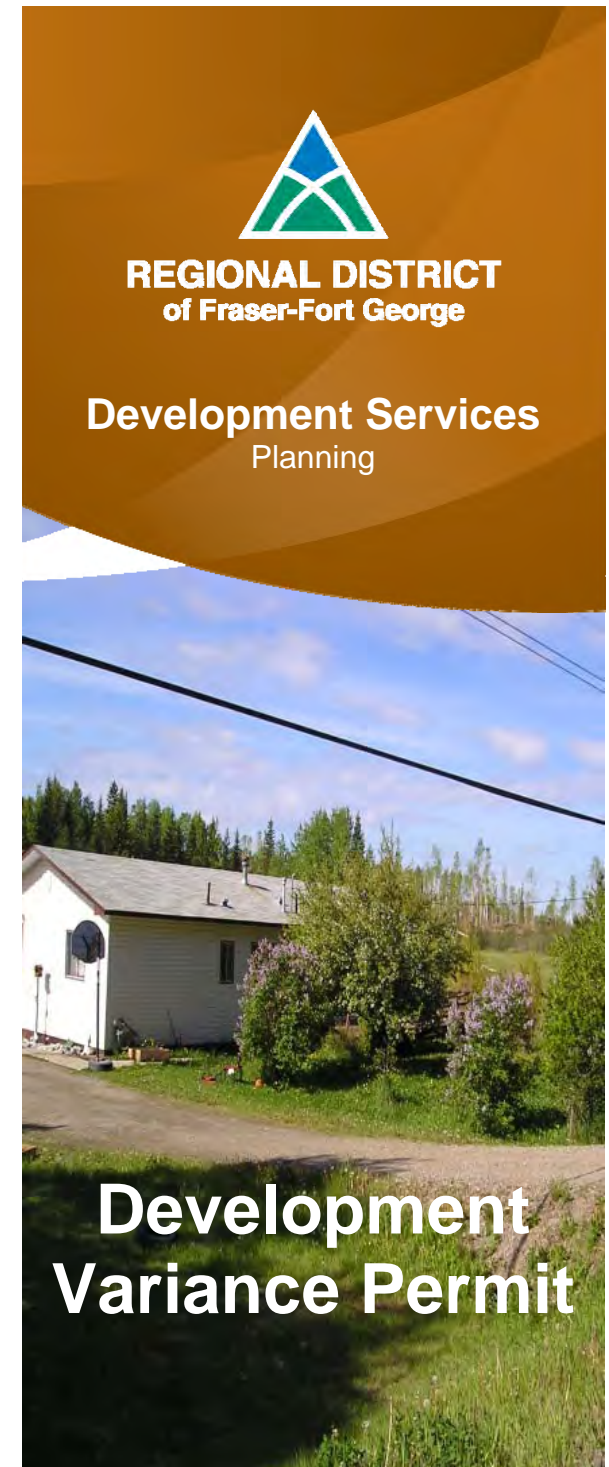
## Fees

Basic Fee      \$350



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## DEVELOPMENT VARIANCE PERMIT

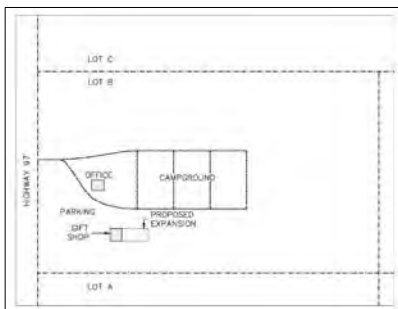
A **Development Variance Permit** is necessary when proposed development cannot meet the requirements of Regional District Bylaws. The permit is issued by the Regional Board and can vary land use regulations, not including permitted use, or density of land, or designated floodplain requirements. If the subject property is within the Agricultural Land Reserve, other approvals may be required first.

### Requirements for a Development Variance Permit:

1. A **completed** application form signed by all owners of the property Contaminated Site Regulation Questionnaire and application fee. If the application is not signed by the owners, the Agent's Authorization section is to be completed to enable someone to act on their behalf.
2. Proof of ownership document (Tax Notice, Certificate of Title, etc.)
3. A diagram which clearly shows the purpose of the variance proposed.

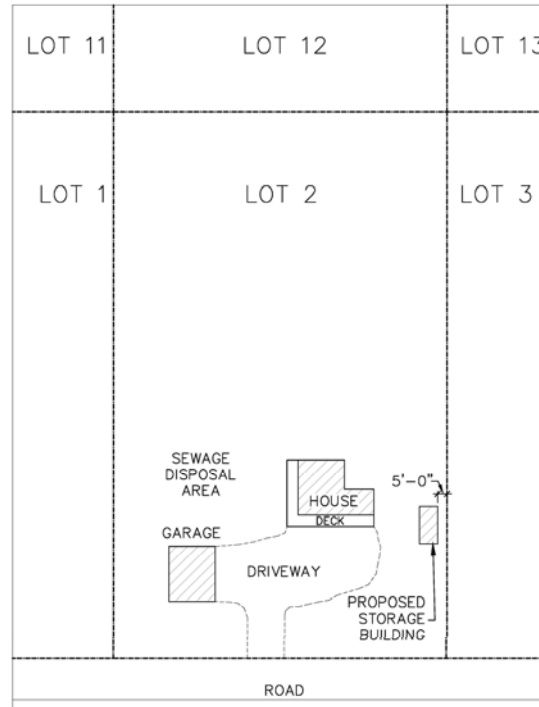
### Sample Diagram I

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 (5 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.)



## REVIEW PROCESS

1. Staff creates a draft permit and diagram reflecting the proposal, as well as a report to the Regional Board.
2. The draft report is sent to various Government and Technical Agencies (such as the Ministry of Transportation and Infrastructure, local volunteer fire department, 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 staff.
4. A report is written to the Regional Board including any written comments received. With this information and the details of the application, the Regional Board makes a decision regarding the application.
5. Should the application be approved by the 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 mailed to the applicant and another is given to the Building Inspector, as required, and one copy remains on file.