



Development Variance Permit Applications Single Family (General)

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 Bylaw may be varied provided that the variance does not affect the use or density permitted in the appropriate zoning category. Development variance permits are normally considered where specific site characteristics or other unique circumstances do not permit strict compliance with the existing regulations. **Please note that Council cannot consider variances to floor space as the Local Government Act stipulates that variance permits cannot be used to vary use or density.**

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. Applicants are also advised to discuss their proposal with adjacent neighbours before submitting an application.

Application Fee

Refer to the Fees & Charges Bylaw.

Timing for DVP Process

The development variance permit process requires approximately 14 weeks to complete, although this may vary depending upon the complexity of the application and whether the applicant is required to supply additional information or make changes to the proposal.

Plan Review

Prior to making a DVP Application, the plans must be checked by a Plans Reviewer in the Building Department. At this appointment, you will have one set of your plans stamped "Plan Check Copy" and will receive a zoning checklist. These items must be submitted with your DVP application. Please book an appointment with a Plan Reviewer at (604) 990-2480.

Building Review

Following issuance of a development variance permit, the applicant is required to obtain a **building permit** prior to the commencement of construction. Applicants should be advised that compliance with the British Columbia Building Code (BCBC) 2012 is mandatory. Engineering approval for site services is still required.

Submission Requirements

Applications for single-family development variance permits must be accompanied by the following information. Staff, advisory agencies or the Community Association may request additional information on specific details of a proposal during the processing of the application. **Incomplete applications will not be accepted.**

- Application fee and current title search dated no more than fourteen days prior to the date of application, listing the owners, legal description and municipal address of all land

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included in the application. Title searches may be obtained from the District of North Vancouver Planning Department as part of the application submission for a fee.

- Signature(s) of the registered property owner(s), or written authorization from the registered owner(s) of the subject property for an agent to act on their behalf;
- A letter from the applicant providing a written description of the proposal. The letter should provide a rationale for the proposed variance(s), and indicate any impacts of the proposal on adjacent properties;
- Topographic survey at 1/8 inch or 1:100 metric scale, indicating the site development and topography (both existing and proposed) with contours at a minimum of 1.0 m intervals (3 feet in imperial scale) prepared by a registered BC Land Surveyor. The survey may also need to indicate existing trees and the neighbouring development.
- Streetscape photographs with the proposed new construction superimposed to illustrate how the new construction will affect the existing street. The streetscape photos must fit on an 8½" x 11" paper as they will be attached to the notices sent to adjacent neighbours, the Community Association and the report to Council;
- Completed Zoning Summary check sheet (form available from the Building Dept.).
- Fully dimensioned plans (3 sets). Both the building elevations and site plan must clearly outline and indicate the requested variances and new construction, preferably highlighted in bold felt pen. Plans which do not highlight this information will be returned. The plans must include:
 - A site plan at 1/8 inch or 1:100 metric scale. This must show existing and proposed buildings, parking and driveways, and existing trees, noting whether the trees are to be retained or removed;
 - Building elevation plans at ¼ inch or 1:50 metric scale that clearly indicate the scope of the proposed work and variances;
 - Floor plans indicating uses and area calculations, highlighting all variances;
- One set of the fully dimensioned plans must be a stamped PLAN CHECK COPY with an attached zoning checklist signed by the Plan Reviewer. Any revisions to the stamped plans must be clearly noted, outlined and attached to the stamped plan check copy.
NOTE: A re-check fee will be charged to the applicant if the plan check copy is not submitted with the DVP application OR if significant revisions have been made after the zoning review
Reduced copies of the plans (8½ x 11) to be included with the notices sent to adjacent neighbours, the Community Association and the staff report when the application is ready to proceed to Council (3 copies of all plans).
- Electronic submission in PDF format of all plans and reports is encouraged (by CD or USB). This does not eliminate the need for paper copies listed above.

Processing Procedures

Following submission of the application:

- **Building Department Review** - The Plan Checker reviews the proposal to confirm the extent of variances required;
- **Notification to Adjacent Property Owners** - Community Planning will send a notice to adjacent residents advising them that a development variance permit application has been submitted. This notice will include:
 - a brief description of the required variances;
 - the reduced house plans illustrating the proposed variances;
 - the name and telephone number of the applicant/architect so the neighbours may obtain

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- additional information or discuss any concerns and possible changes in the design;
- streetscape photographs with the proposed construction superimposed;
- a description of the process to be followed;
- **Community Association Referral** - The same notice will be sent to the nearest Community Association for review and comment to the District **within 14 days**;
- **Revisions to Plans** - Applicants may be required to modify the proposal or provide additional information to respond to staff or community concerns;
- **Staff Report** - A staff report to Council is prepared by the Community Planning Department which outlines the proposal, and includes comments received from staff departments, neighbours and the Community Association. The staff report also makes a recommendation on the application;
- **Notices To Adjacent Owners** - Notices are sent by the Clerk's Office to the adjacent neighbours advising them when Council will consider the development variance permit. The notice will include:
 - a copy of the staff report;
 - reduced plans with the **required variances clearly highlighted** to enable the public and Council to easily read the information;
 - a brief description of how and when individuals may make their points of view either in support or opposition, regarding the project to Council;
- **Council Meeting** - Following notification and neighbourhood response, Council will either approve the development variance permit, defer the item for further discussion or reject it.

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.