Board of Variance Applications

This is intended as a guide only. Please discuss your application with our Building and Environment Department.

Any contradiction, dispute or difference between the contents of this brochure and the *Local Government Act* or District of North Vancouver Bylaws will be resolved by reference to the bylaws and other official documents.

District of North Vancouver
355 West Queens Road
North Vancouver, BC
V7N 4N5
dnv.org/our-government/board-variance

BOARD OF VARIANCE APPLICATIONS

NORTH VANCOUVER DISTRICT

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The Board of Variance is established pursuant to the Local Government Act and is comprised of five members appointed by Council. The Board appoints a chair from their number. All members serve without remuneration.

What is the purpose of the Board of Variance?

The purpose of the Board of Variance is to consider minor variances in siting, dimensions or size requirements (side yard, back, front, height and area coverage) where compliance with the District of North Vancouver Zoning Bylaw would cause hardship.

What does the Board not consider?

The Board of Variance cannot vary the permitted uses, densities or parking under the Zoning Bylaw nor is it to deal with major variance applications. Major variances require a Development Variance Permit application.

How do you apply to the Board of Variance?

Before you apply to the Board of Variance, you must first submit your building plans for review with the Building and Environment Department. If your application is denied because your building plans do not meet siting, size or dimension requirements under the Zoning Bylaw, you may appeal the decision to the Board of Variance and request permission to receive a variance to the Zoning Bylaw.

Application forms are available from the Clerk's Office or online at dnv.org/our-government/board-variance. Submissions are made in person at the District Clerk's Office.

What do I need to bring when I am submitting my application?

1. An electronic copy of all site plans, floor plans, elevations and photographs being submitted in hard copy; and,

Seven (7) copies of the following:

2. Letter of rejection from the Building and Environment Department;
3. Letter of application addressed to the Board of Variance explaining the rationale for the requested variance(s);
4. Written authorization from the owner of the property if an agent/architect is acting on their behalf;
5. Site plans which are clearly-defined, well dimensioned and to scale. The plans should show the variance(s) being requested. A surveyor's plan must also be submitted; and,
6. Floor plans and elevations of the structures proposed and of the existing development.

   The drawings submitted must match those submitted to the Building and Environment Department for review. Pictures and letters of support from neighbours are helpful.

When are the meetings?

The Board generally meets 10 times a year on the third Thursday of each month except for August and December. The Board will consider a maximum of ten applications per meeting; applications are scheduled on a first come first served basis.

When are the Application Deadlines?

An application to appear before the Board must be submitted to the Municipal Clerk before 4:00 pm no later than 12 working days prior to the date of the meeting.

Important: The Applicant must book a plan check meeting a minimum of 5 days prior to the Board of Variance deadline.

Fees

The application fee is $426.60. The fee must be paid in full at the time the application is submitted, if the application is withdrawn prior to notification of the hearing, a refund of 50% shall be returned to the applicant.

BOARD OF VARIANCE PROCESS

1. Meetings are open to the public; neighbours adjacent to the property have been notified of your application and may be present.
2. Be prepared to describe your requested variance and answer any questions that the Board may have.
3. Upon considering the application, the Board of Variance may approve your application with or without conditions or deny it.
4. Approval is granted by a simple majority vote, a tie vote is considered a rejection of the application.
5. The Clerk's Office will notify you in writing of the Board's decision.
6. Decisions of the Board are final and binding. If the Board has made an error as to its jurisdiction or has committed a breach of procedural fairness, the Board's decision may be overturned on an application under the Judicial Review Procedure Act.

Questions?

If you have questions on the Board of Variance process, please call the Clerk's Office at 604 990-2211.