

WHAT DO I NEED TO INCLUDE WITH MY APPLICATION?

- **Application Form including:**
 - State of Title Certificate or Title Search print
 - Owner's Authorization Form (if applicable)
 - Site Profile or Site Profile Waiver
 - Zoning Analysis Table
 - Project Description
 - Photographs
- **Site Plan Indicating Requested Variance**
- **Floor Plan (if available)**
- **Elevation Drawings (Conceptual)**

This guide is intended to provide a simplified overview of the application process for acquiring a Development Variance Permit.

For more detailed information consult the District of Peachland Development Application Procedures Bylaw No. 2105

To speak to a representative about a proposed development or a development application, contact:

The District of Peachland Planning & Development Services Department

5806 Beach Avenue,
Peachland, B.C. V0H 1X7

Main Phone Number: **250.767.2647**

Main Fax Number: **250.767.3433**

Hours:

Monday to Friday: 8:00 a.m. to 4:00 p.m.
Closed Statutory Holidays

General Inquiries:

planning@peachland.ca





WHAT IS A DEVELOPMENT VARIANCE PERMIT?

Property owners/developers may apply to the District of Peachland for a Development Variance Permit (DVP). A DVP allows for specific changes to municipal regulations including zoning bylaw provisions, servicing requirements and/or signage regulations.

A DVP may not vary density of development (number of units permitted) or permitted uses. These must be changed through a zoning amendment.

Our Variance Permit application package outlines the information, drawings and fees to be submitted. Applicants should take the time to meet with staff to discuss the proposed variance prior to submitting an application. Applicants are encouraged to consider the potential impact of the proposed variance on the community and are urged to explore alternative design options that eliminate the need for a variance.



WHAT IS THE APPLICATION PROCESS FOR A VARIANCE PERMIT?

- 1** Complete application is prepared and submitted to the District by the applicant. Incomplete applications will not be accepted
- 2** Upon submission of a complete application and required fee, a file is opened
- 3** The Planning & Development Services Department evaluate the proposal and refer the application to internal departments and/or external agencies
- 4** The Planning & Development Services Dept. Staff considers the merits of the proposal for adherence to bylaws and policies
- 5** The applicant undertakes public notification and consultation in adherence with official District Notification and Consultation Guidelines
- 6** The Planning & Development Services Dept. prepares staff report and a Draft Development Variance Permit for consideration by Council
- 7** The applicant is encouraged to attend Council meeting at which the variance will be considered
- 8** Council authorizes, authorizes as amended, rejects, refuses or otherwise deals with the application by resolution
- 9** Planning & Development Services Dept. notifies the applicant of decision of Council
- 10** If approved, staff prepares required DVP and arranges with the applicant to receive required securities
- 11** Once approved, a Notice of Permit will be registered on the title of the subject property at the Land Title Office