



# The City of White Rock's Guide to the DEVELOPMENT VARIANCE PERMIT PROCESS

*This brochure is provided as a guide for convenience only. It is not intended to replace Bylaws or other legal documents nor should it be construed by anyone as a right to development approval if the steps indicated are followed.*

## **What is a Development Variance Permit?**

A Development Variance Permit is a statutory tool which may be used by municipalities to vary the provisions of a bylaw authorized under Part 26 of the *Local Government Act*. A Development Variance Permit may not, however, vary the following:

- The use or density of land from that specified in the bylaw;
- A floodplain specification; or
- A Phased Development Agreement

## **When is a Development Variance Permit Required?**

There are two routes through which a variance to a City bylaw may be requested. First, if an applicant alleges that compliance with a bylaw regarding the siting, dimensions or size of a building or structure would cause the applicant hardship, an application may be made to the Board of Variance. Where hardship is not a factor in the request for a variance, proposals that do not comply with all the provisions of a bylaw, excluding those provisions outlined above which may not be varied, must apply for a Development Variance Permit.

## **What is involved in the Development Variance Permit Process?**

### *(1) Pre-Application Meeting*

Prior to submitting any development application, it is recommended that arrangements be made for a preliminary meeting with the Planning & Development Services Department to discuss your proposal. In preparing your project you should be aware of the following:

- the zoning of your property and the development requirements for that zone

### *(2) Submitting an Application*

Applicants should first consult with Planning & Development Services staff regarding application submission requirements applicable to the proposal. When you are ready to proceed, a Land Use & Development Application form must be completed and all applicable fees and submission requirements must be submitted to the Planning & Development Services Department. Staff will not begin processing your application until **ALL** applicable submission requirements and fees have been received. The application form can be obtained online or from the Planning & Development Services Department.

### *(3) Application Review / Internal Circulation*

Your application will be reviewed by the Planning & Development Services Department and referred to other City departments and external agencies for review, as required. During the review period, Planning & Development Services staff may ask for clarification, further information or plan revisions in accordance with City standards.

### *(4) Development Proposal Sign*

A Development Proposal Sign in accordance with Schedule D of the "City of White Rock Planning Procedures Bylaw, 2009, No. 1869" must be installed on the subject site no later than 14 days following submission of an application and must be removed within 10 days following the public meeting or withdrawal / rejection of the application.

### **Summary of the Development Variance Permit Process**

- (1) Pre-application Meeting
- (2) Complete Application / Fee Submitted
- (3) Application Review / Internal Circulation
- (4) Installation of Development Proposal Sign
- (5) Public Information Meeting
- (6) Report to Land Use & Planning Committee
- (7) Report to Council
- (8) Public Meeting
- (9) Final Approval / Issuance

*(5) Public Information Meeting*

A Public Information Meeting is required to be held by the owner / applicant to present their proposal and to answer any questions related to their proposal with adjacent land owners. The Public Information Meeting must be held prior to the presentation of the application to the Land Use & Planning Committee.

The applicant is required to provide the minutes / record of the meeting to Planning &

Development Services staff not less than one week prior to the presentation of the application to the Land Use & Planning Committee. The applicant is required to advertise the meeting by mailout to all land owners within 100m of the subject site based on mailing labels provided by Planning & Development Services staff. Staff will arrange to have additional advertising in the local newspaper. Please see the *City of White Rock's Guide to Public Information Meetings* for more information.

*Where more than one type of development approval is needed for one project, applications may be submitted jointly and may go through the application process concurrently. Please contact the Planning & Development Services Department for more information.*

*(6) Report to the Land Use & Planning Committee*

The Planning & Development Services Department will prepare a report for the Land Use & Planning Committee, including an analysis of the application, a recommendation and a draft of the proposed Development Variance Permit. The Land Use & Planning Committee will review the application and make recommendations.

*(7) Report to Council*

The Land Use & Planning Committee recommendations are then considered by Council at a regular Council meeting. At this meeting, Council will decide whether to proceed with, amend or reject the recommendations.

The following documents are available from the Planning & Development Services Department at City Hall or on the City's website at [www.city.whiterock.bc.ca](http://www.city.whiterock.bc.ca):

- *White Rock Zoning Bylaw, 1999, No 1591 as amended*
- *City of White Rock Planning Procedures Bylaw, 2009, No. 1869*
- *Official Community Plan*

*(8) Public Meeting*

Council will hold a public meeting, similar to a public hearing, formally notifying the owners of all properties located within 100m of the subject site. The purpose of the meeting is to give the public an opportunity to express their opinions to Council regarding the proposed development. The public may also express their opinions through written comments.

*(9) Final Approval / Issuance*

The Development Variance Permit will then proceed to Council for consideration of approval / issuance. Should Council approve the permit, all conditions of the permit must be met prior to building permit issuance.

**For More Information**

If you have any questions or require further information, please contact the Planning & Development Services Department at: 604-541-2155 or at [planning@city.whiterock.bc.ca](mailto:planning@city.whiterock.bc.ca).