



Central Saanich

# Development Variance Permit

District of Central Saanich  
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## Development Variance Permit

A regulation in the Land Use (Zoning), Subdivision, or Sign Bylaws may be varied if the use or density permitted in the appropriate zoning category are not affected by the variance. A Development Variance Permit (DVP) is considered when the proposed specific site characteristic or other unique circumstance does not permit strict compliance with an existing regulation.

A Board of Variance application is an option for minor variances *if there is a demonstrated hardship in meeting the regulation*. Otherwise, an application for a DVP, considered by Council, is the appropriate route. If the property is located in a Development Permit (DP) area and a variance is proposed, you would make application for both a DP and a DVP

*(Please refer to the Development Permit guide if the application requires a DP as well).*

## Application Requirements

The registered owner of the property or an authorized agent may apply for a DVP. You are required to submit the following to the Planning Department:

- completed application form, including the owner's signature;
- recent title search (within 30 days);
- application fees; and,
- preliminary plans which outline the proposed new use or development.

**Please complete the zoning checklist provided on the back page.**

DVP Zoning Summary	Required/Maximum	Proposed	Variance
Building Use			
Setbacks - Front			
- Rear			
- Side			
- Total Sides			
- Exterior Side			
Building Height			
Accessory Structure Height			
Lot Area			
Lot Frontage			
Lot Coverage			
Floor Area Ratio			
<b>Parking</b>			
Parking surface			
Standard (2.7mx5.5m)			
Small Car (2.4m x 5.0m)			
Space for Disabled (3.7mx5.5m)			
Increase width wall/fence (0.3m)			
Loading (3m x 9m)			
Bicycle Racks Short Term (1per10 stalls)			
Bicycle Storage Long Term (2m long x 1.5m high x 1m wide)			
Manoeuvring aisle			
Parking Setbacks			
Screening - Zone separation			
Screening - Waste disposal			
Screening - Storage Yard			
Screening - Parking areas			
Other (eg. Fencing)			

## Application Fees

Development Variance Permits	\$ 2,500
Site Disclosure (if applicable)	\$ 50
DVP Notification Sign	\$ 125

All fees are non-refundable. In addition to the application fees above, there will be other charges related to the building and plumbing permit at those stages.

Sample Sign below

 **It's Your Neighbourhood**

**Development Variance Permit**

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**Address goes here**

Public Hearing MMMM D, YYYY at XXXpm  
1903 Mt Newton Cross Road





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Central Saanich Municipal Hall  
1903 Mount Newton Cross Road  
planning@csaanich.ca 250 544 4209

## Development Variance Permit Process

### Application Submission

The **complete** application, including zoning calculations and plans showing all necessary details related to the variance, shall be submitted to the Planning Department for review. Additional information may be requested by Planning or another reviewing department to clarify your application.

**Prior to submitting a Development Variance Permit application, you are advised to discuss the proposal with Planning staff.**

### Review Process

The application is circulated to municipal departments for review. One or more of the following external agencies *may be* involved in the review process as well:

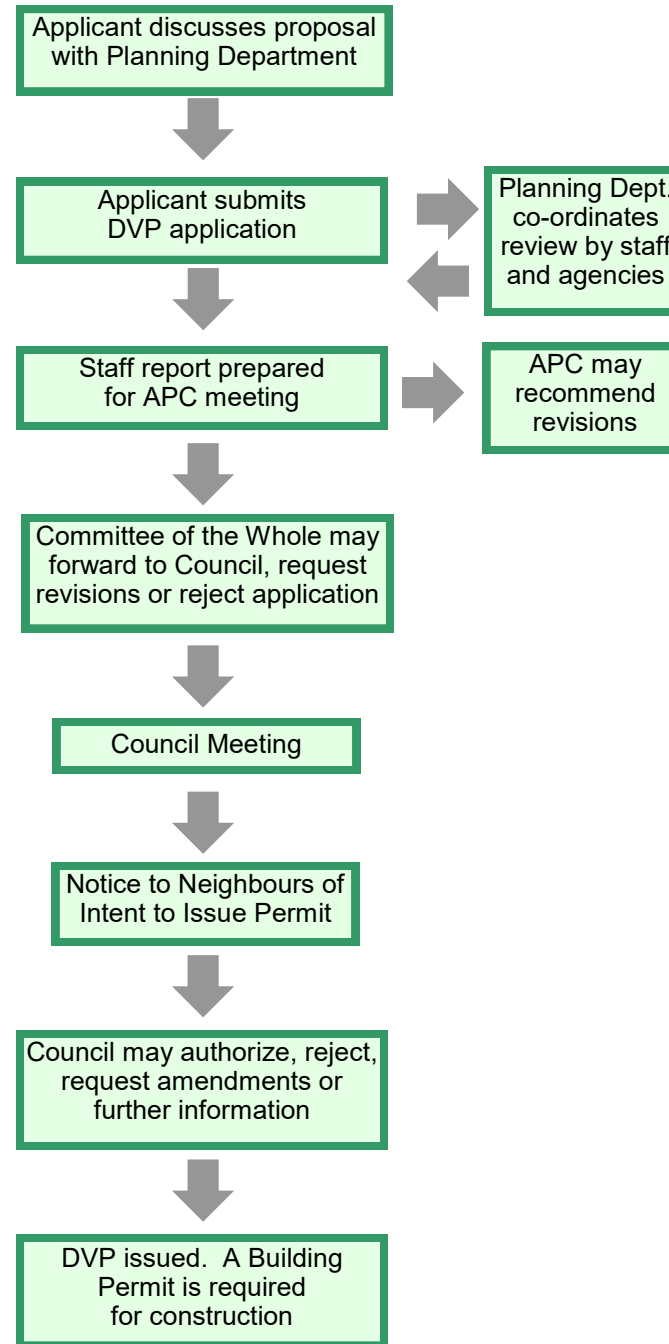
- Capital Health Region
- Land and Water BC Inc.
- Ministry of Transportation and Infrastructure
- Ministry of Environment
- Fisheries and Oceans Canada
- Central Saanich Police
- School District #63
- Neighbouring First Nations
- Shoreline Interest Groups

Upon receipt of all staff comments, a report is prepared by the Planning Department which outlines the proposal and makes a recommendation to go forward to Committees and Council.

## Committees and Council Meetings

### Advisory Planning Commission

The Advisory Planning Commission (APC), an advisory body comprised of District residents appointed by Council, provides recommendations on each proposal. The applicant will be



invited to attend the meeting of the APC when the proposal is to be discussed. The Commission's motion may suggest revisions to the project. The motion of the APC is then provided as advice to Council.

### Committee of the Whole

This Committee of Council considers the staff recommendation, requests further research as necessary, and either recommends forwarding the DVP application to Council for consideration of statutory notification prior to issuance, requests revisions, or rejects the application.

### Notice of Intent to Issue the DVP

Once Council has considered the DVP application, Council may authorize Staff to commence the statutory notification.

Notice of Council's intention to issue a DVP is delivered to owners and tenants of the subject lot and neighbouring properties within 50m of the affected area at least 10 days prior to Council consideration.

Notice must also be posted on the subject property in a secure manner, clearly visible to the public. The responsibility of posting and paying for the sign is that of the owner. The sign is supplied by the Municipality.

### Approval

Council may request amendments or further information, authorize, or reject the DVP application. If approved, a building permit is required prior to proceeding with any works covered by the DVP. In addition, the Planning Department files a notice with the Land Title Office that a DVP has been issued. This will be registered on the legal title of the property.

***This pamphlet is intended for general guidance only. Applicants should consult the Local Government Act, the Land Title Act, the District of Central Saanich OCP Bylaw, the Land Use Bylaw and other municipal bylaws for requirements and procedures.***