



District of Lantzville

Incorporated June 2003

A GUIDE TO DEVELOPMENT VARIANCE PERMITS

This guide is intended to assist the applicant through the Development Variance Permit Application process. Following the steps herein does not constitute approval of a Variance Permit. It is strongly recommended you contact District staff prior to making a formal application.

WHAT IS A DEVELOPMENT VARIANCE PERMIT?

A Development Variance Permit is a permit approved by District of Lantzville Council that allows a variation of specific requirements of Municipal Bylaws, such as the Zoning Bylaw, Subdivision and Development Bylaw or Sign Bylaw pursuant to Part 26 of the *Local Government Act*.

Use, density & floodplain provisions cannot be varied by a Development Variance Permit.

WHEN DO YOU NEED A DEVELOPMENT VARIANCE PERMIT?

A Development Variance Permit is necessary when your proposal requires District standards or requirements to be relaxed or varied. These standards include:

- Minimum standards of building form such as height, setbacks or parking.
- Screening provisions or height of fencing.
- Subdivision regulations; minimum lot width where variation does not affect density. Also, servicing requirements may be varied.
- Sign regulations, area of sign, dimensions and siting.
- Landscaping.

APPLICATION STAGE

Submit the Application

Mail or deliver your completed application form to the District Planner, District of Lantzville along with the required support documentation as identified on the application form, including the applicable application fee.

Please be advised that staff will not begin processing your application until all required documentation and fees are received. For your convenience, a checklist is attached to the application form.

Where applicable, a site plan signed by a BC Land Surveyor may be required to confirm the location of the subject property of all existing and proposed buildings and structures.

Application Checked for Completeness

Staff will ensure the application is filled out correctly and that all supporting documentation is provided. An application that arrives incorrect or incomplete will be held until all information has been provided by the Applicant. Staff will then do a preliminary review of the application to identify any initial concerns or additional information that may be required.

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**DEVELOPMENT VARIANCE PERMIT
PROCESS – FLOW CHART**

