

## District of Mission

### Development Variance Permit Application / Approval Process

This booklet is a general guide to the Development Variance Permit (DVP) process in the District of Mission. It is provided for your convenience only, is not intended to replace Bylaws or other legal documents, and should not be construed by anyone as a right to a development approval if the steps indicated are followed.

#### What is a Development Variance Permit?

A DVP is a type of development approval given by Council. A DVP is a permit **requested by an applicant** to vary a section of a District of Mission bylaw, as permitted by the Local Government Act. For example, a DVP may vary sections of Municipal Bylaws which address:

- dimensions and siting of buildings and structures on land;
- siting and design of off-street parking and loading facilities;
- landscaping or screening;
- signs;
- works and services;
- subdivision procedures.

A DVP may not vary the permitted uses or densities of land use prescribed by existing zoning regulations.

#### When is a Development Variance Permit Applied For?

You may apply for a DVP when an applicant wants to vary a particular section or requirement of a Municipal Bylaw.

#### The Development Variance Permit Application/Approval Process

- 1. Pre-Application**  
*Initial Discussion with Staff*
- 2. Submission of Complete Application**  
*Fees, Site Profile, Plans, etc.*
- 3. Application Review**  
*Review and Analysis by Staff*  
*Development Review Meeting*
- 4. Report to Committee of the Whole**  
*Review and analysis*  
*Recommendation to Council*  
*Requirements for Final Approval*
- 5. Council Meeting**  
*Residents Invited to Comment on Application*
- 6. Approval/Issuance**  
*DVP approved (with subject conditions) Issued*  
*Notice of Permit filed with Land Title Office*

#### 1. Pre-Application

The more information you are able to gather before submitting an application, the more smoothly the process is likely to run. Accordingly, you are strongly encouraged to discuss your proposal with staff to identify any plans, policies and regulations which may apply.

Check the Zoning Bylaw and other applicable Municipal Bylaws to find out the regulations for your property.

**2. Submission of Complete Application**

When you are ready to proceed, complete the application form. All DVP applications must be accompanied by:

- ✓ the name(s), address(es) and signature(s) of the property owner(s);
- ✓ the civic address and legal description of the subject property;
- ✓ the current and proposed zoning for the property;
- ✓ 3 sets of drawings plus one set of 8.5" x 11" reductions;
- ✓ a current copy of the title; and
- ✓ a completed site profile required by Provincial Contaminated Sites Regulation.

**3. Application Review**

A member of the Planning Department will coordinate the review of your application. It will be circulated to applicable municipal departments (eg. Engineering). During this process, you may be asked for clarification, additional information or plan revisions.

**4. Development Review Meeting**

Your proposal will be evaluated by staff from various departments at a staff development meeting. These meetings are usually held twice a month.

**5. Report to Council**

The Planning Department will prepare a report, including an analysis of the application, a recommendation and an outline of the requirements which need to be satisfied.

This report is considered by Council during a Committee of the Whole Council meeting. These meetings are usually held the first and third Monday of every month (at 6:30 p.m.) and are open to the public. At this meeting, Council will decide whether to reject the DVP, forward the DVP to a Regular Council meeting, or identify additional conditions or requirements to be met by the applicant. The applicant is encouraged to attend. If the applicant wishes to appear as a delegation at the Committee of the Whole meeting, a request must be received (either in writing or by telephone) by the Corporate Administration Department by 4:30 p.m. on the Monday prior to the Committee meeting.

**6. Regular Council Meeting – Public Input Meeting**

While not necessarily required by the Local Government Act, District of Mission Council Policy refers all DVP's to a Regular Council Meeting as a public input meeting. The owners and occupants of all properties located within 152 metres of the subject property for urban proposals and 500 metres for rural properties are formally notified of the Council Meeting. However, any person who deems their interest may be affected by the development proposal has the opportunity to express their concerns to Council. You (or a representative) should attend the Regular Council Meeting and be prepared to respond to any questions. The meetings are usually held the fourth Monday of every month at 6:30 p.m.

**7. Approval/Issuance**

At the Regular Council Meeting, Council will consider approving the DVP (grant authority to the Director of Corporate Administration to issue the permit). In some cases, approval may be granted subject to the resolution of outstanding issues or the DVP may be deferred if it is related to a rezoning application (ie. Rezoning and Development Variance Permits are usually considered for approval at the same time). The DVP may be denied.

If the DVP is issued by the Director of Corporate Administration (all DVP's require the signature of the Mayor and Director of Corporate Administration), you will be notified in writing. The District will also file a Notice of Permit with the Land Title Office.

**Costs Involved in Obtaining Approval for a Development Variance Permit**

The DVP applicant is responsible to pay for the following costs (where applicable):

- ✓ application fee;
- ✓ consultant fees (engineers/architects/ solicitors, etc. are typically hired for large projects).

### **Timetable for the Development Variance Permit Application/Approval Process**

The length of the DVP application/approval process is dependent upon the complexity of the project and the preparedness of the applicant.

### **Departments Involved in the Development Variance Permit Application/Approval Process**

There are a number of departments which **may** be involved with a given DVP application:

- ✓ Planning Department;
- ✓ Engineering Department;
- ✓ Inspection Services Department;
- ✓ Fire/Rescue Service Department;
- ✓ Corporate Administration Department;
- ✓ RCMP (CPTED);
- ✓ Department of Fisheries and Oceans