



Application Guide

Delegated Development Variance Permit

What is a Delegated Development Variance Permit?

A Delegated Development Variance Permit (DVP) is a permit issued by the Manager of Development Services that can approve a minor setback variance in a Zoning Bylaw where in the opinion of the Manager, there exists an undue hardship.

It cannot vary the permitted uses, densities, or floodplain regulations of a Zoning Bylaw.

A Development Variance Permit is not a Building Permit. A Building Permit must be obtained prior to any construction in areas that have building inspection service.

When do I apply for a Delegated Development Variance Permit?

A Delegated Development Variance Permit is required when a property owner wishes to apply for a minor setback variance.

A setback variance is considered minor when it would reduce a property line setback by 50% or less for a building or structure or by up to a 100% for a retaining wall.

If a variance is minor an undue hardship also needs to apply.

Undue Hardships relate to the configuration of land, topography, lot dimensions, property physical limitations, a builder's error, or property legal restrictions. In order for an applicant to explain if undue hardship exists, an delegated development variance hardship form must be completed with the application.

If the Manager does not determine there is an undue hardship, the proposed variance will need to be considered by the CSR Board of Directors. If the application is to be considered by the CSR Board of Directors an additional fee is required.

Procedure for obtaining a Delegated Development Variance Permit

1. Prior to submitting an application, the property owner should discuss details of the application with Development Services (DS) staff to determine if the proposal is minor and considered to have an undue hardship.
2. A Delegated Development Variance Permit application form and application fee is submitted to the CSR office.
3. An application is made by submitting all required plans and documentation, as described in detail on the Delegated Development Variance Permit application form and delegated undue hardship form to the CSR office. These requirements may vary, but generally include:
 - Current Certificate of title of the subject property
 - Site plan indicating all building locations and setbacks from property lines and water courses, parking spaces.
4. DS staff will review the application and may refer it to various agencies (e.g., Ministry of Transportation and Infrastructure, Interior Health Authority, Front Counter BC etc.) for input.
5. DS staff prepare a report to be considered by the Manager of the Development Services Department, taking into consideration policies of the Official Community Plan, regulations of the Zoning Bylaw, input received from referral agencies, and whether an undue hardship is confirmed to exist.
6. Letters are sent to the owners and tenants of properties within 30 m of the subject property advising of the proposed variance and application and allowing them an opportunity to provide written submissions regarding the application. If there is any opposition received about the to the proposed variance

the Manager cannot issue the permit, and the proposal would need to be then considered by the CSRD Board of Directors for issuance.

7. The Manager will then make a decision regarding the application:
- If the Delegated Development Variance Permit is ISSUED, an email enclosing the signed Delegated Development Variance Permit is sent to the applicant and a notice of the Development Variance Permit is sent to the Land Titles Office for registration.
 - If the Delegated Development Variance Permit is NOT ISSUED, an email is sent to the applicant advising of the decision to deny issuance of the DVP and next steps.
 - If the Delegated Development Variance Permit is NOT ISSUED by the Manager, the applicant may choose to have the CSRD Board of Directors consider issuance of the proposal. An additional fee is required and should be discussed with Development Services Staff.

Timing

The Delegated Development Variance Permit application process takes approximately **two to four months** to complete. The time frame, however, depends upon the complexity of the application, the current workload of DS staff, the timing of Board meetings, the relation of the proposal to broader planning issues which may require resolution, and the need for additional information from the applicant during the process.

Information

Please direct any further inquiries to:

Columbia Shuswap Regional District
Development Services Department
PO Box 978, 555 Harbourfront Drive NE
Salmon Arm, BC V1E 4P1

T: 250.832.8194 | F: 250.832.3375
TF: 1.888.248.2773 | E: plan@csrd.bc.ca
www.csrd.bc.ca

*These are simple guidelines to assist applicants with the process and do not address all potential requirements. Please address questions to the Development Services Department.