



# Application Guide

## Development Variance Permit

### What is a Development Variance Permit?

A Development Variance Permit (DVP) is a permit issued by the Regional Board that varies regulations of a Zoning Bylaw or Subdivision Servicing Bylaw; however, it may not 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 need a Development Variance Permit?

A Development Variance Permit is required when a property owner wishes to vary certain land use bylaw regulations applicable to the subject property. These standards include the siting, height or dimensions of buildings, parking regulations, screening provisions, sign regulations, frontage requirements, servicing, etc.

### Procedure for obtaining a 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 the OCP designation, zoning, etc. of the subject property and what sections of which bylaws are proposed to be amended.
2. A Development Variance Permit application form and application fee is submitted to the CSR D office.
3. An application is made by submitting all required plans and documentation, as described in detail on the Development Variance Permit application form to the CSR D office. These requirements may vary, but generally include:

- Certificate of title of the subject property
- Site plan indicating building locations and setbacks from property lines and water courses, parking spaces and manoeuvring aisles, landscaped areas, including dimensions and species to be used, screening (fences, hedges, etc. – existing and proposed, including heights), and loading spaces (including dimensions)
- Floors, roof, landscape, grading, elevations & sectional plans.

4. DS staff will review the application and may refer it to various agencies (e.g. Advisory Planning Commission, Ministry of Transportation and Infrastructure, Interior Health Authority, Front Counter BC etc.) for input.
5. Letters are sent to adjacent land owners advising of the proposed variance and application and allowing them an opportunity to provide written submissions regarding the application.
6. DS staff then prepare a report to be considered by the CSR D Board (taking into consideration input received from referral agencies, policies of the Official Community Plan and regulations of the Zoning or Subdivision Servicing Bylaw).
7. The Board will make a decision regarding the application:
  - If the DVP is ISSUED, a letter enclosing the signed 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 DVP is NOT ISSUED, a letter is sent to the applicant advising of the decision to deny issuance of the DVP.

# Timing

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The Development Variance Permit application process takes approximately **three to five 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

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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](mailto:plan@csrd.bc.ca)  
[www.csrd.bc.ca](http://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.