



WHAT IS A DEVELOPMENT VARIANCE PERMIT?

A Development Variance Permit is a permit issued by Council that varies regulations of the City's [Zoning Bylaw](#), [Sign Bylaw](#), or [Subdivision, Development & Servicing Bylaw](#).

A Development Variance Permit cannot be applied for to vary the list of permitted uses within a zone or density. If an owner wishes to change the list of permitted uses in a zone or density permitted on their land, they must complete a Zoning Bylaw Amendment application.

Council approval is required for the issuance of a Development Variance Permit, in some cases, these permits may be approved by City staff and are considered Minor Development Variance Permits. Delegated Development Variance Permits do not require Council approval if they satisfy the [evaluation criteria](#) and guidelines set out in the [Development Approval Procedures Bylaw](#).

WHEN IS A DEVELOPMENT VARIANCE PERMIT NEEDED?

A Development Variance Permit is required when a property owner wishes to change certain requirements in the City's Zoning Bylaw, Sing Bylaw, or Subdivision, Development & Servicing Bylaw. Types of variances typically requested:

- Zoning Bylaw (i.e. building height, building setbacks, lot width, site coverage).
- Subdivision, Development & Servicing Bylaw (i.e. access and timing of service requirements).





PRIOR TO SUBMITTING AN APPLICATION

Applicants should be well informed of the City of Revelstoke's policies and procedures before preparing a Development Variance Permit application. Prior to submitting an application, the applicant should consider:

- **Zoning Maps and Zoning Bylaw** – Check the [City's Interactive Map](#) or the [City's Official Zoning Map](#) to find the zoning designation and zoning requirements for the property. This will help the applicant determine if the application aligns with the zoning regulations and what might need to be varied.
- **Subdivision, Development & Servicing Bylaw** – Review the water, sanitary sewer, storm sewer requirements. This will help the applicant determine if the application aligns with the regulations and what might need to be varied.
- **Sign Bylaw** – Review the regulations for signage to determine if the proposal aligns with the applicable requirements and whether any variance are needed.
- **Development Approval Procedures Bylaw** – Review the Development Approval Procedures Bylaw to review the procedures for development in the City including information on the application process for Development Variance Permits and the criteria for when permits are delegated to staff.
- **Contact the Development Services Department** – Contact the Development Services Department to set up a [pre-application meeting](#) to discuss the proposed Development Variance Permit application. Staff can provide advice on submission requirements and the review procedure to assist timely processing of the application prior to submittal.

DEVELOPMENT VARIANCE PERMIT APPLICATION COSTS

The cost of a Development Variance Permit application can vary depending upon the complexity of the application. In addition to the initial application fee outlined in the [Fees and Charges Bylaw No. 2256](#), overall costs associated with Development Variance Permit application may include:

- Actual cost of any third-party professional review of applications;
- Any plans needed to meet the application requirements (i.e. site plan, landscape plans, elevations);
- Revelstoke Development Cost Charges payable at the time of building permit or subdivision approval (see [Development Cost Charges Bylaw No. 1781](#));
- Professional reports (i.e. geotechnical assessment, engineering reports, planning rationale);
- Bonding requirements for landscaping and servicing agreements; and / or
- Legal fees (i.e. Land Title registry, covenants).



DEVELOPMENT VARIANCE PERMIT PROCESSING TIMELINES

The following processing timelines are established from the date of receipt for a complete application. While this is a target, it is understood that different circumstances (i.e. revisions, new plans, complexity of application, volume of applications, provincial approvals) may alter timelines to be shorter or longer than outlined below. It is essential for applicants to submit a complete application and respond to staff requests for information to ensure that it is processed in a timely manner.

Applications are reviewed in the order in which they are received. Staff endeavour to process applications as quickly as possible to ensure we provide high quality service to the community.

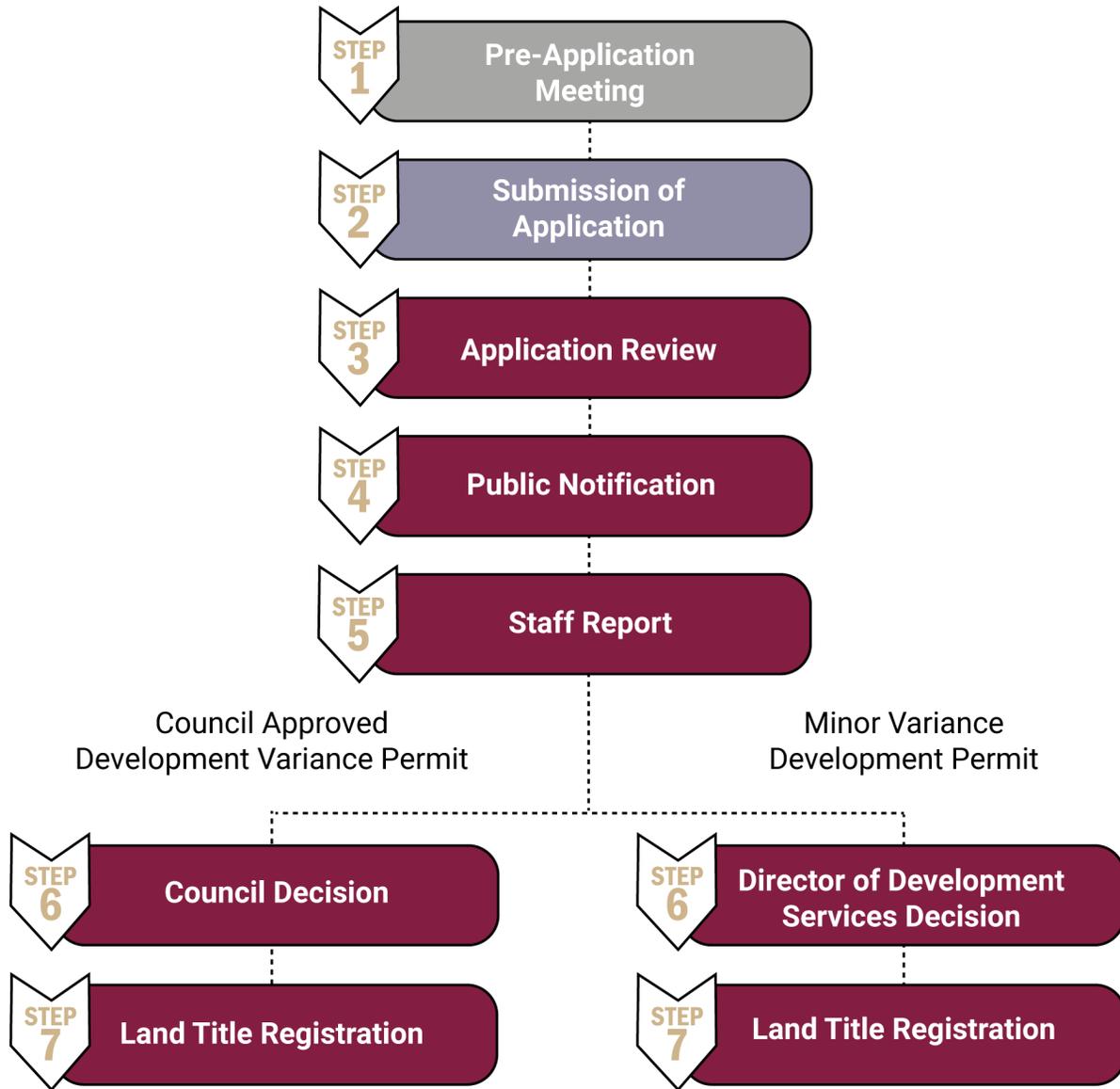
Delegated Development Variance Permit (delegated to staff to render a decision and not required to go before Council): 1-3 months

Council Approved Development Variance Permit: 3-5 months





DEVELOPMENT VARIANCE PERMIT APPLICATION PROCESS



Legend

- Applicant & City Responsibility
- Applicant Responsibility
- City Responsibility



DETAILED APPLICATION PROCESS

STEP 1: PRE-APPLICATION MEETING

Applicants are **required** (unless otherwise specified by the City) to [schedule a meeting](#) with Development Services staff to discuss a potential application **prior** to submitting a formal application. Staff will discuss the application review process, applicable policy, and formal application submission requirements to ensure proponents submit a complete application. Staff will endeavour to help identify key considerations and potential issues at this preliminary stage. Large or complex projects are particularly likely to benefit from the process.

STEP 2: SUBMISSION OF APPLICATION

Applicants can submit a Development Variance Permit [application form](#) and application fee in-person or electronically to the Development Services Department by emailing development@revelstoke.ca. It is essential that a complete application is submitted to ensure that it is processed in a timely manner. Incomplete applications will not be accepted. Staff request that there is one main point of contact for the application to ensure consistent, coordinated communication throughout the application process.

STEP 3: APPLICATION REVIEW

The Development Variance Permit application is reviewed by the Development Services Department, other City departments, and external agencies to provide the applicant with comprehensive feedback on the application. Staff will determine which type of application (Council Approved or Delegated) is most appropriate for the proposed development based on the criteria in the [Development Approval Procedures Bylaw](#).

Staff may request further information or clarification from the applicant or the applicant's architect, engineer, or other coordinating professional. The timing of the review of the application will depend on how quickly the applicant can provide additional information to staff as requested.

STEP 3: PUBLIC NOTIFICATION

Staff will prepare a notice describing the proposed variance, with an information package that will be available for the public to review. The notice will be mailed to property owners and tenants within a 100m radius of the subject property. Notices will be mailed prior to the consideration of the application and any public comments will be added to the staff report. Notification must be mailed or otherwise delivered at least 15 days prior to the Council meeting.



STEP 4: STAFF REPORT

Once staff have completed their review of the application, the staff will prepare a report and the permit for consideration by Council (Council Approved) or the Director of Development Services (Minor Variance). The staff report takes into consideration any input received from other staff departments, referral agencies, and the regulations of the applicable Zoning Bylaw and Subdivision, Development & Servicing Bylaw. Staff will communicate with the applicant to ensure they are aware of the associated staff recommendation.

STEP 5: DIRECTOR / COUNCIL DECISION

If the variance is considered minor, the Director of Development Services will review the staff report and recommendations and make the final decision on the permit. If the application has been denied by the Director, the applicant may request that the application be referred to Council for consideration.

If the variance requires Council approval, Council will review the staff report and recommendations and make the final decision on the permit.

In either scenario, the outcome may be approval to issue the permit, conditions to issuance of the permit, amendments / revisions to the permit, or denial of the permit. If the outcome is amendments / revisions to the permit, the permit will need to be revised before being presented a second time for consideration.

STEP 6: LAND TITLE REGISTRATION

If the permit is approved for issuance, staff will prepare the Development Permit and related schedules for signature and obtain a security deposit, if required. A Notice of Permit will be registered on the title of the property at the Land Titles Office by staff. The applicant will receive a copy of the signed permit once registration on title has been confirmed and can move forward with their building plans.

The building design must be in strict accordance with the approved design of the Development Variance Permit, any request to change the approved design may require a new Development Variance Permit application.



QUESTIONS?

We are here to help make the application process as smooth as possible. If you have questions, please contact us.

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This guide is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable City bylaws, plans, policies, or guidelines will be resolved by reference to the bylaws or other official documents.

Photos provided by Tourism Revelstoke.