Development Variance Permit
Application Process

The following outlines the sequence of events that can be expected for development permits that require Council approval.

CALUC refers to the Community Association Land Use Committee
COTW refers to the Committee of the Whole (composed of all City Council members)

WHO is responsible	WHAT needs to be done
▶ **Applicant**	☐ Review your ideas with the neighbourhood planner for initial comments and suggestions. Consider a **Pre-Application Meeting** to help identify technical requirements. ☐ Prior to creating a site and landscaping plan, contact Engineering and Parks to discuss the required City standard for the public right of way. ☐ Verify with Permits and Inspections that all work done on the existing building has been completed with the appropriate permits. ☐ Obtain the services of an engineer, architect or other building professional who is knowledgeable of the BC Building Code to confirm that an existing building can be used for the proposed occupancy ☐ A meeting with adjacent neighbours and the neighbourhood Community Association Land Use Committee (CALUC) is recommended. ☐ Submit your application and supporting materials through **eApply**.
City	☐ City sends application to the CALUC.
CALUC	☐ The CALUC is provided a 30 day comment period from receipt of application. CALUC sends written comments to Mayor and Council (copy Development Services).
City	☐ Review of application by City staff. Applicant will receive an Application Review Summary. ☐ Staff provide information on posting sign(s). ☐ Application may require Advisory Design Panel and/or Heritage Advisory Panel review depending on compliance with guidelines, and size of project. Applicant and architect must be available to make a presentation to the Advisory Design Panel. ☐ Staff recommendations and recommendations from the Advisory Design Panel and Heritage Advisory Panel are presented to COTW. Any CALUC comments received will be attached to the report.
▶ **Applicant**	☐ Changes to the application may be required as a result of staff review. If changes occur, submit a revised application in accordance with the directions provided in the Application Review Summary. ☐ Provide a PowerPoint presentation of the project 20 business days prior to the COTW meeting, including the submission plans and other supporting materials such as photos or illustrations.

WHO is responsible	WHAT needs to be done
City	☐ COTW reviews the application and may recommend changes, approval, rejection, referral to Advisory Design Panel or advancing to a Council meeting to consider approval.
► **Applicant**	☐ If changes to the application are required, submit a revised application. ☐ Pay the fee for public notification. ☐ If the application involves landscaping, provide staff with a landscape cost estimate. ☐ If the application involves TDM, provide evidence as required, such as SRW plan for car share space, agreement with BC Transit and/or car share provider, and receipt of payment or security for services.
City	☐ Adjacent property owners and occupiers are notified of any any Council meeting date and staff prepare signage.
► **Applicant**	☐ Post the meeting notice sign on the site at least 10 days prior to the Council meeting date.
City	☐ At its meeting, Council considers feedback submitted by the public. ☐ Council may approve or decline the application. The decision is mailed to the Applicant and CALUC. ☐ If approved, the Development Variance Permit is issued. A notice is filed on the property's title.
► **Applicant**	☐ Provide landscape and works & services security deposits prior to issuance of Building Permit. ☐ If the application involves a road dedication or car share SRW, provide confirmation from Land Titles Office that road dedication and/or SRW has been registered prior to issuance of Building Permit.