

A GUIDE TO DEVELOPMENT VARIANCE PERMITS

Development Services Division

12007 Harris Road
 Pitt Meadows, BC V3Y 2B5

Ph: 604-465-2428
 Fax: 604-465-2404

Hrs: 8:30-4:30 (Mon-Fri)

www.pittmeadows.bc.ca



This guide is not a bylaw. It is a guide prepared to assist you in understanding the process for acquiring a development variance permit in the City of Pitt Meadows. For details and legal documents, you must consult relevant bylaws and provincial legislation.

Introduction

All development within the City of Pitt Meadows is subject to various bylaws that have been created to regulate development. Most of the time, projects can be planned to comply with the bylaw requirements. However, there are circumstances where a property owner feels a specific regulation doesn't meet with his/her needs or doesn't work well on a particular site.

A development variance permit (DVP) allows specific provisions within the *Land Use Bylaw*, the *Subdivision & Development Servicing Bylaw*, the *Sign Bylaw*, and Land Use Contract Bylaws to be varied for a specific property.

A DVP is most commonly sought for:

- increase in building heights
- relaxation of building setbacks
- relaxation of zoning requirements such as parking
- variance in sign regulations

A DVP cannot vary:

- use
- density
- floodplain regulations

To establish uses on a temporary basis, please refer to *A Guide to Temporary Use Permits* for more information.

What is the DP Application Process?

STEP 1: Preparation

Development proposals should be well prepared and researched before submitting an application. The applicant should be aware of the following City regulations:

Land Use Bylaw and Zoning Maps – Refer to the zoning map available online in Mapview under *Online Services* for the existing zoning of the property and then the Land Use Bylaw for the zone's intent and regulations such as permitted uses, setbacks and building height.

STEP 2: Pre-Application Meeting

Development Services staff is available to meet with prospective applicants and their consultants to discuss the development proposal, and provide advice on submission requirements and procedures. Valuable time can be saved by ensuring all the necessary matters have been considered.

STEP 3: Application Submission

Your development variance permit application must include the following:

- Completed **application form**, signed by the registered owner(s);
- Application **fee**;

- ❑ **Letter of Authorization** signed by the property owner(s) if the applicant is applying on behalf of the owner(s) (*staff will only deal with the applicant*);
- ❑ **Certificate(s) of Title** within five (5) days of application;
- ❑ **Written description** of the existing and proposed uses of the property; the variance(s) & compliance of the proposal with applicable OCP policies, design guidelines and zoning regulations; and the reasons for the request;
- ❑ Development **data summary** form provided by the City;
- ❑ One (1) full size **set of plans** drawn to scale, four (4) copies in 11" x 17" and PDF files of the drawings with the following:
 - location of existing and proposed buildings with setbacks (site plan);
 - location and dimensions of all municipal easements, right-of-ways and registered covenants; and
 - floor plans and elevations of proposed buildings showing proposed variance;
- ❑ **Site Profile** regarding possible soil contamination on the property from certain types of industrial and commercial uses and activities.

STEP 4: Application Review

Applications will be circulated internally by the File Manager to appropriate staff (i.e., Engineering, Building, Fire, Parks) for comments. In some cases, applications are also referred to external agencies for comments. Most common are: the Provincial Ministry of Transportation if adjacent to Lougheed Highway; the Agricultural Land Commission, School District 42, Metro Vancouver, Katzie First Nation, Fraser Health Authority, and Provincial Ministry of Environment.

The File Manager may contact the applicant for additional information, clarification and/or plan revisions.

STEP 5: Council Consideration

The File Manager prepares a staff report which includes the comments from the review, conditions that may need to be met, and staff recommendations. Council may decide to notify the public, request additional information and/or conditions, or reject the permit application.

STEP 6: Public Notification

Property owners and occupants within 50m of the subject property will be notified by mail the details of the development variance permit application and when Council will consider the application.

STEP 7: Final Approval

If Council authorizes issuance of the permit, the applicant is forwarded copies of the permit to be signed and returned. Once issued by the City, a Notice of Permit will be registered with the Land Titles Office on the title of the property. The Permit will remain on title and will be binding on all subsequent owners.

Timing

The process may take 6 to 8 weeks depending on the complexity of the application and the preparedness of the applicant. DVP applications may run concurrently with rezoning and development permit applications.

What's Next?

After issuance, you may proceed in accordance with the granted variance to obtain your rezoning, subdivision, building permit or sign permit. Changes may require an application to amend the DVP.

Application Fees *(subject to change)*

Type	Fee
Single Family Residential	\$853.00
Industrial	\$906.00
Other /Combined Uses	\$1,279.00

More Information?

Development Services

12007 Harris Road
 Pitt Meadows, BC
 V3Y 2B5
 Ph: 604-465-2428
 Fax: 604-465-2404
www.pittmeadows.bc.ca

Land Title Office

Suite 300, 88 Sixth St
 New Westminster, BC
 V3L 5B3
 Ph: 604-660-2595
 Fax: 604-660-4064
www.ltsa.ca