

The DVP Process

↓ Discuss proposal with RDOS staff

↓ Submit complete application

↓ Staff review and evaluation of the proposal

↓ Application is referred to other RDOS departments and government agencies for comment

↓ Adjacent land owners for a minimum of 100m, are sent written notification of the proposed variance

↓ Staff prepares a technical report for the Regional Board

Regional Board of Directors considers the application, the Board may:

- Approve the DVP
- Not approve the DVP
- Defer a decision pending more information or clarification
- Defer to the local Electoral Area Advisory Planning Commission for comment

↓ If approved, the DVP is granted. The applicant is notified and the RDOS registers the DVP on the title of the subject property.

For further information please contact
RDOS Development Services

The contents of this brochure may be subject to changes at any time. Please contact the RDOS to confirm any requirements and costs.

For more information and to find mapping, Zoning Bylaws and Official Community Plans, check out the RDOS website

<http://www.rdos.bc.ca>

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photo credit: Mike Biden

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Development
Services

Development Variance Permit



A guide to the Development
Variance Permit (DVP) process

What is a DVP?

Development Variance Permit (DVP) is a permit granted by the Regional District Board to vary the provisions of a Bylaw, as it pertains to a particular property. Occasionally there may be circumstances where a property owner feels a specific regulation doesn't work well on a particular site and may then apply to vary certain zoning regulations.

A DVP may vary such things as:

- Minimum Siting setbacks
- Maximum parcel coverage
- Maximum height requirements
- Signage requirement
- Subdivision servicing requirements

What a DVP Cannot Vary

Regulations that affect *land use* (the uses permitted on a property), or *density* (number of units permitted on the property, size of accessory dwellings, or minimum parcel size) cannot be varied through a DVP.

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Application Requirements

A complete list of application requirements and forms can be found on the RDOS website. Property owners are strongly encouraged to discuss their proposal with Regional District staff prior to submitting an application. A complete application would need to include enough information to allow for a full assessment for the variance proposed. This typically includes:

- A proposal summary describing the type of variance requested and reasons why zoning regulations cannot be met
- A detailed site plan, to scale, showing property lines, existing and proposed buildings, distances to parcel lines, natural or finished grade, location of physical constraints, existing and proposed water lines, septic and wells
- Elevation drawings showing building sides and overhangs
- A current sketch plan certified by a BC Land Surveyor will be required for siting variances, and must include distances to the outermost projection of a building.



What does it cost?

A DVP application fee is \$400. Other documentation, such as legal surveys, site plans, building plans will incur additional costs. A Certificate of Title can be obtained from the RDOS for \$15.

How do we assess an application?

Applications are carefully considered in light of issues such as:

- Other available options for design or placement
- The reasons provided for the need to vary regulations
- Unique circumstances of the site
- Compatibility with neighbourhood and streetscape characteristics

How long does it take?

Regional District staff strive to ensure that applications are dealt with in a timely manner. Part of this process includes sending notification of the proposed variance to all neighbours within a minimum of 100 m radius.

Most typical DVP applications take approximately 8 to 10 weeks to proceed through the evaluation and approval process.

The Electoral Area Director may choose to refer a DVP application to the local area Advisory Planning Commission, which will delay the decision.