

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 for comment

↓ Adjacent land owners for a minimum of 60m, are sent written notification of the proposed variance and are given 15 working days to provide comments

↓ Staff prepares a draft permit and technical memo and assesses whether the proposal is “minor”

If no opposition is received in response to the proposed variance, staff considers the application for delegated approval.

If opposition is received or staff deem the request to not be “minor” in nature, the RDOS Board considers the application, and the may subsequently:

- 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, then the applicant is notified and the RDOS registers the DVP on the title of the subject property.

For further information please contact RDOS Planning 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, as well as a list of current DVP applications, check out the RDOS website: <http://www.rdos.bc.ca>

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**Development
Services**

Development Variance Permit



A guide to the Development Variance Permit (DVP) process

What is a DVP?

A Development Variance Permit (DVP) is a permit which varies 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

A DVP cannot vary regulations that affect *land use* (permitted uses), or *density* (number of units permitted on the property, size of accessory dwellings, or minimum parcel size).

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

What does it cost?

A DVP application fee is \$400. Other documentation such as title(s), legal surveys, site plans, building plans will incur additional costs.

How long does it take?

Regional District staff strive to ensure that applications are dealt with in a timely manner. Most typical DVP applications take approximately 8 to 10 weeks to proceed through the evaluation and approval process.

How do we assess an application?

Applications are carefully considered in light of issues such as:

- Consistency with the general purpose/intent of the zone
- 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

“Minor” Variances

Staff may approve applications seeking “minor” variances which would have no significant impact on the use of nearby properties.

To determine whether a proposed variance is “minor” in nature, staff may consider:

- The degree/scope of the variance relative to the regulation;
- The proximity of the building/structure to neighbouring properties; and,
- The character of development in the vicinity

If negative feedback is received in response to a DVP application that has been deemed to be "minor", staff will refuse the variance request under delegation and it will automatically be reconsidered by the RDOS Board of Directors at a forthcoming meeting.