



Development Variance Permit Application Checklist

NOTE: The following checklist outlines the requirements for a complete submission for all applications. Please ensure you have included all “Must Have Items” to avoid any delays with the processing of your application. Please note that further submission materials listed in the “Staff May Also Request” section may be required during the application process. Incomplete applications will not be accepted.

Must Have Items:

Complete Application Form

The ‘Development Application Form’ must be fully completed and signed by all property owners.

Letter of Rationale

Provide a written rationale for the request.

Site Photos

Include relevant digital photos of the site or building(s) and the surrounding areas.

Site Plan Prepared By BC Land Surveyor

The plan should include:

- North Arrow and Scale
- Location and dimensions of all lot lines
- Location of all existing and proposed buildings and structures
- Location of all watercourses including creeks, streams, rivers, and ditches
- Location and dimensions of proposed buildings and setbacks to existing lot lines, right-of-ways, easements, and covenants
- Where applicable, topographic information (to confirm height)

State of Title

A current State of Title (dated within the last 30 days) including any associated charges (e.g. covenants).

Staff May Also Request:

BC Company Search

If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.

Building Elevations

Provide elevations of all four sides. Include natural and finished grades, and building height(s).

Provincial Approval

For all applications requesting a variance to the setback adjacent to a road, and is less than 4.5 metres from the road, a copy of the ‘setback permit’ from the Ministry of Transportation and Infrastructure will be required.

Reports & Plans Prepared by a Qualified Professional

Including but not limited to: Engineer, Qualified Environmental Professional, or Landscape Architect, etc.