

Requirement Checklist for Development Variance Permit (DVP)

Document Requirements	<ul style="list-style-type: none"> <input type="checkbox"/> Development Application <input type="checkbox"/> Agent Authorization Form <input type="checkbox"/> Strata Council Approval; <i>if the subject site is strata</i> <input type="checkbox"/> Title Search; A current title search issued not more than 14 days prior to the date of application, and a copy of all non-financial charges from the Land Title Office for each property involved in the proposal <input type="checkbox"/> Application Fees <input type="checkbox"/> A Letter of Intent including the following information: <ul style="list-style-type: none"> ○ Description of the requested variance(s), including the sections of the bylaw(s) to be varied ○ the purpose of the requested variance(s) ○ reasons for the requested variance(s) ○ impacts of the requested variance(s) on adjacent land uses, streetscapes, and the natural environment, and the proposed mitigating measures to minimize the impacts <input type="checkbox"/> Archaeological Sites: Completed by staff if the project has excavation: Protected Archaeological Sites in BC (Heritage) document https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/local_government_notification_letter.pdf
Drawing Requirements [digital format on standard A1 sheet (24" by 36")]	<ul style="list-style-type: none"> <input type="checkbox"/> Certified Survey Plan showing: <ul style="list-style-type: none"> ○ property lines, lot area, and lot width ○ driveways, roads, and accesses ○ location of fire hydrant, and utilities ○ location of existing easements, rights-of-way, and covenanted areas <input type="checkbox"/> Site Plan, Including the location of existing and new buildings/structures, parking and loading areas, setbacks, landscaping, watercourses and the required setbacks from the top of the bank, finished grades, etc. <input type="checkbox"/> Project Statistics <input type="checkbox"/> Architectural drawings, including elevations, if the requested variance(s) is related to a building <input type="checkbox"/> Photos of the subject site, and adjacent properties and streetscapes
Assessment Report Requirements (if applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> Geotechnical Assessment Report; if the proposal includes development of the site, including but not limited to the construction of a new building or addition to an existing building, in the Big Bend Community Plan and Central Valley Areas. <input type="checkbox"/> Flood Protection and Hydrological Assessment Report; if the proposal includes development of the site, including but not limited to the construction of a new building or addition to an existing building, in the Big Bend Community Plan and Central Valley Areas. <input type="checkbox"/> BC Building Code Analysis; if the proposal includes the change of use of an existing building, construction of a new building, or addition to an existing building, to ensure compliance with the BC Building Code and the BC Fire Code.