



CITY OF WILLIAMS LAKE



A guide to ...

DEVELOPMENT VARIANCE PERMITS

*W*hat Is A Development Variance Permit?

A Development Variance Permit (DVP) may be used to vary some provisions of certain City Bylaws as specified in the Local Government Act. A DVP is usually considered when the site characteristics or other unique circumstances do not permit strict compliance with existing zoning or subdivision servicing regulations. A DVP can not vary the use or density of the land as outlined in the City Zoning Bylaw.

*B*efore You Apply ...

It is recommended that the property owner gather as much information regarding their property and proposal as possible (e.g.. legal description, drawings and surveys) and meet with City staff to discuss their proposal. City staff will offer advice on which application/s will be required, necessary information that will be required and give the property owner the most current application package.

*S*ubmitting Your Application.

The completed application forms and necessary additional information along with the appropriate fees must be submitted to the City's Development Services Division for processing and referral.

*W*hat Is The Cost?

The applicant must submit the application fee of \$500 for the Development Variance Permit and, if required, \$100 Site Profile application fee made payable to the City of Williams Lake.

*W*ho Approves A Development Variance Permit?

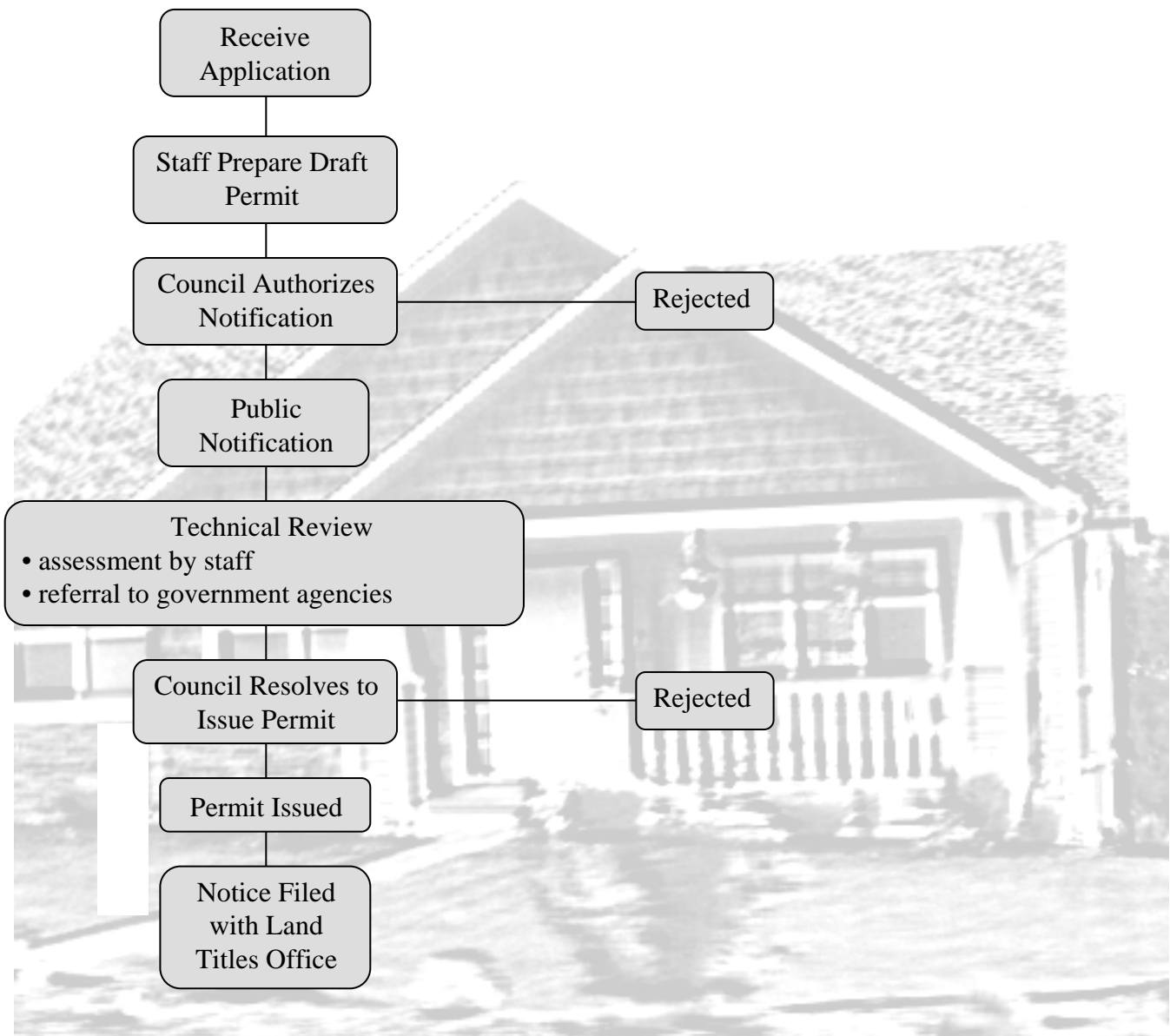
The Council of the City of Williams Lake authorizes final approval of a Development Variance Permit by resolution following prior approval by the Ministry of Transportation if applicable.

*H*ow Long Is The Process?

The permit process can take up to two months to complete. Approval time may be affected by application accuracy/completion, the need to obtain other land use approvals and/or compliance with other applicable agency.



P rocess ...



The process described briefly will involve more detailed procedures, correspondence and / or requirements. Please contact the Development Services Division to ensure all obligations are understood to expedite the approval process. This brochure is meant for guidance only and should not be construed by anyone as a right to approval if the steps indicated are followed. Please consult the Local Government Act and its regulations, the Williams Lake Development Procedures Bylaw & Manual, and other bylaws for definitive requirements and procedures.