



CITY OF WILLIAMS LAKE



A guide to ...

BOARD OF VARIANCE APPEALS

W

hat Is A Board Of Variance?

Where a local government has adopted a Zoning Bylaw, it must, by Bylaw, establish a Board of Variance. The Board of Variance's authority is limited to provide minor variances. A minor variance is a term that limits the scope of the variances that the Board of Variance may allow. In issuing a variance, Bylaw requirements cannot be varied significantly. With respect to buildings and structures, the Board of Variance has the jurisdiction to deal with existing development. With these applications, a commonly used approach is to limit variances to 10% of the current requirements of the 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 as to the appropriateness of the proposal given the variance required. Staff will advise the applicant as to 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 made payable to the City of Williams Lake.

W

ho Approves The Variance?

The Board of Variance of the City of Williams Lake authorizes final approval of variance by resolution.

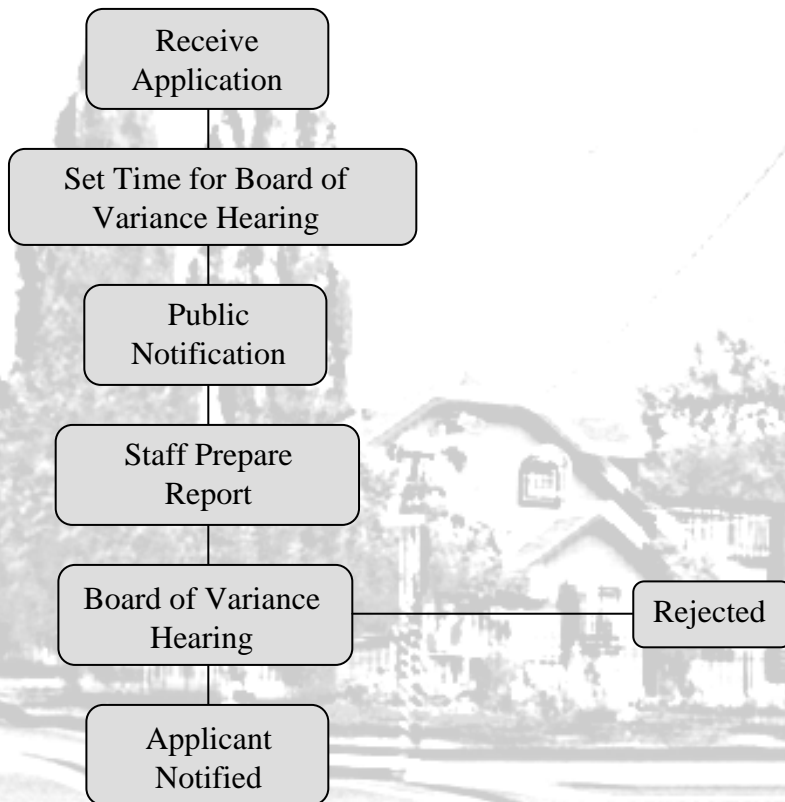
H

ow Long Is The Process?

The permit process can take up to one 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 requirements.



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.