

## How much will it cost?

Non-APC Development Variance Permits cost \$578 and APC Development Variance Permits cost \$1129.25. To confirm prices, fee schedules are available at the One Window Service Centre or on-line (refer to Development Applications Fee Bylaw No. 8034).

## Is a sign required?

The City provides the required number of development application signs (at a cost) which must be posted on the subject property by the applicant 10 days prior to APC and/or Council consideration. It is the applicant's responsibility to remove the sign once the application is considered.

## How long will an application take?

As every project is unique, no definite timeline can be provided. Factors that influence the speed of application processing are: the type, size and complexity of the project, the number of applications in progress, the completeness and quality of required submission materials and whether or not the DVP is an individual application or is a concurrent application linked to a rezoning and/or OCP amendment application.

To expedite your proposal, it is encouraged to:

- ▶ Consult with the Land Use Management Department through a pre-application meeting;
- ▶ Employ consultants (Planners, architects, engineers, surveyors) to ensure your submissions are accurate, visually representative, and complete.



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## Resources:

Before submitting application, familiarize yourself with the relevant regulations. References and websites to review include:

- ▶ [kelowna.ca/landuse](http://kelowna.ca/landuse)
- ▶ [kelowna.ca/maps](http://kelowna.ca/maps)
- ▶ [kelowna.ca/bylaws](http://kelowna.ca/bylaws)  
Official Community Plan  
Zoning Bylaw  
Sign Bylaw
- ▶ [kelowna.ca/council](http://kelowna.ca/council)  
Meetings
- ▶ [kelowna.ca/apc](http://kelowna.ca/apc)  
Meetings

## We're here to help you!

The Land Use Management Team is available to assist with pre-application questions.

To make an appointment with our Planner of the Day, please phone: **250 469-8626**



City Hall, Second Floor  
1435 Water Street  
Kelowna, BC V1Y 1J4  
TEL 250 469-8626  
[kelowna.ca](http://kelowna.ca)

# Development Variance Applications

Guiding you through the process



## What is a Development Variance Permit?

A *Development Variance Permit (DVP)* is an approval from Council to vary the regulation(s) of the zoning, subdivision & development servicing, or sign bylaw for non-conforming development approvals.

If approved by Council, a Development Variance Permit is registered on title.

## When is a DVP required?

Development in Kelowna is regulated by several bylaws. If your project does not conform to a bylaw regulation, a DVP is required. A DVP can not vary the land use or density.

## What are some examples of variances?

Most commonly, variances to development regulations typically include:

- ▶ Relaxation of setbacks requirements;
- ▶ Reduction of parking requirements;
- ▶ Increase in height of building.



## What is reviewed when considering a variance?

All DVP applications will be considered by Staff and Council in the context of:

- ▶ alternative options in design, functionality or siting placement that are available;
- ▶ applicable City of Kelowna policies (eg. Official Community Plan);
- ▶ extent of the variance being requested;
- ▶ possible precedent being set;
- ▶ public/neighborhood input;
- ▶ rationale for the variance (site limitations that create significant challenges);
- ▶ safety issues;
- ▶ urban design and aesthetic issues (for both the private and public realm).



## Is neighbourhood support required?

Support of adjacent property owners is not required in order to apply for a DVP. However, it is recommended that in order to bypass the Advisory Planning Commission (APC) process (saving both time and money), letters of support should be submitted with the application. It is strongly encouraged that applicants consult with neighbours and resident associations (if applicable) prior to making application.

## When are DVP applications reviewed by the Advisory Planning Commission?

All applications are reviewed by the APC unless sufficient documentation of neighbourhood support is submitted. This support must include the names, addresses, and signatures of all adjacent and adjoining property owners.

## What is the APC?

APC is a Council committee who review development proposals in a public forum prior to Council's consideration.



## Is there a public hearing for DVP applications?

DVP applications do not go to an official Public Hearing meeting of Council, but are heard at a Regular Meeting of Council where there is an opportunity for public input.

All impacted property owners are afforded an opportunity to come to Council to provide comments on the application.

## How is an application made?

To apply for a DVP, complete the application form and fulfill all requirements on the submission checklist. Applications can be submitted with payment to the One Window Service Centre at City Hall.

