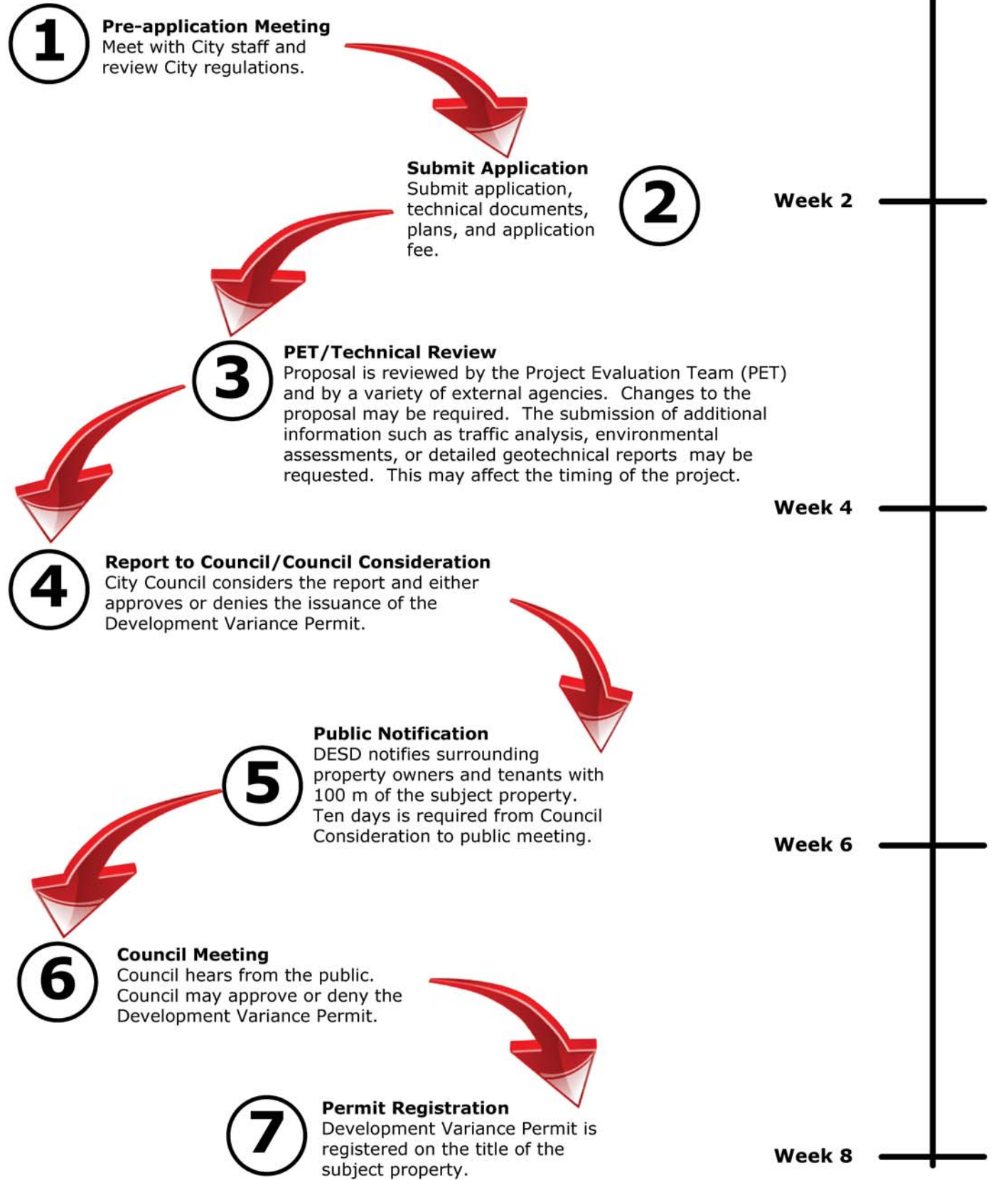


Development Variance Permit Process and Timeline

The major stages of the Development Variance Permit process and approximate timing are shown below. It is important to note that the complexity of Development Variance Permit requests has a direct effect upon the processing time. Processing begins only when an application is deemed complete.



City of Kamloops
Development Variance Permit Guidelines

Applicant's Guide

Kamloops
Canada's Tournament Capital

Development Variance Permits may be used to vary the regulations or standards of the Zoning, Subdivision Control or Sign By-laws. Variances may be allowed for siting, design or servicing, but cannot vary the land use or density permitted in a zone or a flood plain specification.

Any landowner or person having the written authorization of the landowner may apply for a Development Variance Permit. Applications are made to the Development and Engineering Services Department, 105 Seymour Street, on the prescribed forms. All Development Variance Permits require notification of adjacent property owners, a public meeting, and the approval of City Council.

The approval of the Ministry of Transportation (MOT) may be required in certain instances. Development Variance Permits are noted on the title of the subject property, are valid for a period of two years, and are binding on all persons who acquire an interest in the land. Any construction related to the Development Variance Permit must be commenced within two years of its date of issuance.

1 Pre-application Meeting

You are encouraged to discuss your development proposal with Development and Engineering Services Department staff to assess the feasibility of the proposed variance before making a formal application.

2 Submission of Application

Complete the application form and submit it, along with the required application fee (\$800) or where accompanied by a zoning by-law amendment application (\$500), State of Title Certificate (available from the Land Title Office), site plan, property owner's authorization, site profile (required by the provincial Waste Management Act), and other information as required to support the application.

3 Technical Review/Project Evaluation Team (PET)

The Development and Engineering Services Department coordinates the technical review of your application with other City departments (Engineering, Fire, Building, Utilities) and outside agencies (e.g. hydro, telephone, gas, and Ministry of Environment). The Development and Engineering Services Department may require you to provide additional information during this review period.

4 Council Report/Council Consideration

A report to City Council is prepared by the Development and Engineering Services Department providing background information and a recommendation on the application. Depending on the complexity of your application, **this requires six to eight weeks (from application date to Council consideration).**

5 Public Notification

If authorized by Council, the Development and Engineering Services Department notifies surrounding property owners and tenants within 100 m of the subject property (400 m in rural areas) of City Council's intent to consider a Development Variance Permit. A minimum of ten days is required from Council consideration to the public meeting.

6 City Council Meeting

On the day City Council considers the Development Variance Permit, any person wishing to register an opinion on the permit may do so by appearing as a delegation before Council or making a written submission to Council. City Council consideration is usually held at 1:30 p.m. on Tuesday afternoons. You are expected to be in attendance and to identify yourself to City Council. Be prepared to describe your proposal and to answer any questions Council may have. Remember you are asking Council to vary City By-laws for your benefit. The purpose of the public meeting is for Council to determine if your request has any positive or negative impacts on the surrounding neighbourhood. You are encouraged to address neighbourhood concerns prior to this meeting. After considering all public submissions at the public meeting, Council may approve the Development Variance Permit or deny it.

7 Permit Registration

If authorized by Council, the Development Variance Permit is registered as a note on the title of the subject property. The Development and Engineering Services Department staff look after all details associated with registration and will send you a copy of the registered Development Variance Permit. This usually takes approximately four weeks after the permit is approved by City Council.



Visit www.kamloops.ca for a detailed look at the Development Variance Permit Process.

For additional information, please contact:

Development and Engineering Services Department
105 Seymour Street, Kamloops, BC, V2C 2C6
Telephone: 250-828-3561 Fax 250-828-7848
Email: develop@kamloops.ca