

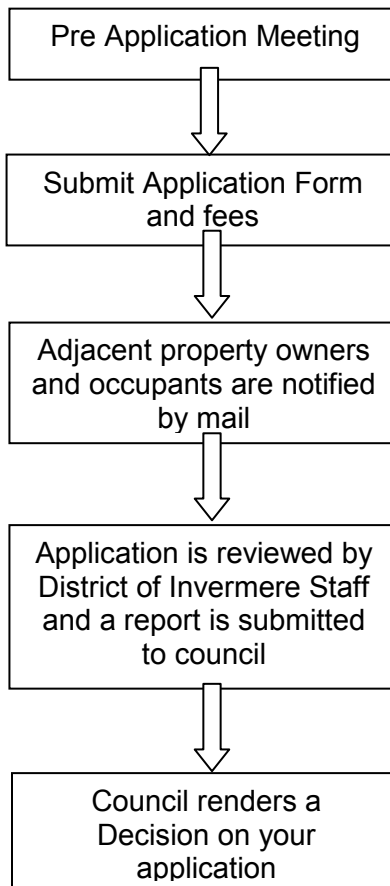


**Your Guide to**

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*Development  
Variance Permits  
(DVPs)*

### Development Variance Permits Simplified



### Understand what's involved in your Development Variance Permit Application

Read our [5 Steps to Development Variance Permits](#)

#### In this brochure:

- What is a Development Variance Permit and why is it needed?
- An overview of the Development Variance Permit application and Approval processes
- Where to obtain additional information you may require

**NOTE:** *This brochure is a general guide to the Development Variance Permit (DVP) process in the District of Invermere. It is provided for your convenience only, and is not intended to replace Bylaws or other legal documents and should not be construed by anyone as a right to development approval if the steps indicated are followed.*

### Development Variance Permits (DVPs)

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#### When are they necessary?

Development in Invermere is regulated by several bylaws. When you wish to change or vary the provisions in the Zoning Bylaw, the Subdivision Bylaw, the Sign Bylaw, you may apply for a Development Variance Permit.

#### A DVP is most commonly sought for:

- Increase in building heights;
- Relaxation on building setbacks;
- Relaxation of zoning requirements including landscaping and parking; and
- Variance in sign requirements

A DVP may vary any provision of a bylaw **except** land use, density, and floodplain provisions. In cases where you want to change use or density provisions, you must submit a **rezoning application**.

#### When is a DVP Issued?

Council may grant a DVP when the requested variance is reasonable and maintains the intent of the zoning bylaw.

#### How long will the application process take?

The application process will take a **minimum** of 6 weeks or more depending on the complexity of your proposal and the number of applications in progress.

Generally speaking, you can expedite the process by providing as much information about your proposal as possible, discussing it with Development Services Staff; and employing consultants like planners, architects, engineers, landscape architect, and surveyors.

#### How much will it cost?

The standard DVP fee is \$1,000 plus the costs of advertising.

#### What resources are available?

Before you prepare your application, be sure to familiarize yourself with relevant regulations, as these may directly affect your plans. And come in to talk with a member of the Development Services Department who will help guide you through the process.

Other references to check out are:

- District of Invermere Official Community Plan
- Zoning Bylaw
- Sign Bylaw

### STEP 1:

#### Schedule a Pre-Application Meeting

- Call **250.342.9281** to schedule your meeting with Development Services Staff
- We'll work with you to ensure that your request can be considered under DVP provisions while advising you of the review process
- Be prepared to provide reasons why the variance is necessary and how the variance provides a better development that would occur under the existing regulations
- One person (either you or a member of your design team) should be assigned the task of coordinating the application process. The submission of complete, high quality plans, will assist in the successful and timely consideration of the Development Variance Permit Application.
- If your project will involve signage of *any kind*, discuss it with staff at this meeting. All signage in the District must comply with the Sign Bylaw and a signage permit is required.

*Please note: information obtained in your meeting should not be used as a basis for making financial or other commitments without first obtaining your own advice.*

### STEP 2:

#### Complete and Submit the APPLICATION FORM

- The Application Form details all items that must be included in your application depending on the type of application you are making.
- Ensure that the application fee is submitted together with the completed application form. A guide is enclosed in the development application form to help you estimate your fees. Other costs will be determined once your application is submitted
- If appropriate, please include a written statement describing the proposal.
- The District of Invermere will *not* process incomplete applications

### STEP 3:

#### Circulation and Review of APPLICATION

- After you've submitted your application, it will be reviewed by Development Services staff and other internal departments and external agencies. This may take 3-8 weeks depending on the complexity of your application.
- Within 14 days of receiving your application, the Director of Development Services will report on your application to Council, with reference to the relevant planning policies and will then notify you as to the date and time that council will review your application, the proposed staff recommendation, and a summary of the proposed conditions which may be attached to your permit.

- A minimum of 10 days prior to the Council meeting, notices will be mailed to all property owners and tenants within 50 meters of your property. Council and/or the Director of Development Services will consider public comments in their decision on your application.
- If a landscape plan is required for your proposal, you will be informed of the requirements at the pre-meeting in Step One. (See sections 26-30 and 33-36 of Bylaw No. 1165, 2003 for detailed information about what may be required as part of your landscape plan).

### **STEP 4:**

#### **COUNCIL CONSIDERATION of your application**

At the date determined by the Director of Development Services in Step 3, Council will consider your application at its regular Council meeting. Your attendance is recommended so that you may address any concerns Council may have.

The public is also welcome to comment on your proposal at the meeting.

At this meeting Council will render a decision on your application, including any conditions that may apply to the permit.

### **STEP 5:**

#### **Issuance of the PERMIT**

When all conditions contained in the DVP are satisfied, your permit will be issued and the District will file the DVP Notice at the Land Title Office. The DVP and its conditions will have the force and effect of running with the land, and are binding upon the applicant and subsequent property owners. Amendments can be made through the same procedure as the original DVP.

- A DVP is valid for 2 years after its issuance. If construction is not substantially completed within the 2 year limit, the permit is deemed invalid and a reapplication will be required.
- After your DVP has been issued, you may apply for a building permit.

### What's the Next Step?

#### Apply for a **BUILDING PERMIT** and a **SIGN PERMIT**

##### Building Permits

- Following the issuance of the development permit, you may apply to the Development Services Department for a Building Permit. In addition to BC Building Code requirements, the specific conditions of the Development Permit must also be satisfied prior to the issuance of a Building Permit. Site work may not begin until the Development Permit and Building permit have been issued. If you have questions or concerns, please contact the District of Invermere at **250.342.9281** to arrange a pre-construction meeting. Also note that, where required, Development Cost Charges (DCCs) must be paid prior to issuance of a Building Permit.

##### Signage Permits

- In order to maintain a high quality aesthetic character and form in the District of Invermere, Council has established a Sign Bylaw (No. 1044, 2001) which clearly details the permitted visual and dimensional characteristics and location of signs within the municipality.
- You **must** obtain a Sign Permit in order to legally place a sign on your property or business. Development Services Staff will discuss sign regulations with you at your pre-meeting (Step 1).

### Questions?

#### We've got answers!

We are here to help make this process as smooth as possible. If you have questions about the *Development Permit Process*, please contact the District Office at:

##### District of Invermere

914 – 8<sup>th</sup> Avenue

PO Box 339

Invermere, BC V0A 1K0

Phone: 250.342.9281

Fax: 250.342.2934

*This brochure is not a legal document. Any contradiction, dispute or difference between the brochure and applicable District of Invermere By laws, plans, policies, or guidelines will be resolved by deference to the bylaws or other official documents*