



**Cariboo Regional District**  
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## DEVELOPMENT VARIANCE PERMITS Development Services Guide

*\*An application is a process of evaluation and does not automatically ensure approval of your proposal.\**

### **What is a Development Variance Permit (DVP)?**

A DVP can be applied to vary specific conditions of use within a land use bylaw which may include height, parking, setback, etc. If approved the DVP is registered against the title of the property. Development on the property must still conform to all CRD regulations except where varied in accordance with the DVP. A Development Variance Permit cannot be used to vary a permitted use or density.

### **Who can apply for DVP?**

A property owner(s) or agent having written authorization from the property owner(s) may submit an application.

### **Where is an application obtained and submitted?**

An application package can be obtained from Planning Services, the CRD website [cariboord.ca](http://cariboord.ca), and must be submitted to the CRD along with all applicable fees and information for processing.

### **How long will an application take?**

An application can take approximately 3 to 5 months to complete; however, processing times may vary. Approval time may be affected by application completeness, accuracy and compliance with other referral agency or regulatory requirements.

### **Who approves a DVP?**

The CRD Board of Directors may approve a DVP by resolution.

### **What happens to your application?**

A summary of the Application process is shown below:

#### Application Process:

1. *Pre-Application Meeting:*

You are encouraged to meet with Planning Services staff in advance of submitting your application to discuss the feasibility of your proposal and to review what applications may be required.

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2. *Submit Application:*  
Complete and submit the DVP Application Form including required documents, plans and all applicable fees to the CRD.
3. *Planning Review and Referral:*  
Planning Services will review your application, provide comments and recommendations. Your DVP application will be referred to the Advisory Planning Commission (APC) for your area, applicable government and non-government agencies and adjacent property owners within 100 metres of the subject property.
4. *Notice of Development Sign:*  
You will be required to post a notification sign on the property. Planning Services will provide written instruction detailing what information must be included, when the sign must be posted and requirements related to verification of sign posting.
5. *Board Resolution:*  
Your application, along with a report from the planning staff that has evaluated your application against the current policies and bylaws of the CRD will be considered by the CRD Board of Directors at a regularly scheduled Board meeting. The CRD Board of Directors may:
  - Approve your application;
  - Require additional information or specify conditions which must be met prior to approving your application; or
  - Refuse your application.
6. *DVP Registration:*  
If your application has been approved, the DVP will be registered against the title of your property in the Land Titles Office. You will receive written notification of the Board of Directors' decision and confirmation of DVP registration. After DVP registration you may proceed with the next step of your development.

**Please Note:**

Your application will be processed in accordance with Cariboo Regional District Development Procedures, Guidelines & Fees Bylaw which includes a detailed fee and fee refund schedule.