

Variance Permit Process

1. Pre-application Meeting

Meet with Village Staff and review Village regulations and the proposed development

START

2. Submit Application

Submit application, technical documents, plans and application fee

Week 2

3. Review

At this stage, the proposal is under review. Changes to the original proposal may be required. The submission of additional information, may be required at this stage

4. Report to Council

Village Council will consider the report and will either approve or deny the application proceeding any further.

Week 4

4. Public Consultation

Village staff notify surrounding property owners and tenants within 30m of the subject property in writing. This must take place at least 10 days prior to a meeting of Council. A public hearing is held on the variance and residents have a chance to express their views of the proposal to Council. At this stage the variance receives final approval or denial.

5. Permit Registration

The development variance permit is registered by Village of Burns Lake staff and a copy is provided to the applicant. At this stage the process is complete.



VILLAGE OF BURNS LAKE



Variance Permit Process APPLICANT'S GUIDE

Variance Permits may be used to vary the regulations or standards of the Zoning, Subdivision 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. Commonly, a Variance Permit is used to vary setback or height regulations.

The property owner or an authorized designate may apply for a Variance Permit. All applications are made to the Village of Burns Lake Development Services Department on the application form available in the Village Office and at burnslake.ca. All Variance Permits require notification of adjacent property owners, a public hearing and Village Council approval.

Variance Permits are registered on the title of a property and any construction related to the variance must take place within two years of issuance.



1. Pre-application Meeting

You are encouraged to discuss your development proposal with the Development Services department prior to making a formal application.

2. Submission of Application

Complete the application form and submit it, along with the required application fee (\$300) and other information as required to support the application.

3. Project Review

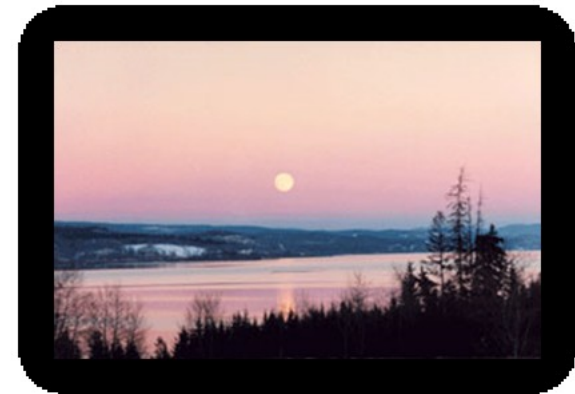
The Development Services Department coordinates the technical review of the application with other Village departments and outside agencies as necessary. The Development Services Department may require you to provide additional information during this review period.

4. Report to Council

A report to Village Council is prepared by the Development Services Department providing background information and a recommendation on the application. Application date to Council consideration is about two to six weeks depending on the complexity of the application.

5. Permit Registration

If authorized by Council, the Development Variance Permit is registered as a note on the title of the subject property. Development staff look after all details associated with registration and will provide a copy of the Development Variance Permit once it is registered. Registration takes approximately one week after the permit is approved by Village Council



For More Information About Development Services in Burns Lake:

Please visit our website at www.burnslake.ca or contact the Village of Burns Lake Development Services Department, PO Box 570, 15-3rd Avenue, Burns Lake BC, V0J 1E0
Phone: (250) 692-7587 Fax: (250) 692-3059