

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

A Development Variance Permit (DVP) is an approval from Council to vary the bylaw regulation(s) of zoning, subdivision servicing, or signage for non-conforming development approvals. A variance is required if your project does not conform to a bylaw regulation. A Development Variance Permit cannot vary land use or density.

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

Please note that a Development Variance Permit can typically be issued within a two-month period, provided that complete and accurate information is provided.

## What is a DVP?

Development in the Village of Telkwa is regulated by several bylaws. If your project does not conform to a bylaw regulation, a DVP is required. Examples of common variances include:

- Relaxation of setback requirements
- Reduction of parking requirements
- Increase in a height of building

The Telkwa logo features the word "Telkwa" in a white, serif font with a stylized wave graphic underneath.

# Development Variance Permit Guide

## Village of Telkwa

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Updated: March 23, 2022

Application forms, related bylaws and other pertinent information are available on our website:  
[www.telkwa.ca/planning](http://www.telkwa.ca/planning)



## The Development Variance Permit Process

### Application

The majority of DVPs are initiated by Village staff reviewing a Building Permit (or another type of development) application and identifying the need for a DVP.

Prior to submitting your application for Development Variance Permit, you should meet with Village staff to review the bylaws, policies, and regulations relating to your requested variance. Village staff will provide you with the standard application form and advise you of the documentation you will need to submit with your application. Staff will inform you if you are required to contact outside services such as engineers, architects, land surveyors, or planners, depending on the nature of your proposal.

Your completed application form and attached documentation must be submitted to the Village office with the necessary application fees.

Please refer to the *Corporation of the Village of Telkwa Development Procedure Bylaw No. 699, 2019*, for more information.

### Review

Your application will be reviewed by staff who may contact you to make arrangements for an inspection of the property. In some instances, depending on the nature of the variance requirements, the application may be referred to other authorities (i.e., Ministry of Transportation and Infrastructure) for comment.

### Public Notice

At least 10-days prior to the Council's consideration of the DVP, a notice of the proposed variance will be mailed or delivered to all property owners and occupiers of properties within a 60-metre radius of the subject property boundary for review and comment. The notice will include a description of the proposed variance, a copy of the site plan, and a time and place where copies of the draft permit can be examined by the public.

### Council Consideration

Staff will prepare a report to Council that will include the application and supporting documentation, a copy of the notice, an evaluation of the application, any comments received from the public, and their evaluation and recommendations for issuance of the Permit. Council will either issue the Permit, deny the Permit, or table the application if further information is required.

### Issuance of Permit

If Council approves your Permit, Village staff will file a notice with the Land Titles Office to have the Permit registered on your property title. A copy of the Permit will be sent to you and any other appropriate agencies (if applicable). There will be a 2-year time limitation on the Permit. If the proposed development has not commenced by that date, you will be required to submit a new Development Variance Permit application.

### Next Steps

A Development Variance Permit is not a Building Permit. It is important to complete the Building Permit Application process for your proposed project prior to commencing construction.

## Development Variance Permit Fees

*In the event of a discrepancy between the fees listed in this brochure and the Corporation of the Village of Telkwa Fees and Charges Bylaw, the bylaw will prevail.*

Description	Amount
<b>Development Variance Permit</b>	\$400.00
Non Refundable	