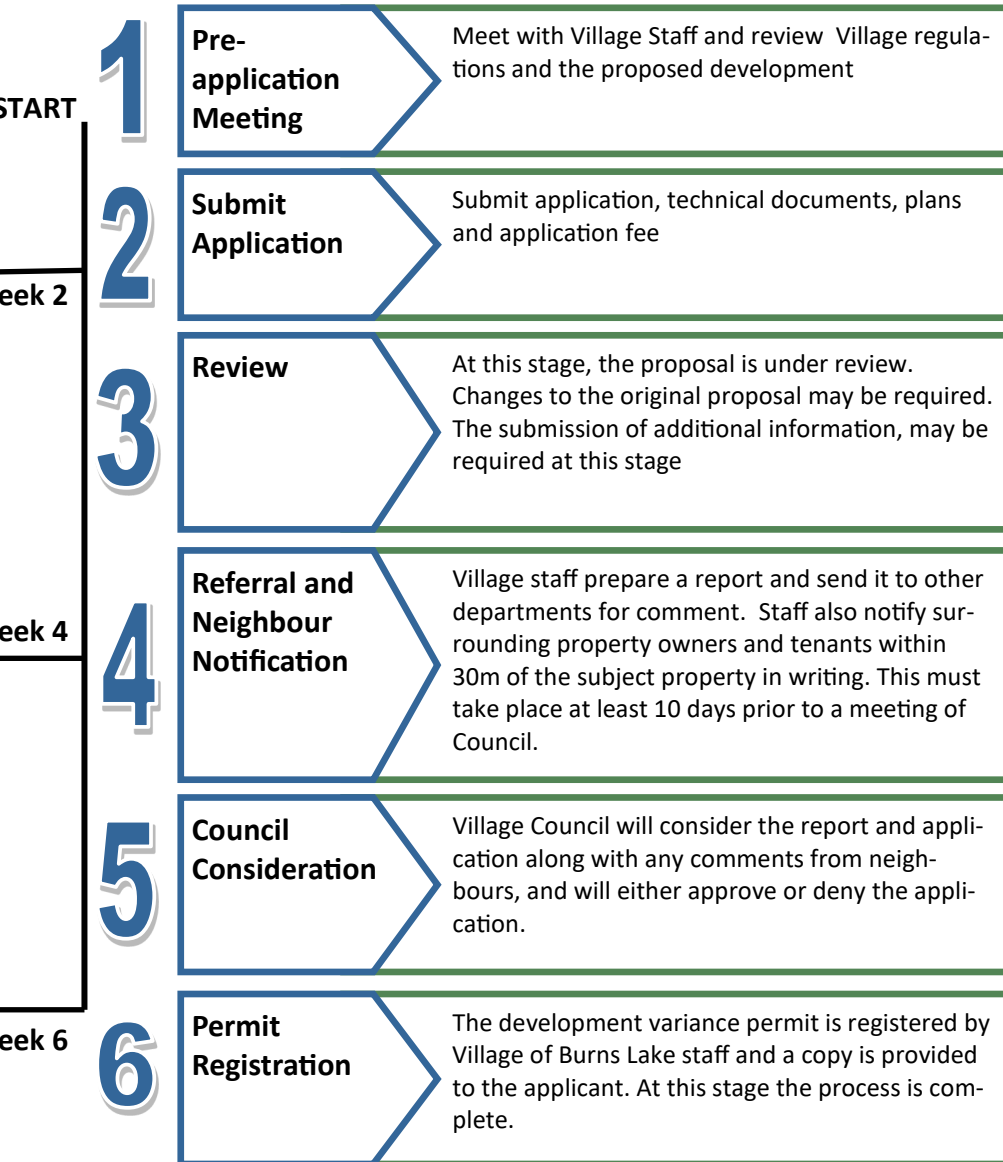


Variance Permit Process

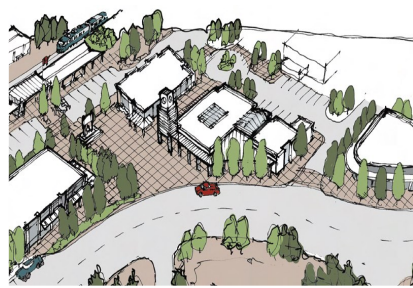


Variance Permit Process APPLICANT'S GUIDE

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 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. Department staff can help to ensure your application is complete.

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 reviews the application to ensure it is complete. You may be required to provide additional information during this review period.

4. Referral and Neighbour Notification

The Development Services Department prepares a referral report and coordinates the technical review of the application with other Village departments and outside agencies as necessary. At this point the neighbouring property owners and tenants within 30 m of the subject property are notified of the application and given the opportunity to provide input.

5. 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.

6. 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