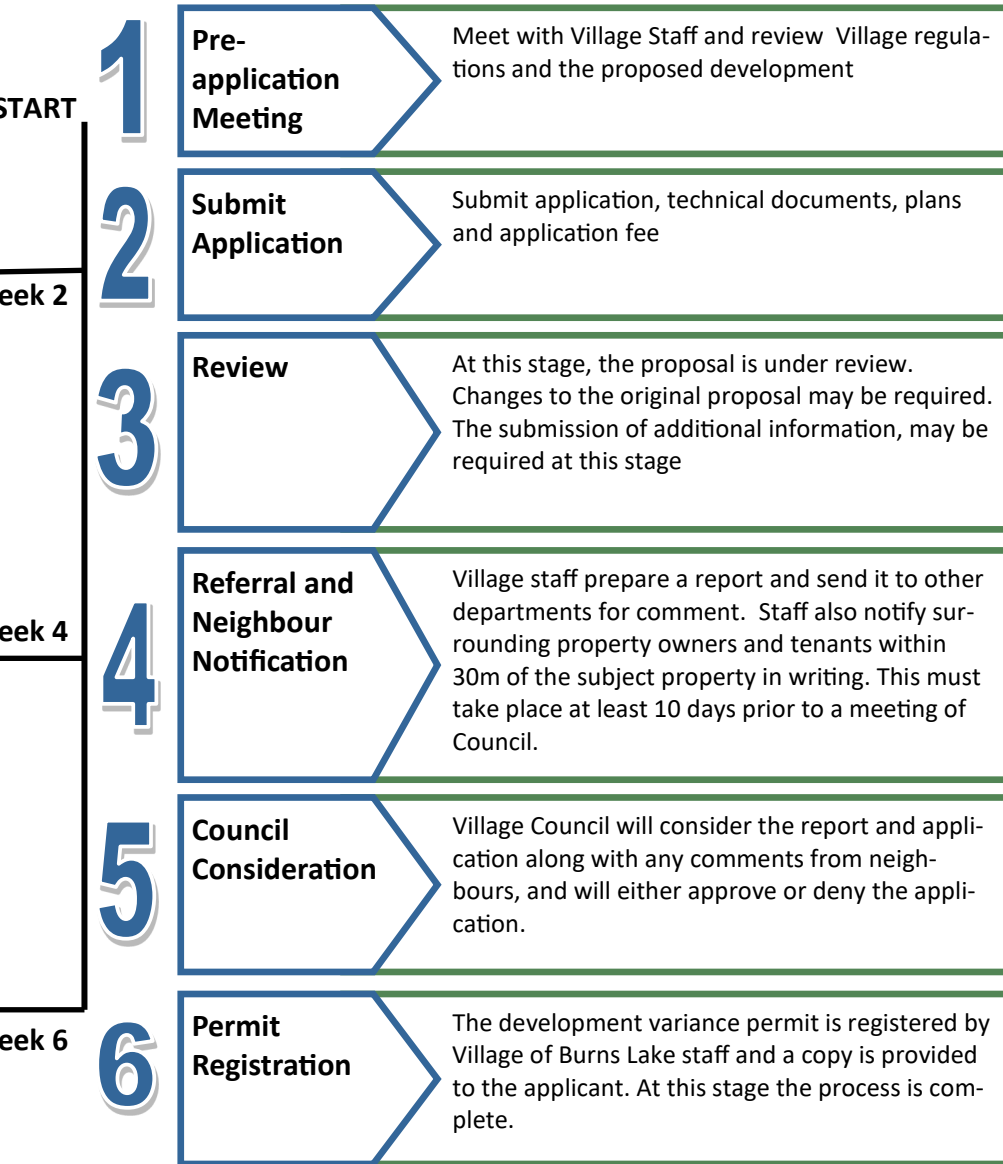


# Variance Permit Process

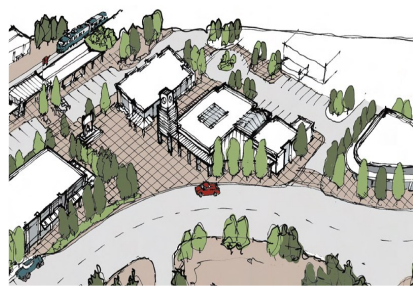


## Variance Permit Process APPLICANT'S GUIDE

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](http://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](http://www.burnslake.ca) or contact the Village of Burns Lake Development Services Department, PO Box 570, 15-3<sup>rd</sup> Avenue, Burns Lake BC, V0J 1E0  
Phone: (250) 692-7587 Fax: (250) 692-3059