

What should I submit?

You should submit the completed application package – including the Development Variance Permit application form and any additional documents. **Below are a few typically required additional documents:**

- **Letter of Intent**

A letter outlining the specific variances you are requesting, what they are for, and why Council should consider approving them.

- **Site Plan**

A scaled visual representation (not imagery) of the property with dimensioned lot lines, dimensioned structures (existing and proposed), as well as distances between lot lines and any structures. It should include the lot coverage percent.

- **Building Floor Plan**

A scaled visual representation of the proposed development's interior as viewed from above, including dimensions and floor areas.

- **Building Elevation Plan**

A scaled visual representation of the proposed development/demolition's exterior as viewed from relevant sides, including dimensions and building heights.

- **Sign Plan**

A scaled sign mock-up, and indication of where they will be placed, with dimensions.

The documents may be combined. Documents will form part of permit and be used to prepare a Report to Council. The application form and examples of additional documents can be found at princerupert.ca or at City Hall.

Our Vision

Prince Rupert,
a world-class port city that is:

VIBRANT
RESILIENT
SUSTAINABLE
PROSPEROUS
ACTIVE AND VITAL
SAFE AND BEAUTIFUL
HEALTHY AND ACTIVE
PROUD OF ITS HERITAGE
INCLUSIVE AND EQUITABLE
PROUD OF ITS COMMUNITY
NESTLED CAREFULLY IN NATURE
A PLACE THAT PEOPLE WANT TO BE

Contact

For more information or to setup a pre-application meeting, contact the City's Planning Department:

Phone: (250) 627 0946

Email: planning@princerupert.ca

THE CITY OF

PRINCE RUPERT

Development Variance Permit

Application Guide



princerupert.ca

What is a Development Variance Permit (DVP)?

A Development Variance Permit (DVP) is a tool the City uses to relax regulations in the Zoning Bylaw. A DVP cannot vary regulations related to land use, density, and flood plain requirements – that would require a Zoning Bylaw Amendment.

You may vary regulations related to items such as:

- Subdivision
- Floor Area
- Lot Coverage
- Setbacks
- Maximum Building Height
- Parking
- Signage

When is a DVP needed?

When proposed development does not conform to the Zoning Bylaw, but also does not propose to vary land use or density (which requires a rezoning and/or OCP amendment).

Example



Illustration of Permitted Fence Height

A typical application could also apply to vary the height of a fence from 6 feet to 7 feet

What is the process?

Application steps:

1. Pre-application

- Meeting (in-person, online, phone) to discuss the proposal, relevant variances, and required additional documents
- Follow-up meeting or email exchange to ensure application package is satisfactory and ready for property owner authorization



2. Submit Application Package

- Provide the completed application package to the City's clerks (in-person or email) and pay the relevant fees (in-person or phone)

What happens after submission:

1. Internal/External Review
2. Planner Prepares and Delivers Report to Council
3. Council Resolution to Proceed with the Notification Process
4. Notification to Affected Property Owners and Tenants
5. 10-day Period for Public Inspection of the Draft DVP
6. Council Resolution to Approve, Approve with Amendments, or Reject DVP
7. If Successful, Permit Issuance and Registration of Notice of Permit on Title

Do I need another permit/approval?

- **Development Permit in DPAs**
A Development Permit (DP) is necessary after a Development Variance Permit (DVP) and prior to a Building Permit or Subdivision Approval if any portion of the land falls within any of the City's six Development Permit Areas. Refer to the Development Permit Application Guide and relevant portions of the Official Community Plan to identify if your property requires a Development Permit.
- **Building Permit**
A Building Permit must be issued prior to development/demolition and a Subdivision Approval must be issued prior to subdivision.

Are there any fees?

DVP Application

- Fees are required for DVP applications, inquire at the front counter for details
- Each regulation for which there is a variance is subject to a separate fee but processed in one application

Title Search

- A fee for each PID (Parcel Identifier) linked with the property
- If provided by applicant, it needs to be dated to within 30 days of the application intake date