

WHAT ARE THE APPLICATION REQUIREMENTS?

To submit a complete application, you will need to include:

1. An application fee paid to the City of Prince Rupert
2. A clear description about the required variance with sufficient rationale.
3. Information including relevant plans such as the site plan, landscape plan, and a scaled building plan.
 - a. Plans should include building height(s), setbacks, total floor area, floors and elevation, building materials and colours, and any further information that may be considered relevant to the development.

City staff can advise on which additional information or assessments are needed.

More information on development variance permit procedures can be found online at www.princerupert.ca or at City Hall.



THE CITY OF PRINCE RUPERT

DEVELOPMENT VARIANCE PERMITS: GUIDELINE ON PROCESS



DEVELOPMENT VARIANCE PERMITS:

A Development Variance Permit is a tool the City can use to relax a regulation in the Zoning Bylaw. An application should include sufficient rationale as to why the variance should be permitted.

HOW ARE DEVELOPMENT VARIANCE PERMITS ASSESSED?

The City strongly recommends a pre-application meeting. After the application is received by City Staff, a formal review of the application begins and it is referred to any necessary departments. After receiving and assessing referral responses, a report is sent to Council Meeting where initial consideration may be given.

After the first Council meeting, and if the application is moved through, notification on the DVP is sent out to affected property owners and tenants. After the public is provided time to engage, the application moves to Council Meeting where final consideration may be given

EXAMPLES OF A PERMITTED VARIANCE:

An applicant may vary regulations regarding:

1. Building Height
2. Floor Area
3. Building Setbacks
4. Lot Coverage
5. Parking
6. Signage

A DVP can not vary density or land use.

PROCESS FOR DEVELOPMENT VARIANCE PERMITS

