

Community Planning and Development
238 10th Ave N
Creston BC
V0B 1G0

This package contains information for Development Variance Permit (DVP) applications within the Town of Creston:

- Development Variance Permit Process Flow Chart
- Submission Checklist
- Application Form
- Owner Authorization
- Zoning Data Table
- Site Disclosure Statement

To submit an application, email all of the required documents to communityservices@creston.ca, or submit paper application at Town Hall.

A complete application will aid in the processing time of your application. Only a **complete** submission will be accepted. Incomplete applications will be returned to the Applicant.

The application must be completed with all supporting material submitted as required.

What is a Development Variance Permit?

You may need to apply for a development variance if your project does not conform to a bylaw. You may apply to vary one or more regulations in the Zoning, Sign, or Subdivision Bylaw. Common variances include setback variances, parking variances, oversized signs, height, and site coverage. A variance permit may not vary density or use.

How long does it take to get a Development Variance Permit?

Processing of a **complete** Development Variance Permit Application typically takes up to 40 business days, depending on complexity and public notification requirements.

Who decides whether my application is approved?

The final decision on your application is made by Town Council. Applicants may apply to the Board of Variance, if the Applicant believes that conforming to the Town bylaws would cause the Applicant 'undue hardship'. Visit <https://www.creston.ca/development-variances> to determine which application is right for you.

How long is a Development Variance Permit valid for?

Development Variances are registered on Title.

Development Variance Application Process

The following outlines the sequence of events that can be expected during the Development Variance Permit Application process.

Phase	Responsible Party	Action
1. Initial Application Submission	Applicant	<input type="checkbox"/> Contact Community Planning and Development to discuss standards and requirements for the site and plan. <input type="checkbox"/> Ensure all previous work is fully permitted. <input type="checkbox"/> Submit the complete application with supporting materials and fees (made payable to the Town of Creston) to communityservices@creston.ca .
2. Application Review and Notification	Community Planning and Development	<input type="checkbox"/> Review the application for completeness. If complete, proceed with processing and review. Request additional information if required.
	Development Review Team	<input type="checkbox"/> Review the application and send a letter to the Applicant with comments and necessary changes.
3. Revisions and Further Processing	Applicant	<input type="checkbox"/> Submit revised application.
	Community Planning and Development	<input type="checkbox"/> Prepare reports for Committee of the Whole (COTW).
4. Committee and Council Review	COTW	<input type="checkbox"/> Review the application. May deny, request additional information, or advance to Council the application.
6. Public Notice	Staff	<input type="checkbox"/> Statutory Notice to neighbouring properties within 60 metres.
	Community Planning and Development	<input type="checkbox"/> Prepare a Council report inclusive of public feedback.
7. Final Decision	Council	<input type="checkbox"/> Council may issue or deny the permit.
7. Post-Decision Actions	Staff	<input type="checkbox"/> Notify Applicant of the decision.
	Applicant	<input type="checkbox"/> Pay financial security, if required.
	Applicant	<input type="checkbox"/> May seek reconsideration by the Board of Variance, should the application be denied by Council.
	Staff	<input type="checkbox"/> Issues permits, files notices, or takes other actions as required based on the decision.
8. Compliance and Enforcement (if applicable)	Manager of Building and Bylaw	<input type="checkbox"/> Building Permits must comply with Creston's Building Bylaw, Zoning Bylaw, approved Variances, and other applicable Bylaws.

The following must be provided for an application to be considered complete:

- Completed application form including the applicable fees and the authorizing signature(s) as required.
- A Surveyors Certificate prepared by BC Land Surveyor, unless waived by the **Director**.
- Copy of the current Title Certificate from within the last 15 days including any covenants and charges.
- Project Description and Rationale, including review of applicable OCP policies.
- A Site Plan which contains the following minimum information about the subject property:
 - Location map, including neighbouring land uses;
 - Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - Significant physical features and topographic information, all existing watercourses and wetlands, and all Sensitive Ecosystem Information;
 - North arrow and drawing scales;
 - Dimensions for all elevations and site plans;
 - Roads, existing and proposed;
 - Details of proposed uses and buildings, including type and location of units;
 - Open space; and,
 - Zoning Data Table (provided in this package).
- Completed 'Site Disclosure Statement', as per the *Local Government Act* and *Environmental Management Act* for the **Site** or identification of the applicable exemption in accordance with the Contaminated Sites Regulation.

Applicant Information

Applicant Name: _____
Last First Initial

Applicant Mailing Address: _____
Street Address or PO Box Apartment/Unit #

City Province Postal Code

Phone: _____ Email: _____

Registered Owners' Name(s): _____
Last First Initial

Property Owner Mailing Address: _____
Street Address or PO Box Apartment/Unit #

City Province Postal Code

Phone: _____ Email: _____

Acknowledgement and Signature(s)

Applicant Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

Note: Where the Applicant is not the sole Registered Owner of the land described in this application, the authorization clause, noted above, must be completed and signed by the Owner(s).

The Town of Creston collects your personal information for the purpose of processing your Development Variance Permit Application. The legislated authority to collect your personal information is Section 26 (c) of the [Freedom of Information and Protection of Privacy Act](#). If you have any questions about the collection and use of information, please contact the Town's Corporate Officer at 250-428-2214, ext. 210.

Applications Fees

Permit fees are as found in *Schedule 7 of Fees and Charges Bylaw No. 1763, 2011*, as amended from time to time.

Owner Authorization of Application

Property Owner
Name:

Last

First

Middle Initial

Property Owner
Mailing Address:

Street Address or PO Box

Apartment/Unit #

City

Province

Postal Code

As Owner(s) of the land described in this application, I/we hereby authorize _____
to act as Applicant in regard to this Development Variance Permit Application.

Owner
Signature:

Date:

Owner
Signature:

Date:

ZONING TABLE			
General			
Zone:			
OCP Land Use Designation:			
Development Permit Area (if applicable):			
Existing		Proposed	
Lot area (m ²)		Lot area (m ²)	
Total gross floor area (m ²)		Total gross floor area (m ²)	
Commercial floor area (m ²)		Commercial floor area (m ²)	
Density (units per hectare)		Density (units per hectare)	
Lot coverage (%)		Lot coverage (%)	
Open Site space (%)		Open Site space (%)	
Height of building (m)		Height of building (m)	
Number of storeys		Number of storeys	
Parking stalls (number) on Site		Parking stalls (number) on Site	
Bicycle parking number (storage and rack)		Bicycle parking number (storage and rack)	
Building Setbacks (m)		Building Setbacks (m)	
Front setback		Front setback	
Rear setback		Rear setback	
Interior side setback (may have 2)		Interior side setback (may have 2)	
Exterior side setback		Exterior side setback	
Residential Use Details		Residential Use Details	
Total number of units		Total number of units	
Unit type, e.g., 1 bedroom		Unit type, e.g., 1 bedroom	
Minimum unit floor area (m ²)		Minimum unit floor area (m ²)	
Total residential floor area (m ²)		Total residential floor area (m ²)	

Site Disclosure Statement Waiver

I, _____, hereby acknowledge that the *Environmental Management Act, 2003*, requires Property Owners or operators to submit a Site Disclosure Statement if any of the industrial or commercial purposes or activities listed in Schedule 2 of the Contaminated Sites Regulation are known to have taken place on the property.

Legal Description of the property:

Based on my personal knowledge of the property in question, I do not believe that the property is or has been used for any of the industrial or commercial purposes and activities specified in Schedule 2 of the Contaminated Sites Regulations. Accordingly, I elect not to complete and submit a Site Disclosure Statement, as outlined in Section 40 (1) of the Act.

I further acknowledge that this election does not remove any liability, which may otherwise be applicable under the legislation.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____