



DEVELOPMENT SERVICES APPLICATION PACKAGE

Guide to

DEVELOPMENT VARIANCE PERMITS

This handout is prepared for your convenience as a general guide to requirements for development variance permit applications in the City of Port Coquitlam. Changes to the information may be made where circumstances warrant. Please consult the bylaws and other documents including the *Community Charter; Local Government Act; Land Title Act; Strata Property Act* and the City of Port Coquitlam Official Community Plan, Zoning Bylaw, 2008, No.3630, Parking and Development Management Bylaw No. 3525, Development Procedures and Fees Bylaw No. 3632, Subdivision Servicing Bylaw No. 2241, Tree Bylaw No. 3474, Soil Removal and Deposit Bylaw No. 3331, Sign Bylaw No. 2638 and other municipal legislation and policies as may be applicable for specific requirements. You may view municipal documents on the City of Port Coquitlam web site, www.portcoquitlam.ca, at the Terry Fox library or you may obtain copies at City Hall. For further information, please contact the Planning Division at 604-927-5442.

Last updated Dec 2008

INTRODUCTION

This handout describes the specific requirements and processes for obtaining a Development Variance Permit (DVP) to vary, in respect of the land covered in the permit, the provisions of the City of Port Coquitlam’s Zoning Bylaw, Parking Development Management Bylaw, Subdivision Servicing Bylaw, or Sign Bylaw. A DVP *cannot vary the use or density of land* from that specified in the bylaw or a flood plain specification.

PROCESS FOR A DVP APPLICATION

Pre-Application

Review basic requirements (OCP designation, zoning, lot size, servicing requirements). Call for a preliminary meeting with Planning Division staff to discuss the requested variances proposal and determine application requirements. Please provide a dimensioned sketch of the property, description of development on adjoining properties, and all relevant data about the variance being applied for.

Submit Application

Please submit a **complete** application. A file number will be assigned and should be quoted in all future correspondence. A primary contact for all communication regarding the application must be appointed at the time of the application.

Staff Review

Planning staff will review the application and circulate it to other departments. Any requests for further information or revisions will be brought to the attention of your designated primary contact.

Public Consultation

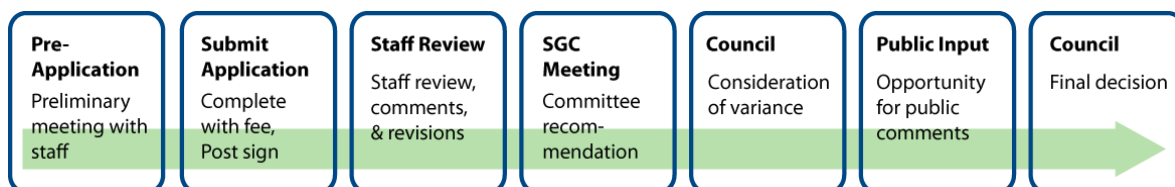
Consultation with neighbourhood residents is encouraged. Discuss your application with immediate neighbours, local resident groups and any others who may be affected in order to identify and resolve issues at an early stage.

SGC Meeting

Staff will forward a report on the application to the Smart Growth Committee (SGC) for its direction. The Committee will give detailed consideration to the variances associated with the application. SGC may recommend the DVP be considered by Council or request additional information.

Council

Council will receive a report and recommendation from the SGC. Council can refuse the application or can instruct staff to give notice to properties within 40 m of the property of the variance and then consider approval of the variance subsequent to a public input opportunity.



INFORMATION REQUIRED FOR A DVP APPLICATION

1. Current **Certificate(s) of Title** dated no more than 6 months prior to date of application must be provided along with a description of any restrictions on title.
2. **Letter of Authorization** from the owner for an agent to act on behalf of the owner (if the registered owner is not the applicant) must be provided. A copy of an Option to Purchase or a copy of Purchase under Registered Agreement will also provide for authorization.
3. **Site Survey** of the property(ies) prepared by a BC Land Surveyor identifying lot dimensions, total area of lot(s), location and setbacks of existing structure(s), any statutory right-of-way(s), and restrictive covenant areas and easements.
4. **Written Submission** explaining the proposed variance. The submission must include:
 - why the application is in the public interest;
 - present and proposed site development, and uses relevant to application;
 - site context, including uses adjoining each property edge and any external influences which relate to the variance such as building heights and character, setbacks, significant trees and streetscape;
 - compliance with OCP policy
 - details of proposed variance to bylaw regulations and rationale for variance.
5. **The Architectural Plans** (if required) must include:
 - Site context plan
 - 1 full size set of plans
 - 1 set of reduced plans at 11" x 17"
 - 1 set of reduced plans at letter size (8½" x 11")

The Plans also must include: a north arrow and scale, site plan (or proposed subdivision plan) with all lot dimensions, siting and yard set backs. All drawings, including the 8 ½ x 11" reduction, must be legible and clearly show dimensions, notes and details. All measurements must be in metric.

6. A **Site Profile** may be required by the Engineering & Operations Department in accordance with the *Waste Management Act* and *Contaminated Sites Regulation*. A Site Profile package should be obtained from the Engineering Department or online and the completed Site Profile submitted to the Engineering Department concurrently with, or prior to, a DVP application.
7. A copy of the **Subdivision Plan** if subdivision is proposed.
8. The Director of Development Services may require **additional information** to evaluate the application.

ADDITIONAL INFORMATION

Building Permit

Following the approval of a DVP, a building permit may be obtained from the Building Division. The Building Permit must be in accordance with the DVP; any request for change to the approved design of the building or landscaping must be brought to staff's attention and would normally require a new DVP application.

Fees & Charges:

The Application Fee is \$500.00 plus a refundable fee of \$100.00 for DVP registration.

Additional fees and charges may be required including:

- 🌿 Development Cost Charges (Engineering & Operations Department)
- 🌿 Site Profile Fee (Engineering & Operations Department)
- 🌿 Tree Cutting Permit (Parks & Recreation Department)
- 🌿 Soil Removal or Deposit Permit (Engineering & Operations Department)
- 🌿 Building Permit Fees (Building Division)
- 🌿 Preparation of required legal documents, registration of approved permits

Flood Plain

The minimum habitable floor elevations are defined by the Zoning Bylaw (Schedule B) or the City for properties located within the flood plain. The required elevations are also posted on PoCoMAP.

Legal Costs

You will be required to bear any costs incurred by the City for drafting legal documents or review of legal documents prepared by your solicitor pertaining to your application. Such charges incurred during the application process for services must be paid or secured prior to issuance of the DVP.

Public Consultation

Consultation is encouraged with adjoining property owners and any other neighbourhood residents who may be affected by the variance proposal in order to identify and resolve issues at an early stage.

Time Frame

The time it takes to obtain a decision on a DVP application depends on its complexity, application completeness, time needed to revise plans in response to issues identified in the staff review, staff work load and timing of Committee and Council meetings. It usually requires a minimum of three months to obtain a decision.

An application for a DVP is valid for a period of two years from the date of application. A decision on the application must be made within that period unless the Director of Development Services grants an extension.

CONTACT INFORMATION

Planning Division

#200 2564 Shaughnessy St.

604-927-5442

planning@portcoquitlam.ca

Engineering & Operations Department

#200 2564 Shaughnessy St.

604-927-5420

engineering@portcoquitlam.ca

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
APPLICATION FOR DEVELOPMENT VARIANCE PERMIT**

File No: _____

Application Date: _____

TO BE COMPLETED BY APPLICANT - Please print clearly

Applicant's Name: _____ Registered Owner: _____

Applicant's Address: _____ Owner's Address: _____

Postal Code _____

Applicant's e-Mail _____

Applicant's Phone _____

Primary contact:

Contact's Name: _____ Contact's Position _____

Contact's Address: _____

Contact's Phone _____ Contact's e-mail _____

Legal Description of Property (ies) _____

PID _____

Civic Address: _____

Present Use of Property: _____

Present Zoning of Property: _____

Present OCP Land Use Designation: _____

Proposed Development: _____

In order to develop the property I require the variation of or supplement to:

Zoning Bylaw, 2008, No.3630 Section(s) _____ , _____ , _____ , _____

Subdivision Servicing Bylaw, 1987, No. 2241 Section(s) _____ , _____ , _____

Sign Bylaw, 1992, No. 2638 Section(s) _____ , _____ , _____ , _____

A Land Use Contract by _____

Other Bylaws _____

OFFICE USE: Associated Applications

_____ OCP Amendment OCP _____

_____ Rezoning R _____

_____ Development Permit (Form and Character) DP _____

_____ Development Permit (Watercourse) DP _____

_____ Other _____

APPLICANT: Please initial the following to confirm application requirements:

Initial	Comment	Submission Requirements
_____	_____	1. Current Certificate(s) of Title
_____	_____	2. Letter of Authorization or copy of option to purchase
_____	_____	3. Site Survey
_____	_____	4. Written Submission
_____	_____	5. Plans: 1 full size set of architectural plans
_____	_____	- 1 set of reduced plans at 11" x 17"
_____	_____	- 1 set of reduced plans at letter size (8 1/2" x 11")
_____	_____	- Site context plan
_____	_____	6. Confirmation of a completed Site Profile
_____	_____	7. Copy of Subdivision Plan if applicable
_____	_____	8. Additional information as applicable
_____	_____	-
_____	_____	-
_____	_____	-

I hereby declare that all above statements and the information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I understand that under the bylaws of the City I may be required to obtain a building permit in addition to the Development Variance Permit.

The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____
 Print Name _____

Note: Any documentation or information relating to the application that is in the custody or control of the City is subject to the *Freedom of Information and Protection of Privacy Act* (B.C.).

TO BE COMPLETED BY OFFICE

Application Fees (per Development Procedures and Fees Bylaw, 2008, No. 3632)

Non-refundable fee	\$ 500.00
Refundable fee (Document Fee)	\$ 100.00
TOTAL for application	\$ 600.00

DATE: _____ RECEIPT NUMBER _____