
A Guide to the Municipal Approvals Process in Chilliwack

Development Variance Permit



February 2023

Introduction

The City of Chilliwack has prepared this brochure to assist you in understanding the Development Variance Permit application process.

Upon review of the following information, anyone intending to submit a Development Variance Permit application is urged to contact the Planning Department for assistance.

What is a Development Variance Permit?

A Development Variance Permit is a permit issued by Council to vary specific standards within the following bylaws:

- Zoning Bylaw;
- Land Development Bylaw;
- Mobile Home Parks Bylaw; or,
- Sign Bylaw.

When is a Development Variance Permit Necessary?

A Development Variance Permit is necessary to vary standards imposed in a bylaw that conflict with characteristics of a specific project. Examples of standards which can be varied include:

- minimum standards of building form – height or lot coverage of a building;
- parking regulations – number or size of parking spaces;
- subdivision regulations – minimum lot dimensions (lot width or depth) if the variation does not affect lot area or density; and,
- sign regulations – size or location of sign.

The requested variance cannot:

- vary the allowed density within a zone; or,
- vary the permitted uses within a zone.

Development Variance Permit Process

1. Pre-application Stage

Prior to submitting a written application, the Applicant should discuss the characteristics of the proposed variance with staff in the Planning Department.

2. Application Submission

A completed application for a Development Variance Permit is submitted by the Applicant to the Planning Department and includes the following:

- a complete Application Form including the following:
 - full name and contact information for all owners and the applicant (if different) including signatures;
 - civic address of the subject property(ies);
 - the specific details of the requested variance;
- a completed letter of authorization and release of documents form;
- a detailed description of and/or rationale for the proposed variance (if warranted);
- site plan and/or building elevations clearly indicating the proposed variance. Additional plans may be required upon review of the proposal;
- proof of ownership as evidenced by a Title Search (for all parcels) dated within 1 week (7 days) of application submission. Should a copy of the property(ies) title not be provided, a \$15 charge will be included within the application fee per title;
- a copy of each document (i.e. restrictive covenant, easement, statutory right-of-way, etc.) registered on title for the subject property(ies). Should a copy of the applicable documents not be provided, a \$15 charge will be included within the application fee for each item; and,
- a Development Variance Permit application fee, payable to the City of Chilliwack, the amount of which is based upon a fee schedule available in the Development Application Fees Bylaw. This Bylaw is available on the City website at www.chilliwack.com.

The City strongly encourages applicants to conduct public engagement and submit a summary of the public engagement results during the application review stage. While public engagement is not required for Development Variance Permit applications, it is strongly recommended as undertaking early applicant-to-neighbourhood engagement will help improve communication and build relationships between the applicant and neighbours by allowing neighbours to review proposals, ask questions, and provide comments or concerns directly to the applicant prior to receiving the Public Notice from the City. Please see the Guide to Undertaking Applicant-to-Neighbour Engagement for more information.

3. Application Review and Reporting

Once fees have been paid in full, Planning Department staff reviews the Development Variance Permit application to determine staff support for the proposal.

Planning Department Staff will prepare a staff report detailing the proposal with a rationale for support/opposition for Council's consideration. This report will be published in the Council Agenda and available for review by members of the public.

4. Public Information Meeting & Council Consideration

Owners and occupants of properties within 30 metres of the specified property are:

- notified of the proposal by direct mail; and informed of the date and time of the Public Information Meeting, at which Council will consider the Development Variance Permit application.

Council then considers the application and approves or denies the Development Variance Permit application at a regular Council meeting after a Public Information Meeting has been held concerning the proposal.

5. Council Decision

The applicant will receive a letter indicating Council's decision shortly after the Public Information Meeting.

If the Development Variance Permit is approved, development may proceed in accordance with Council approvals and subject to other necessary permits and approvals.

How Can I Find Out More?

For information related to your specific application and the time it will take to process your proposal for a Development Variance Permit, please contact:

City of Chilliwack
Planning Department
8550 Young Road
Chilliwack BC V2P 8A4

Phone: 604-793-2906
Fax: 604-793-2285
Email: planning@chilliwack.com

This brochure has been prepared to provide guidance only. It is neither a bylaw nor legal a document. Please consult the Local Government Act and its Regulations, and the City of Chilliwack applicable codes for definite requirements and procedures.

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