

WHAT IS A DEVELOPMENT VARIANCE PERMIT?

There may be times when a development proposal doesn't align entirely with the [Zoning Bylaw](#), [Subdivision and Development Servicing Bylaw](#) or other City [bylaws](#). This can include height, setbacks from property lines, etc. In these instances, applicants may apply for a development variance permit to seek an exemption from the requirements.

Under the [Local Government Act](#), City Council may vary any requirements of a municipal zoning, site servicing requirement, or building bylaw **except** use, density or floodplain requirements.

To speed up processing, applicants can submit a development variance permit application at the same time as any applicable rezoning, subdivision or development permit applications for a proposed project.

An approved development variance permit is registered against the title of the property at the Land Title Office. Development variance permits will lapse two years after being issued if development has not started.

How long does the process take?

In most cases it can take two to four months for a development variance permit to be processed, though the timing may vary depending on a number of factors, such as complexity, quality of submission, or application volume.

Once your application is received, it will be reviewed by internal city departments and external agencies as necessary. As part of this process staff may request additional information or revisions to the proposal.

Once the plans are finalized, staff prepare a report for Council consideration. Council then either approves the permit, requests additional information, or rejects the development variance permit.

See Process Overview on page 2 for more details on the review process.

Do you need more information? Planning staff are here to help!

Email: planning@portmoody.ca Phone: 604.469.4540

KEY TERMS

Zoning Bylaw: regulates land use within the City. The Zoning Bylaw divides the City into zones, each with a list of permitted uses and rules about how properties in that zone may be developed. Learn more at portmoody.ca/zoningbylaw.

Rezoning: If a property owner wants to build on or use a property in ways that differ significantly from what the current zoning allows, they would need to apply to have the property rezoned. To learn more, visit portmoody.ca/rezoning.

ViewPort: Port Moody's public GIS, web-based mapping system that allows users to view data on Property/Parcel Information, OCP Land Use, Zoning, Heritage Properties, and Environmentally Sensitive Areas & Watercourses. Access ViewPort at view.portmoody.ca.

Site servicing: Every home in the city requires access to the following services: sanitary sewer, water, storm, electrical, roads, and sidewalks. Additional lot connection requirements may be identified by the City.

This guide is intended to assist applicants. It is neither an authoritative nor complete statement of the law. Further reference to Port Moody's Zoning Bylaw and related documents is necessary to ensure compliance with its provisions. The City of Port Moody accepts no responsibility to persons relying solely on this guide.

PROCESS OVERVIEW

A development variance permit application goes through a review and approval process that includes the following steps:

Process Steps	
1. Prior to submitting an application	Before submitting an application, applicants should review the City's Zoning Bylaw , and other bylaws to determine the extent of the proposed variance(s) and whether the proposal meets the City's requirements and standards. Applicants are also advised to consult with City planning staff by phone or email to discuss their proposal and to confirm the needed documentation.
2. Application submission	Applicants submit their proposal along with a completed development variance permit application package (including any applicable fees). Development variance permit applications can be submitted together with any other relevant applications.
3. Application review and referral	The application is circulated to internal City departments and external agencies as necessary. Staff may request additional information or propose revisions as a result of the review.
4. Development review letter and preliminary list of requirements	Staff provide the applicant with a letter that includes comments from the review process and a preliminary list of proposed conditions for the development to proceed. The requirements may include items like infrastructure improvements, tree permits and landscaping. *Note: rezoning, development permit or subdivision applications may be processed at the same time and additional items may be required.
5. Submission of plans	If necessary, the applicant submits architectural, landscape and other plans to address the development review letter. Staff review the submitted plans, and may request revisions to address comments. The City will determine estimates for any required securities and fees based on plans. Fees must be paid before a development variance permit is issued.
6. Notification and development variance permit report to Council	After the City receives any necessary external agency approvals and the applicant addresses all technical requirements, staff prepare a report/recommendation on the proposed development variance permit for Council's consideration. At this time, owners and residents within 140 metres of the property are notified of the application. Council considers the development variance permit application and either authorizes the permit, requests additional information or rejects the application.
7. Development variance permit issuance	If necessary, the applicant addresses any technical requirements, finalizes plans and pays all required fees and securities. Staff prepare a development variance permit and a Notice of Permit. The City will register a Notice of Permit at the Land Title Office before they issue the building permit.

BC ASSOCIATIONS FOR CONTRACTORS

Below is a list of BC associations you may wish to reference when hiring consultants for your project.

Architects, Architectural Institute of British Columbia, aibc.ca

Builders/General Contractors

- Canadian Homebuilders Association BC Chapter, chbabc.org
- Building Officials Association of BC, boabc.org

Engineers, Association of Professional Engineers of BC, egbc.ca

Land Surveyors, The Association of BC Land Surveyors, abcls.ca