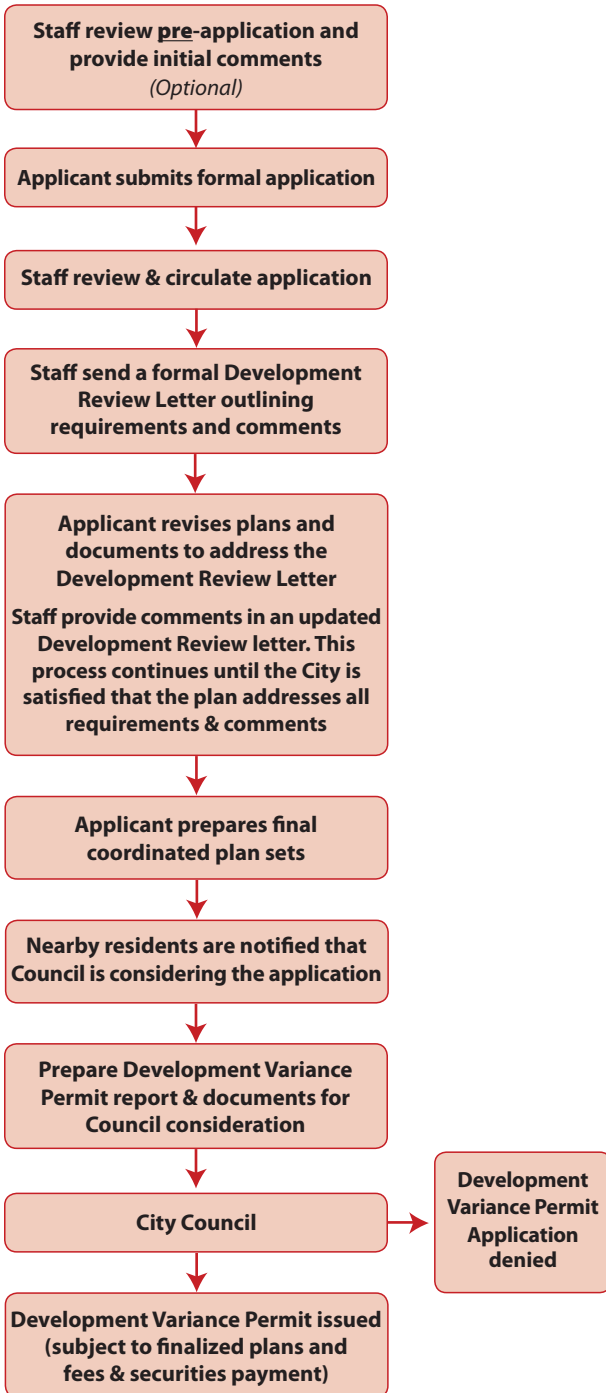


Development Variance Permit Process Summary



Do you need more information?

Contact the Planning Division at the City of Port Moody.

Phone: 604.469.4540

Email: planning@portmoody.ca

Fax: 604.469.4533

Web: www.portmoody.ca

This brochure 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 brochure.



A guide to Development Variance Permits in Port Moody.

604.469.4540 • planning@portmoody.ca • www.portmoody.ca

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What is a Development Variance Permit?

If you're proposing a change to the requirements of the City's Zoning Bylaw or Subdivision Servicing Bylaw as part of a development proposal, you require a Development Variance Permit application. This can include height, setbacks from property lines, etc.

Under Section 922 of the *Local Government Act*, City Council may vary any requirements of a municipal zoning, subdivision 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.

The Development Variance Permit application process:

Pre-Application (optional): Before submitting an application, review the City's Zoning Bylaw and the Subdivision Servicing Bylaw to determine the extent of your proposed variance(s) and whether your proposal meets the City's requirements and standards. Applicants can also meet with staff beforehand to discuss their proposal. This optional step is valuable and strongly encouraged.

Submit an Application: Submit the proposal along with a completed Development Variance Permit application package (including any applicable fees). You can submit a Development Variance Permit together with any other relevant applications.

Application Review and Referral: Staff circulates the application to all relevant internal departments and external agencies as necessary. We may request additional information or revisions to the proposal out of this review process.

Development Review Letter and Preliminary List of Requirements*: Staff prepare a letter with comments from the review process. This letter also identifies the preliminary list of technical requirements that must be addressed for the development to proceed. Requirements may involve infrastructure improvements, tree permits and landscaping. The technical requirements identified in this letter often form the basis for the Servicing Agreement referenced below.

** Note: Rezoning, development permit or subdivision applications may be processed at the same time and additional items may be required.*

Submit Coordinated Plan Sets: If necessary, the applicant submits coordinated sets of architectural, landscape and civil engineering plans to address the Development Review Letter. Staff review the plan, and may request revisions to address comments. We determine estimates for securities and fees based on plans for civil and landscaping works. Fees must be paid before a Development Variance Permit is issued.

Servicing Agreement: The City may require a servicing agreement to support civil engineering works. This agreement is attached to the restrictive covenant as a schedule.

Notification and Development Variance

Permit Report to Council: Staff prepare a report/recommendation on the proposed Development Variance Permit for Council's consideration once the City receives any necessary external agency approvals and the applicant addresses all technical requirements. 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.

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. You must register the Notice of Permit at the Land Title Office before we issue your building permit.

How long does the Development Variance Permit process take?

A Development Variance Permit application generally takes three to four months to process. If you're applying for multiple development applications (eg: a rezoning or development permit), the processing time may be longer. The more complex a proposal is, the more time it requires. Complete applications and plan submissions help the process move faster.

If you have any questions or require more information, contact the Planning Division at 604.469.4540.