

Bowen Island Municipality

A guide to ...

BOARD OF VARIANCE APPEALS

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What Is A Board Of Variance?

Where a local government has adopted a Zoning or Land use Bylaw, it must, by Bylaw, establish a Board of Variance. The Board of Variance's authority is limited to provide minor variances. A minor variance is a term that limits the scope of the variances that the Board of Variance may allow. In issuing a variance, Bylaw requirements cannot be varied significantly. With respect to buildings and structures, the Board of Variance has the jurisdiction to deal with existing development. With these applications, a commonly used approach is to limit variances to 10% of the current requirements of the Bylaw.

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Before You Apply ...

It is recommended that the property owner gather as much information regarding their property and proposal as possible (e.g. legal description, drawings and surveys) and meet with Municipal staff to discuss their proposal. Municipal staff will offer advice as to the appropriateness of the proposal given the variance required. Staff will advise the applicant as to which application/s will be required, necessary information that will be required and give the property owner the most current application package.

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Submitting Your Application.

The completed application forms and necessary additional information along with the appropriate fees must be submitted to the Municipal Planning Department.

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What Is The Cost?

The applicant must submit the application fee of \$650 for the Variance process. The application fee is to be made payable to the Bowen Island Municipality.

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Who Approves The Variance?

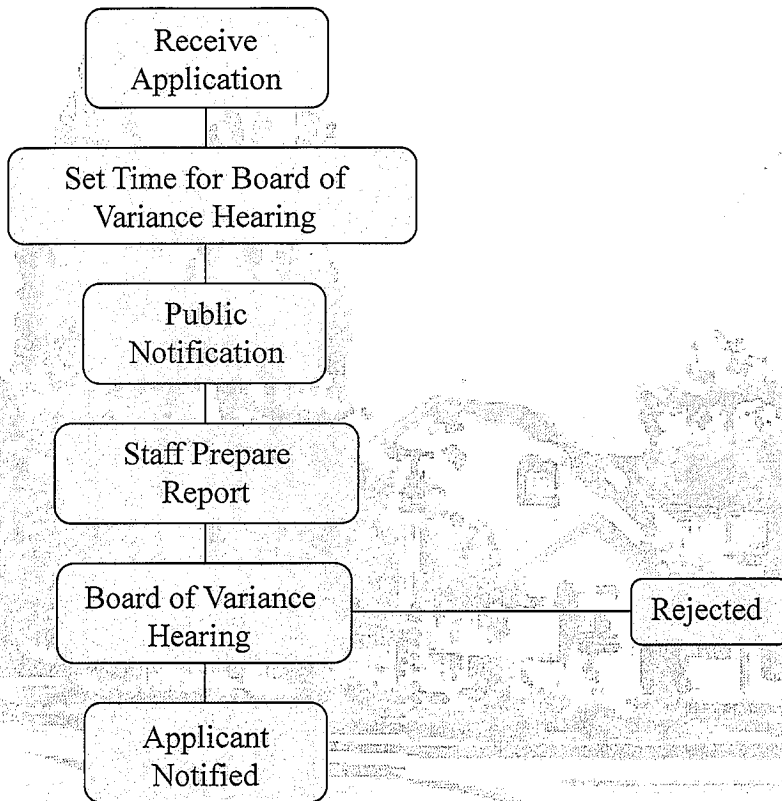
The Board of Variance of the Bowen Island Municipality authorizes final approval of the variance by resolution.

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How Long Is The Process?

The permit process can take two months to three months to complete. Approval time may be affected by application accuracy/completion, the need to obtain other land use approvals and/or compliance with other applicable agency requirements.

P rocess ...



The process described briefly will involve more detailed procedures, correspondence and / or requirements. Please contact the Municipal Planner to ensure all obligations are understood to expedite the approval process. This brochure is meant for guidance only and should not be construed by anyone as a right to approval if the steps indicated are followed. Please consult appropriate provincial statutes, regulations and local government bylaws regulating subdivision and zoning. .