

The Board of Variance is an avenue of appeal for minor variances of certain local government provisions and regulations in order to relieve hardship. Minor variances can include, but are not limited to, the siting, dimensions or size of a building or structure. The Board of Variance functions separately from the local government that established it and has its own authority under the *Local Government Act*.

***Prior to submitting a formal Board of Variance application, you are advised to discuss the proposal with the Community Planning & Development Department.***

## **Application Requirements:**

The following must be submitted with the application:

- Completed application form, signed by the registered owner(s). These forms are available at the Community Planning & Development Department counter, or at [www.delta.ca](http://www.delta.ca) under <http://www.delta.ca/home-property-development/development-application/overview/development-forms>;
- Application fee & Land Title Search Fee
- Land Title Search (to be completed by Community Planning & Development Department staff)
- A brief description on the appropriate section of the application form stating the purpose of the proposal and the reasons for the variance(s), and must include the hardship. A letter outlining the stated hardship can also be submitted;
- The following should be submitted as 'original' pdfs, not scanned copies:
  - Site survey is encouraged for all applications; however, is required for all additional structures built without a permit, or for additions to existing structures;
  - A site plan of the proposed development that shows the location of all proposed and existing buildings and parking layouts, building elevations, trees, landscaped areas and setbacks of adjacent buildings (if applicable) to indicate the scope of the requested variance(s). The site plan must show a north arrow;
  - 1 set of building plan copies reduced to 8 1/2" X 11" (note: must be readable) including all building elevations. Building elevations must be labeled "north", "south", "east" or "west";
- Photographs of the following areas of the subject property (digital format is acceptable):
  - Front elevation including adjacent properties; and
  - The area(s) of the requested variance(s).

If an application is found to be incomplete by Community Planning & Development Department staff, it will be returned to the applicant.

## **Processing Procedures:**

- The applicant submits the completed application to the Community Planning & Development Department;
- The applicant pays the application fee;
- Adjacent homeowners are notified of the variance request details, the date of the Board of Variance meeting, and information on where to send any correspondence on the matter;
- A staff report is submitted to the Board of Variance for consideration;



- A copy of the staff report, and the date of the meeting at which the appeal will be heard, and information on the hearing process is provided by registered mail to the applicant (and their agent(s) if applicable);
- The Board of Variance will hear the application and may approve, approve with subjects, or deny the appeal; and
- The applicant will be notified by registered mail of the Board's decision.

**This brochure is meant for general guidance only and is not to be regarded as a right to development approval if the steps indicated are followed. If you have any questions, please contact the Board of Variance Secretary at 604-946-3220 or [bov@delta.ca](mailto:bov@delta.ca) for assistance.**

**For technical questions, please contact the Community Planning & Development Department at 604-946-3380 or [cpd@delta.ca](mailto:cpd@delta.ca).**

