



District of Clearwater
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Development Services Guide

DEVELOPMENT VARIANCE PERMITS

What is a Development Variance Permit (DVP)?

An application to vary specific conditions of use within a land use bylaw which may include height, parking, setbacks, etc. If approved the DVP is registered against the title of the property. Development on the property must still conform to all District of Clearwater regulations except where varied in accordance with the DVP. A Development Variance Permit cannot be used to vary permitted use, density or floodplain requirements.

Who Can Apply For a DVP?

A property owner or agent having written authorization from the property owner may submit an application.

Where is an Application Obtained & Submitted?

An application package can be obtained from the District of Clearwater office or from the District's website www.districtofclearwater.com and must be submitted to the District office along with all applicable fees and additional information for processing and referral.

How Much will an Application Cost?

The application fee for a DVP is \$500.00. Additional information including professional reports may be required to support your application; all costs related to the application are the responsibility of the applicant.

How Long will an Application Take?

An application will take approximately 3 months to complete; however, processing times may vary. Approval time may be affected by application completeness, accuracy and compliance with other referral agency or regulatory requirements.

Who Approves a DVP?

District of Clearwater Council may approve a DVP by resolution.

What Happens to your Application?

Thompson-Nicola Regional District (TNRD) Planning Services is under contract to manage the Development Variance Permit application process for the District of Clearwater (DOC); however, final approval rests with DOC Council.

The process described below will involve more detailed procedures, correspondence and/or requirements. Please contact TNRD Planning Services before you submit a DVP application. Planning staff are available to discuss the nature of your proposal, the process involved, possible alternatives and to answer any questions you may have.

TNRD Planning Services

Phone: 250-377-8673
Toll Free (in BC): 1-877-377-8673
Fax: 250-372-5048
Email: planning@tnrd.bc.ca

Application Process:

1. Pre-Application Meeting:

You are encouraged to contact Planning Services staff in advance of submitting your application to discuss the feasibility of your proposal and to review what applications may be required.

2. Submit Application:

Complete and submit the Development Application Form including required documents, plans and all applicable fees to the District of Clearwater office.

3. Planning Review:

Your application will be forwarded to TNRD Planning Services in Kamloops for processing after it is submitted to the District office. Planning Services will perform an initial review of your application and request additional information if required.

4. Application Referral:

Planning Services will refer your DVP application along with a first draft of the permit to applicable government and non-government agencies, the District's consulting engineer and Public Works Department where applicable, and property owners/occupiers within a 100 metre radius of the subject property.

5. Second Draft of Permit:

Planning Services will consider referral agency and public input, consult with you to generate the second draft of the permit and will refer this draft to the Ministry of Transportation and Infrastructure if necessary. Any final permit amendments will be completed and your application will be forwarded to Council.

6. Council Resolution:

Your application will be considered by Council at a regularly scheduled Council meeting. Council may by resolution:

- approve your application;
- require additional information or specify conditions which must be met prior to approving your application; or
- refuse your application and/or invite you to appear as a delegation at the next regularly scheduled Council meeting.

7. DVP Registration:

This is the final step in the application process; if your application is approved, the DVP will be registered against the title of your property in the Land Titles Office (LTO). You will receive written notification of Council's decision and confirmation of DVP registration. After DVP registration, you may proceed with the next step of your development provided all other necessary municipal and provincial agency approvals have been obtained.

Please Note:

Your application will be processed in accordance with Development Approval Procedures Bylaw No. 1948.

Any professional reports required to support your application must be submitted both electronically and in hard copy.

** An application is a process of evaluation and does not automatically ensure approval of your proposal.*