



# DEVELOPMENT VARIANCE PERMIT PROCESS

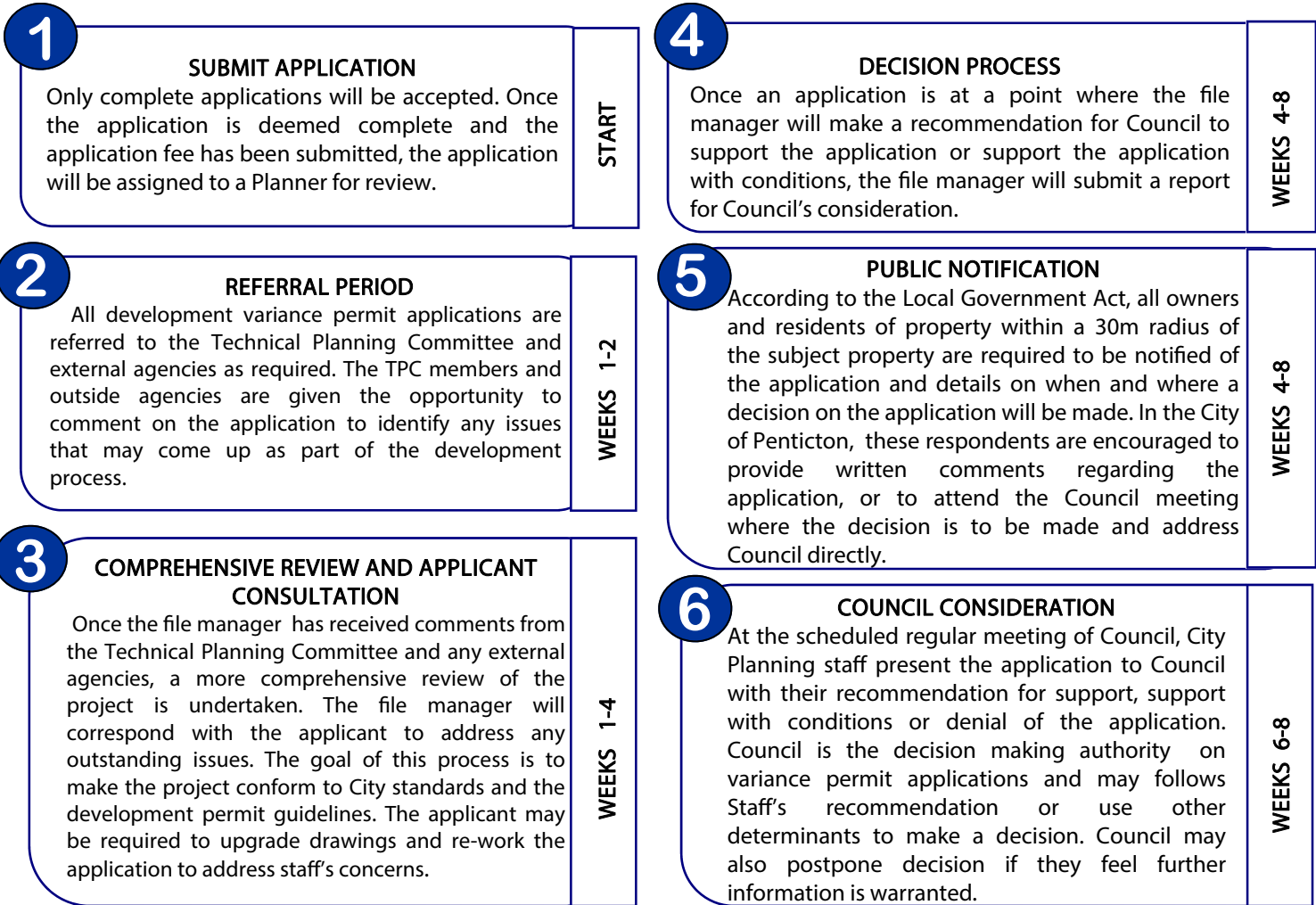
Planning Department-Development Services Division

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**DEVELOPMENT VARIANCE PERMITS IN GENERAL:** Development Variance Permits allow a local government to vary certain municipal regulations including zoning bylaw provisions, servicing requirements, and signage regulations. Council, however, does not have the authority to vary density or the use of a property — these changes must happen through rezoning. Variance permits are approved through a Council resolution and involve public notification. Applications within 800m of a controlled access highway or over 4,500 square meters require Department of Transportation and Infrastructure (DOTI) approval.

**PRIOR TO APPLICATION :** It is the applicant’s responsibility to know what permits are required for their development and make all applicable applications. It is also the responsibility of the applicant to know of any special conditions may exist on the subject property. For applications with identified hazards or environmental considerations, additional information is usually required. City staff are available to provide basic background information on any properties in the city. More detailed information, such as geotechnical data or servicing requirements is the requirement of the applicant and their consulting professionals to provide. **Staff suggest that prospective applicants schedule a pre-application meeting to discuss their application prior to detailed plans being prepared.**



**7** **ISSUANCE AND REGISTRATION**  
If the approval of the development variance permit was subject to any conditions, the conditions must be fulfilled prior to the issuance of the permit. Once the conditions are fulfilled, the permit is prepared and issued to the applicant and is registered on the title of the subject property at the Land Title Office. Once this process is complete, the applicant may apply for the necessary Building approvals to begin the development.

**PLEASE NOTE:**

- Processing times vary depending on the complexity of the project and the volume of applications being considered by the Department.