



Delegated Development Variance Permit Application Guide

Delegated Development Variance Permit

"Nature is our most valuable asset."

This brochure provides an overview of the steps involved in the Development Permit application process. This is a general guide only. It is not meant to replace bylaws or other legal documents. Applicants are advised to meet with the Planning Department to discuss their specific development proposal and to consult the relevant bylaws referenced in this document prior to submitting an application.

WHAT IS A DELEGATED DEVELOPMENT VARIANCE PERMIT?

Council at the Town of Gibsons has delegated powers, duties and functions to the Director of Planning and Development Services to issue Development Variance Permits (DVPs) by way of Delegation of Authority Bylaw No. 1336, 2025 where the proposed Development Variance is considered minor in nature.

A Delegated Development Variance Permit may vary the following Bylaws and Provisions:

- Zoning Bylaw
- Sign Bylaw

The request is considered a minor variance based on the following criteria:

- for lot dimension reductions, the variance is for lot width or lot depth reductions of not more than 10% of the required dimension in the applicable zoning regulation;
- for setback reductions, the variance is for setbacks that are reduced by not more than 50% of the required setback in the applicable zoning regulation;
- for building height increases, the variance is for height increases of not more than 1 metre above the permitted height in the applicable zoning regulation;
- for parking reductions, the variance is for less than 25% and is supported by a Transportation Demand Management (TDM) strategy demonstrating that alternative measures will mitigate parking demand, such as through car share programs, improved bicycle facilities, transit pass subsidies or pedestrian connectivity improvements;
- for auxiliary buildings or structures intended for garbage and recycling storage or bicycle parking, the variance is for a height less than 3.5 metres and the setback is at least 1 metre from the property line;
- for retaining wall structures, the variance is for a height less than 2 metres; and
- for signage, the variance is for the number of signs, signage size, and signage dimension

The Director of Planning and Development Services will evaluate the following prior to making a decision on a Minor DVP application;

- does not alter land use or density;
- is consistent with the intent of the Official Community Plan;
- does not contradict safety or environmental protection policies

STEPS TO DELEGATED MINOR DEVELOPMENT PERMIT VARIANCE ISSUANCE

☐ STEP 1 - INITIAL INQUIRY

Pre-application meeting

☐ STEP 2 - APPLICATION INTAKE

- Applicant submits a Delegated Minor DVP application form with supporting documents, including the application fee.
- Staff review of the application and request any missing submission requirements before processing the application.
- Once a complete submission is received, the application will be processed.

☐ STEP 3 - INTERNAL REVIEW & REFERRAL PROCESS

- Staff conduct a comprehensive review of the application to identify all necessary variances early on.
- Staff prepare referrals to applicable internal departments and external utilities and agencies.
- Staff review referral comments and communicate them to the applicant.

☐ STEP 4 - REPORT & PERMIT PREPARATION

- Staff prepare a Minor DVP Report and Permit for review by the Director of Planning & Development Services.
- The staff report will include a recommendation on whether to issue the DVP, with conditions outlined.

□ **STEP 5 - OFFICIAL CONSIDERATION & DECISION**

The Director of Planning & Development Services reviews the Report and Permit and makes one of the following decisions:

- Approve the Delegated Minor DVP.
- Return it to the applicant for additional information or amendments.
- Reject the application.

Reconsiderations:

An Appellant is entitled to have Council reconsider a Delegated Official's decision by appealing to have the decision reconsidered as follows:

- the Appellant must deliver a written request outlining their appeal to the Corporate Officer within 30 days after the Delegated Official's decision is communicated to them;
- the written request must include the reasons why the Appellant wishes the decision be reconsidered by Council, and may include any supporting materials the Appellant considers relevant to Council's consideration;
- a reconsideration application must be considered by Council at a regular meeting held within 90 days after the request for reconsideration is delivered to the Corporate Officer; and
- at a reconsideration of a decision, the Appellant is entitled to be heard by Council

CONTACTS

Town of Gibsons Planning Department: 604-886-2274

Town of Gibsons Infrastructure Services Department: 604-886-2274

Town of Gibsons Building Department: 604-886-2274

Gibsons and District Volunteer Fire Department: 604-885-6870

Ministry of Transportation and Infrastructure: 604-740-8987

This brochure is meant for guidance only and is not intended to replace the requirements of the *Local Government Act* and applicants should obtain copies of the relevant bylaws before proceeding with development applications. For specific information, please contact the staff at:

Town of Gibsons
474 South Fletcher Road, Box 340
Gibsons, B.C. V0N 1V0