



# City of Revelstoke

P.O. Box 170, Revelstoke, British Columbia V0E 2S0  
revelstoke.ca

August 25, 2023

Permit No. DVP2022-013

«STMTNAME»  
«ADDRESS2»  
«CITY», «STATE»  
«ZIP»

Dear Tenant/Property Owner,

**RE: NOTICE OF APPLICATION - DEVELOPMENT VARIANCE PERMIT NO.  
DVP2022-013**

The City of Revelstoke has received a Development Variance Permit application. You are receiving this notification letter as your property is located within 100 metres of the subject property. If you currently have tenants renting your property, please ensure a copy of this information is forwarded to them.

## APPLICATION DETAILS

**Owner(s):** North 51 Holdings Ltd  
**Agent:** Gerry Melenka, TRUE Consulting  
**Location:** 703 Center Street (Building Strata Lot 2 / Strata Lot 2 Yard Area)  
**Purpose:** Request to reduce the minimum lot size and lot width to permit subdivision of one additional lot. To vary Zoning Bylaw No. 2299 - Section 6.3.3

- To reduce the minimum rear yard lot width from **15 m to 14.18 m** for Proposed Lot A
- To reduce the minimum lot area from **500 sq. m to 434 sq. m** for Proposed Lot A

(See Page 3 Location Map and Proposed Subdivision)

## PUBLIC PARTICIPATION DETAILS

### **How can I find out more about this application?**

Any person wishing to inspect hard copies of the related documents may view them at the Planning and Development Services department located at 216 Mackenzie Avenue on the following weekday dates: August 25, 28, 29, 30, 31, September 1, 5, 6, 7, 8, 11 between the hours of 8:30 a.m. and 4:30 pm, and until 12:00 noon the day of the Council meeting on September 12, 2023. It is noted that September 4, 2023 is a statutory holiday and therefore City Hall will not be open.

DEVELOPMENT  
SERVICES  
  
(250) 837-3637  
development@revelstoke.ca

PUBLIC WORKS  
  
(250) 837-2001  
works@revelstoke.ca

FINANCE  
  
(250) 837-2161  
finance@revelstoke.ca

FIRE RESCUE  
SERVICES  
  
(250) 837-2884  
fire@revelstoke.ca

PARKS, RECREATION  
& CULTURE  
  
(250) 837-9351  
prc@revelstoke.ca

CORPORATE  
ADMINISTRATION  
  
(250) 837-2911  
admin@revelstoke.ca

COMMUNITY  
ECONOMIC DEVELOPMENT  
  
(250) 837-5345  
ced@revelstoke.ca

**How do I send a written submission about this application?**

All persons who believe their interest in property is affected by the proposal are encouraged to provide a written submission to the City's Development Services department. Written submissions will be accepted until 12:00 noon the day of the Council meeting where the Permit will be considered. Written submissions may be provided to the City in either of the following ways:

- Email submission to [publicsubmissions@revelstoke.ca](mailto:publicsubmissions@revelstoke.ca)
- Deliver submission in-person or via mail to:

Attention: Development Services  
City of Revelstoke  
216 Mackenzie Avenue  
PO Box 170  
Revelstoke, BC, V0E 2S0

The subject line of your submission should read: *'Written Submission for Development Variance Permit DVP2022-013'*. Be sure to specify Development Variance Permit (DVP2022-013) in the body of your written submission.

Please be advised that any correspondence submitted to the City in response to this notice will form part of the public record and will appear on the City's website as part of the meeting agenda. The City considers the author's address relevant to Council's consideration of this matter and will publish this personal information. Please do not include any other personal information (e.g. phone number, email address) that you do not wish to be publicly disclosed.

Please note, City Hall office hours are 8:30 am – 4:30 pm Monday to Friday (excluding statutory holidays).

No further written submissions can be considered by Council after 12:00 noon the day of Council consideration (September 12, 2023).

**When will Council be considering the application?**

Revelstoke City Council will be holding a meeting to consider DVP2022-013 on Tuesday, September 12, 2023, during the Regular Council Meeting commencing at 3:00 pm, located at Suite 102-103 Second Street East, Revelstoke, BC, V0E 2S0. Comments must be provided in writing in advance of the Council meeting by 12:00 noon on Tuesday, September 12, 2023.

This meeting will also be available for viewing on-line through the City's livestream portal or the City of Revelstoke YouTube Channel.

If you have any questions or require further information, please email [development@revelstoke.ca](mailto:development@revelstoke.ca) or contact (250) 837-3637 and ask to speak with the undersigned.

Regards,



**Erica Hartling**  
**Planner II, Planning and Development Services**

**Attachment 1 – Location Map and Proposed Subdivision**

