

Frequently Asked Questions

How long will it take to process my application?

Processing times vary. We will try to review the application and set a meeting date as soon as possible.

Are my neighbours going to be notified?

Yes. All property owners within 45 metres will be notified of your proposal and can attend the meeting.

Can I go to the meetings?

The applicant is encouraged to attend the meeting, as you will have the opportunity to present the application. However, the Board will make a decision in your absence.

What happens if my application is denied?

The Board of Variance's decision is final on all matters within their jurisdiction. You cannot appeal the decision.



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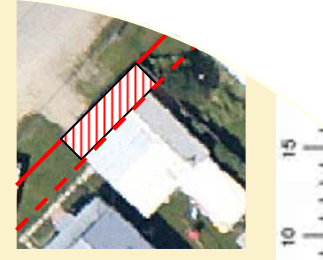
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***City of Revelstoke
Planning Department***

Board of Variance



***A Guide to requesting
relaxation to a Bylaw
with the Board of
Variance***

A Guide to the Board of Variance

About the Board of Variance

The Board of Variance is an appointed 3-member board established by Council. The purpose of the Board of Variance is to allow for relaxations to Zoning requirements, based on the requirements causing undue hardship.

When you can apply

The Board of Variance only looks at cases where complying with a Bylaw will cause undue hardship. Of these cases, the Board of Variance is restricted to cases involving: siting, dimensions or size of a building or structure, siting of a manufactured home in a manufactured home park, trees, structural alterations/additions to buildings with a non-conforming use and subdivision servicing requirements for agricultural or industrial use.

What to do before you apply

Step 1: Determine if you are suffering a hardship and are eligible to apply.

As the scope of the Board of Variance is limited, it is best to speak with Staff to help determine if you can apply to the Board of Variance. We can help determine if your application to the Board is appropriate.

Step 2: Begin to prepare your application

What you need to submit an application

A complete application includes a written description outlining the application, State of Title Certificate, a site plan illustrating existing and proposed development and what the Bylaw you want to vary requires. The site plan should include all the same items listed on the site plan checklist for a Development Variance Permit (See site plan checklist).

In the case of appealing a decision already made on a Development Variance Permit, a letter requesting the appeal and request that the Board of Variance consider the application is required.

What happens to your application

Staff will review the complete application and will set a date with the chairman of the Board of Variance. Notification will be sent to all owners and occupiers of real property within 45 metres of the subject property. The notice will include the subject, and the place and time where the application will be heard.

The applicant will receive a letter of the date and time of the meeting. After the application has been heard, the Board will make one of the following decisions: approve the variance, deny the variance or table the application.

The decision is reported to Council. The Board's decision is final. However, appeals can be made if the Board of Variance makes a decision on an application out of their jurisdiction (This means that the Board is limited to minor variances based on hardship only and cannot make decisions on any other types of applications).