



DEVELOPMENT VARIANCE PERMIT APPLICATIONS

What is a Development Variance Permit (DVP)?

The Village of Burns Lake Zoning Bylaw No. 880, 2008 regulates land use, building size and placement, development density, parking, and landscaping.

If a property owner has a need to develop a property in a manner which does not comply with a zoning bylaw regulation, they may apply for a DVP. This permit, if issued by Council, would give relief from a specific requirement. A DVP may vary a regulation relating to building siting or dimensions, building height, off-street parking and loading facilities, or landscaping.

A Development Variance Permit may not be used to vary use, density, or a floodplain specification.

Application Process

- 1 Speak with RDBN Planning Staff***

Applicants are encouraged to consult RDBN Planning Department staff before applying to ensure they understand requirements and avoid delays.
- 2 Submit Application**

To start the DVP application process, a complete application with the required supporting documents must be submitted to the RDBN. Fees are paid to the Village of Burns Lake after submission of an application to the RDBN.
- 3 Referral Process**

Once a complete application is received, the Planning Department may seek input from Village of Burns Lake departments.
- 4 Staff Report**

Staff review all application materials, including referral input, and prepare a report for Council with recommendations.
- 5 Public Notification**

Public notice of Council's consideration of the permit includes a newspaper ad and a mailed notice to nearby properties. These notices give the community an opportunity to provide input.
- 6 Village Council Consideration**

The staff report is presented to Village Council.
- 7 Approval and Notice on Title**

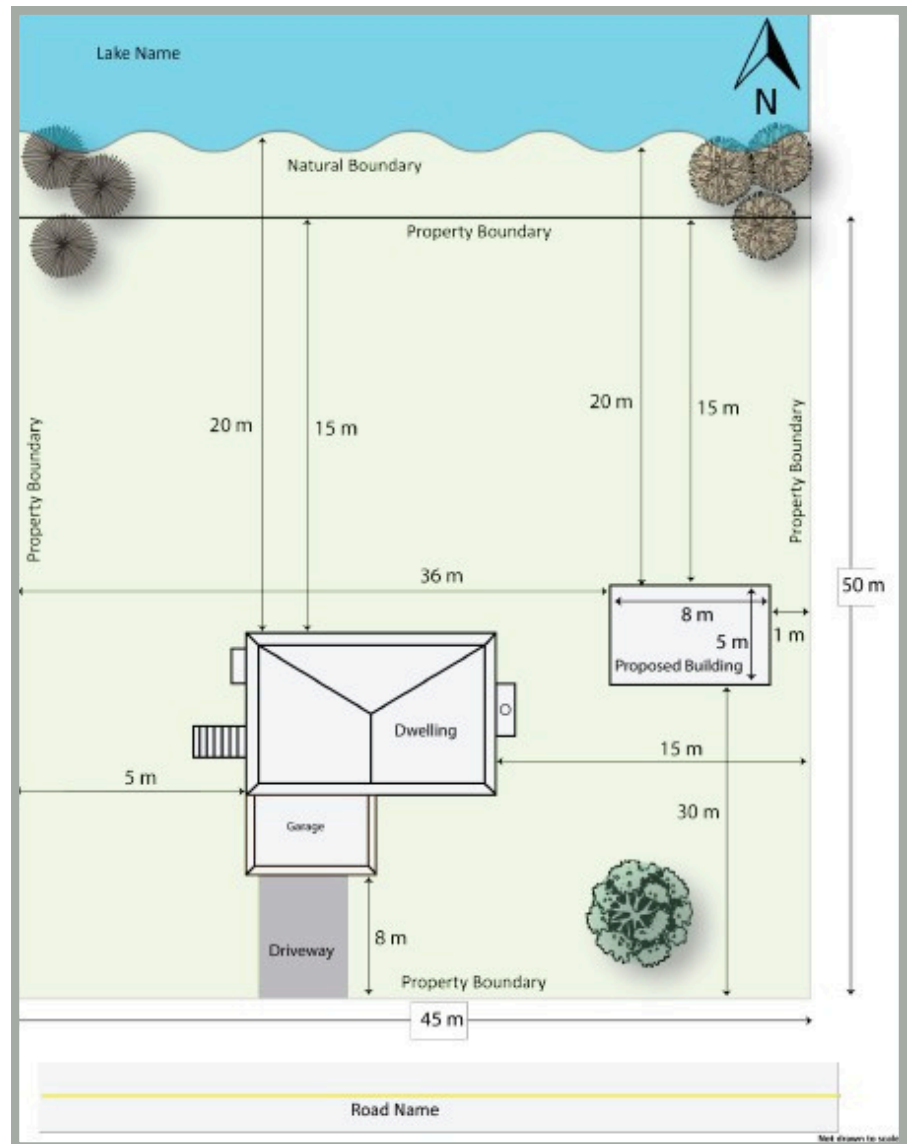
If approved, the DVP may be issued and Village of Burns Lake staff will register a Notice of Permit on the title of the subject property.

*The Regional District of Bulkley-Nechako (RDBN) is contracted by the Village of Burns Lake to provide planning services.

Application Checklist

- Copy of the Certificate of Title or Title Search, and relevant charges, dated within 30 days of the date of application
- Letter of Authorization signed by all registered property owners if the agent is not the owner
- Application fee (paid to the Village of Burns Lake after application is submitted to the RDBN)
- Completed and signed application form
- Site plan drawn to scale showing the following as appropriate:

- Boundaries and dimensions of the parcel
- Size and location of all existing and proposed buildings, structures, and uses on the site, including measurements from all proposed and existing structures to the nearest parcel line.
- Location and name of road(s) adjacent to the property
- Existing and proposed parking and driveways
- Topographic features, water bodies and waterways, including measurements from all proposed and existing structures to the natural boundary, stream centre line, or top of bank, whichever is applicable
- North arrow and scale



Fee Schedule

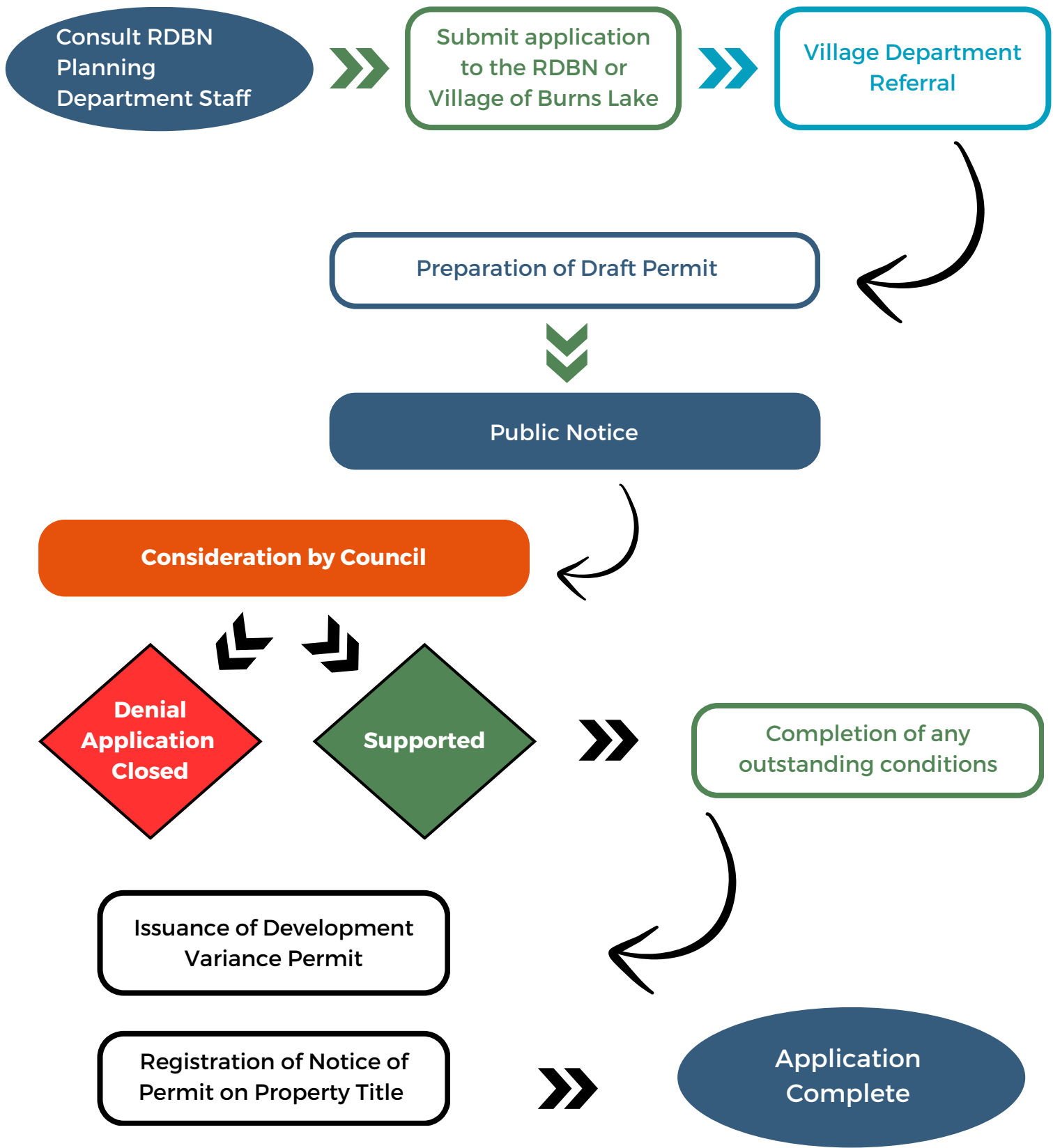
Schedule F of the Village of Burns Lake Fees and Chargers Bylaw No. 1098, 2025

Development Variance Permit

\$300*

*For application to legalize an existing bylaw contravention the fee is increased by an additional 50%(see Section 5.8 of the Village of Burns Lake Development Procedures Bylaw No. 994, 2019)

The Approval Process





Application Form

Development Variance Permit

The Regional District of Bulkley-Nechako (RDBN) is contracted by the Village of Burns Lake to provide planning services. Applicants are advised to consult with RDBN Planning Staff before submitting an application. Applications can be submitted in person at the RDBN office (37 3rd Ave, Burns Lake) or emailed to planning@burnslake.ca.

1 APPLICANT

Property Owner(s): _____

Name(s): _____

Company Name: _____

Mailing Address: _____

Phone (Home): _____

Phone (Cell): _____

Email: _____

2 PROPERTY OWNER

Applicant/Agent (if you are an agent acting on behalf of a property owner please fill out this section and have the property owner complete section 3.)

Name:

Company Name: _____

Mailing Address: _____

Phone(Home): _____

Phone(Cell): _____

Email: _____





Development Variance Permit

3 AGENT AUTHORIZATION

If the applicant is not the sole registered owner of the subject property. ALL owners of the subject property must sign the application below, or provide a signed letter, authorizing the applicant to act as the agent on their behalf in regard to the application.

As owner(s) of the land described in this application, I/we authorize (please print) _____ to act as Applicant, and as our _____ to act as Applicant, and as our agent in regard to this application.

Owner Name (print)

Signature

Date

Owner Name (print)

Signature

Date

Owner Name (print)

Signature

Date

4 PROPERTY INFORMATION

Legal Description(s) of the land which is the subject of this Application (subject property): _____

Civic Address(House #. Street Name): _____

Parcel Identifier (PID): _____

Property Size(s): _____

(Hectares/Acres)



Development Variance Permit

6 APPLICATION FEES

Applications are reviewed by the RDBN. After review the RDBN will provide applicants with a payment form showing the amount to be paid to the Village of Burns Lake.

When payment form is provided by the RDBN fees can be paid in the following ways:

- Cheques payable to the Village of Burns Lake
- Debit card or cash payments can be made at the Village office, 15-3rd Ave Burns Lake
- Online banking bill payment at RBC , CIBC or BVCU
- Credit card through option pay

The following fees are required:

Development Variance Permit	\$300*
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An application is not considered complete until the required application fee is received.

*Please note that the fee for application to legalize an existing bylaw contravention is increased by an additional 50%



Development Variance Permit

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information relating to the use and development of the land provided to the Village of Burns Lake for consideration in relation to the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the Village of Burns Lake Information and Privacy Coordinator.

DECLARATION

I, the undersigned, hereby declare that the attached information, provided with respect to this application is a true statement of facts, and authorize Village of Burns Lake staff to conduct site inspections of the subject property for the purpose of confirming information submitted as part of this application, and for the purpose of processing this application.

Owner(s) Agent Signature	Date
Owner(s)	Date
Owner(s)	Date

**To ensure your application is complete and that all items have been included with your application, see page 3 of the Development Variance Permit brochure for the application checklist.*