Guide – Development Variance Permit



A Development Variance Permit is issued by City Council to allow variations to regulations in the Zoning, Subdivision, or Sign Bylaws

When should you apply for a Development Variance Permit?

You should apply for a Development Variance Permit when your proposed development does not meet established regulations due to unique site conditions or constraints. This could include:

- Irregularly shaped or undersized lots
- Sloped or environmentally sensitive terrain
- Conflicts with protected trees, covenants, or heritage features

A DVP cannot vary:

- The use or density of the land as specified in a Zoning Bylaw
- Floodplain requirements established by the Ministry of Environment and Parks (MEP), a Municipal Bylaw, or an official order issued by MEP

Application Process

1. **Research your property:** Visit DeltaMap to find the zoning of your property and any development considerations. (development permit areas, steep slope, heritage protection, etc.).
2. **Check regulations:** Review the Zoning Bylaw to determine the specific regulations you will be requesting variance on for your proposal.
3. **Review your property title:** Look for any covenants, rights-of-way, etc. For copies of title searches, please contact a notary or lawyer or visit myLTSA.
4. **Get in touch:** Contact the development department to discuss your proposal.
5. **Apply and pay online:** After reviewing your submission requirements (identified below), assemble your required documents and submit your application online.

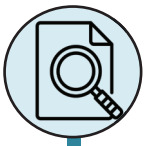
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Submitting a Development Variance Permit Application:

There may be a number of development considerations which impact a proposal for subdivision. See minimum submission requirements below.

DOCUMENT	REQUIRED?	DESCRIPTION
Form- Development Details	Required	Outlines the purpose of the application and a description of the property and the requested variances.
Form - Owner Authorization	Required	All owners listed on the title of subject property (ies) must sign the owner authorization form.
Site Plan	Required	Shows the location of all proposed and existing buildings and parking layouts, building elevations, trees, landscaped areas, and setbacks of adjacent buildings (if applicable). The site plan must show a North arrow.
Arborist report OR Orthophoto showing no trees on/adjacent to the site	Required	Report must be prepared by a certified Arborist registered with the International Society of Arboriculture (ISA) when there are trees on or within 2 m of the subject site that may be affected by a proposal.
Building Design Plans	Required	Plans must include a clearly dimensioned foundation plan, floor plans, roof plan, elevations, and sections with all dimensions in a metric. Plans for construction requiring the services of an architect must be prepared, signed and sealed by an architect registered with the Architectural Institute of BC (AIBC).
Site Survey	Required for proposed new construction	All dimensions must be in the metric scale. The site survey must be completed within 6 months of the development application and certified correct by the registered British Columbia Land Surveyor with original seal and signature.
Geotechnical Reports	Required if on or near a steep slope such as a ravine or bluff (development permit may be required)	Report must be prepared by a qualified geotechnical engineer and must follow the "Guideline for Geotechnical Requirements in Steep Slope Areas of Delta". The report must address slope stability on the subject lands and surrounding properties and determine if the lands may be used safely for the use intended.
Environmental Assessment Report	Required if on or near an environmentally sensitive area (development permit may be required)	Report must be prepared by a qualified environmental professional knowledgeable in Deltas environmental assets, including watercourses ravines, wetlands, riparian and upland habitats, and stands of trees.
Current Title Search and copies of charges on title	Optional	If a current title search (within 3 months) is not provided, a title search and copies of charges on title will be collected at the applicant's cost.

What to expect following the submission of an application:



The proposal is reviewed by staff and may be circulated to internal departments if necessary;



Staff will notify the public of the application (you must post a sign on the property);



Any comments from staff and/or the public may need to be addressed;



A staff report is submitted to council with a recommendation;



Council may approve or reject your Development Variance Permit.

If you have questions about your application, timelines, or required documents, staff are available to assist you throughout the process. For additional resources or to access application materials online, please visit the City of Delta website.

Need more help? Contact or visit the Application Centre!



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