



The Board of Variance can consider a minor variance request where hardship exists

The Board of Variance may only consider minor variances where hardship is found related to:

- The siting, size or dimensions of a building or other structure;
- The siting of a manufactured home in a manufactured home park; or
- A subdivision servicing requirement in an area zoned for agricultural or industrial use.



When you apply for consideration by the Board of Variance, the City of Delta must notify all owners and tenants surrounding the subject property of the application. Neighbours are given the opportunity to provide comments in writing or attend the Board of Variance meeting.

The Board of Variance functions separately from the City of Delta and has its own authority under the *Local Government Act* (Division 15). Staff are not able to comment on the probability of success of an application. For the Board of Variance to approve a variance request, the Board must find that complying with the regulation would cause undue hardship and that the variance does not:

- Result in inappropriate development of the site;
- Adversely affect the natural environment;
- Substantially affect the use and enjoyment of adjacent land;
- Vary permitted uses and densities under the applicable bylaw;
- Defeat the intent of the bylaw; or
- Vary the application of an applicable bylaw in relation to residential rental tenure.

Need more help? Contact or visit the Application Centre!



604.946.3380



Community Planning & Development Department
City of Delta
4500 Clarence Taylor Crescent
Delta BC V4K 3E2



cpd@delta.ca

Submitting a Board of Variance Application:

Apply and pay the application fee online at deltaonline.ca. See minimum submission requirements below.

Submission Requirements:		
Document	Required?	Description
Form – Owner Authorization	Required	All owners listed on title of the subject property(ies) must sign the owner authorization form.
Form – Board of Variance Submission	Required	All fields on the form must be completed. A brief description must be included stating the purpose of the proposal and the reasons for the variance(s), and must include an explanation of how the bylaw requirement causes hardship.
Site Plan and Building Plans	Required	Plans must be clearly labeled and drawn to scale. Existing trees that are on or adjacent to the site should be identified on the Site Plan. The plans provided must include sufficient detail to provide land use context and site limitations.
Site Survey	Required for structures constructed without a permit; otherwise optional	A dimensioned plan prepared, signed and sealed by a registered British Columbia Land Surveyor for the subject Property. A site survey is encouraged for all applications; however, it is required for structures constructed without a permit to verify that the structure meets the minimum setbacks.
Site Photos	Optional	Photos of the subject property as viewed from the street, rear property line, and showing the area where the variance is sought.
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.
Any other supporting plans or reports	Optional	May include arborist report, geotechnical report, etc.

What to Expect:

In receipt of a complete Board of Variance application, City of Delta staff will:

- Contact the applicant for clarification or revised drawings if required (must be provided quickly to be included on the upcoming Board of Variance meeting date).
- Notify adjacent homeowners and tenants of the application, the date of the Board of Variance meeting and information on where to send comments on the proposal.
- Write a memo to the Board of Variance outlining the variance request (a copy will be sent to the applicant).
- Hold the Board of Variance meeting (applicants are encouraged to attend to answer questions).
- Advise the applicant of the Board of Variance's decision. If approved, construction must start within 2 years of the date of approval.