

# Development Variance Permit Process



## Prior to Submitting an Application

Determine Application Requirements:

- (1) See the Development Variance Permit Application (DVP) Checklist or the City of Nanaimo's website ([www.nanaimo.ca](http://www.nanaimo.ca)) for base requirements.
- (2) Book a pre-application meeting with Staff to discuss the proposed variance and to determine application requirements.

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|--|--|------------------|
| <b>1</b>   | <b>Submit Application</b>                                | Process Begins   |
| Submit your complete application and application fee to Staff.   |  |                  |
| <b>2</b>   | <b>Application Review</b>                                | Weeks 1 - 4      |
| We review your application and request any other required information.   |  |                  |
| <b>3</b>   | <b>Statutory Notification Process</b>                    | Weeks 5 - 8      |
| Staff prepares a report to inform Council that we will begin statutory notification. Neighbouring properties are informed of your application by mail and hand delivery.           |  |                  |
| <b>4</b>   | <b>Council</b>   | Weeks 5 - 8      |
| Staff prepares a report to inform Council that we will begin statutory notification. Neighbouring properties are informed of your application by mail and hand delivery.           |  |                  |
| <b>5</b>   | <b>DVP Issuance &amp; Land Title Office Registration</b> | Process Complete |
| Upon Council approval, a DVP is prepared and forwarded to applicant.<br>Notice of Permit is also forwarded to the Land Title and Survey Authority of BC for registration on title. |  |                  |

## Additional Information

Once approved, a Development Variance Permit is valid for two years. If the project has not been substantially started within two years and an extension is required, a new application must be submitted, along with an application fee and a written rationale indicating the reasons for the extension.

If the project has been substantially started and the building process requires no amendments, the original Development Variance Permit is in effect until the project is completed.