

## A GUIDE TO DEVELOPMENT PERMITS AND DEVELOPMENT VARIANCE PERMITS

This guide is intended to explain the Development Permit (DP) and Development Variance Permit (DVP) process in the District of Maple Ridge. This guide has been prepared for convenience only and is not intended to take the place of municipal bylaws or provincial legislation.

A Development Permit is a practical approach for directing development in a manner consistent with community values. In accordance with the Local Government Act, the Maple Ridge Official Community Plan has designated Development Permit Areas to establish guidelines for the form and character of certain developments and for the protection of the natural environment. Municipal staff can provide assistance in determining whether land is located in a Development Permit Area. Within a Development Permit Area, the following prohibitions apply unless a Development Permit is first approved by Council or the Council approved delegate:

- Land within the area must not be subdivided;
- Construction of, addition to or alteration of a building or other structure must not be started;
- Land must not be altered in an area designated for the protection of the natural environment.

An approved Development Permit is binding for both the present and future owners of the property. Please note that a Development Permit is not a Building Permit; a Building Permit is required prior to any construction works.

A Development Variance Permit may be issued by Council in order to provide a variance from the requirements of a land use bylaw. The provisions of the Zoning Bylaw, the Subdivision and Development Servicing Bylaw and the Sign Bylaw may be varied if Council considers the variance appropriate. A Development Variance Permit cannot however vary a floodplain specification or the use or density specified in a bylaw. Prior to Council considering a Development Variance Permit, a public notification advising of the proposed variance is mailed to the properties within 50 metres of the development site.





### Step 1: Pre-Application Meeting

Prior to submitting a Development Permit or Development Variance Permit application, it is recommended that the applicant discuss the proposal with municipal staff to familiarize themselves with the District’s general requirements.



### Step 2: Application Submission

A Development Permit or Development Variance Permit application is to be made to the Planning Department. The requirements as outlined in the respective “Development Permit Application Checklist” or “Development Variance Permit Application Checklist” must accompany the application along with the applicable fee. An incomplete application will not be accepted.



### Step 3: Application Review

The Development Permit or Development Variance Permit application is reviewed by the Planning Department for compliance with District Bylaws and policies. The application is circulated to various internal departments and outside agencies for comment. This may result in the need for clarification, additional information or revisions to the proposal.



### Step 4: Council

A detailed report is prepared by staff for Council’s consideration of the Development Permit or Development Variance Permit application. In the case of a Development Variance Permit, a public notice period of ten days must pass before Council can consider the permit. The Development Permit or Development Variance Permit application is considered by Council at a regular meeting where Council will decide whether or not to approve the permit. As an exception, in the case of a Development Permit for the protection of the natural environment, the permit is considered by the Council approved delegate.



### Step 5: Issuance and Registration

Should Council or the Council approved delegate approve the Development Permit or Development Variance Permit, the permit is prepared for issuance and registration at the Land Title Office. A security deposit may be required to ensure that the works authorized by the permit are undertaken in accordance with the terms and conditions of the permit.

## Board of Variance

In accordance with the Local Government Act, Council has appointed a Board of Variance that may permit a minor variance from the requirements of a bylaw respecting the siting, dimensions or size of a building or structure. A person may apply to the Board of Variance if the person alleges that compliance with the requirements of the bylaw would cause the person hardship. The focus of the Board of Variance is on the issue of hardship, not on planning or servicing related matters.

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For further information please contact the Planning Department:

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