

# DISTRICT OF MAPLE RIDGE



## A GUIDE TO DEVELOPMENT AND DEVELOPMENT VARIANCE PERMITS

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### INTRODUCTION

What is a Development Permit? Development Variance Permit? What do they govern? How are they issued?

These are some common questions about these two permits and this brochure explains the permits, the difference between the two permits, why they are needed, and the procedures involved in getting either permit.

It is important to note that neither permit may vary the use or density set out in the Zoning Bylaw for your property, nor any floodproofing requirements of the Ministry of Environment.

### DEVELOPMENT PERMIT

A Development Permit is issued by Council and sets out conditions under which development can take place. Once the permit is approved, it is binding on the present and any future owners of the property. A Development Permit is not a Building Permit. Once a Development Permit is approved, you need to apply for a Building Permit in the normal manner before you can actually build.

#### When do you need a Development Permit?

1. You need a Development Permit **when your property is in a Development Permit Area designated on the Official Community Plan.** You need to obtain a Development Permit before you can get a Building Permit or have your subdivision plan approved. Staff at the Planning Department counter can tell you if your property is in such an area.

Council has established Development Permit areas for the protection of watercourses and to establish guidelines for the form and character of commercial and multi-family residential developments.

2. You need a Development Permit **when, in the opinion of Council, your development proposal requires special consideration under either of the categories set out above.**

If you submit a rezoning application for multi-family residential or commercial use, Council may require that the actual development of the land take place under a Development Permit. This permit will specify the form and character of the development. It is also possible that issuance of a permit may be a requirement for the final adoption of the zoning bylaw.

3. You need a Development Permit **when you wish to develop land at variance with an existing Development Permit.**

#### Procedure for a Development Permit

1. **Before you apply:**

- (a) Determine the current zoning of the Development Permit Area in which your property is located.
- (b) Discuss your proposed development with the Planning Department to determine if Council may require a Development Permit as part of the process.

- (c) Discuss your proposed development with the Engineering Department staff to determine if the required services are available.

## **2. Prepare your application:**

- (a) Complete the application and information forms, providing all required information and drawings. The Planning Department can assist you with this.
- (b) Pay the required application fee.

## **3. Assessment stage:**

- (a) Staff Review:
  - (i) Planning Department staff coordinate the application review. The review involves other municipal departments and sometimes outside agencies such as the Ministry of Environment or the Ministry of Transportation and Highways.
  - (ii) A staff report to the Committee of the Whole is prepared. This report will give advice on servicing, security deposits, and/or other works or requirements.

- (b) Council Assessment:

Your proposal, as well as the recommendation of the Committee of the Whole, are reviewed by Council and either approved or denied. The Municipality files notice of the permit in the Land Title Office.

It is only at this stage that a Building Permit or Subdivision Application can be approved.

## **DEVELOPMENT VARIANCE PERMIT**

A Development Variance Permit is issued by Council providing for a variance of most land use bylaw requirements. Land use, density, and floodplain specification **cannot** be varied. Zoning, Subdivision, and Sign Bylaw provisions may be varied if Council feels that the reasons for the variation are appropriate.

### **When do you need a Development Variance Permit?**

You need a Development Variance Permit when you wish to have particular standards or requirements of land use bylaws relaxed or varied for your specific purposes. The types of variances requested generally relate to building siting, height, width and coverage, width of road right-of-way, sign area, etc.

### **Procedure for a Development Variance Permit**

The procedure for a Development Variance Permit is similar to that of a Development Permit, except that public notice of the intention to issue the permit is required. Notice is mailed to all owners of property adjacent to your land advising them of the requested variances from the bylaw. A notice period of two weeks must pass before Council can consider the permit.

Your application and information forms must be completed and must contain your reasons and justification for the requested variances. Staff will review the application and prepare a report, along with a recommendation for Council's consideration.

You might find it helpful to discuss the permit application with both the Planning and Engineering Departments. Staff will be happy to explain the reasons for the established bylaw requirements and standards, and can assist you with your application.

## **Cost of a Permit**

### **Development Permit**

Single Family Residential	\$ 510
Other	\$1800

### **Development Variance Permit**

Single Family Residential	\$ 780*
Other	\$1800*

\* an additional \$50 deposit at the time of application is required for registration of a Permit. This fee is refundable if the application is denied by Council or withdrawn prior to Council approval.

This pamphlet is provided only as a general guide. For further information relating to the process, contact the Planning Department at:

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