



## VARIANCE PROCESS

1.

### Step 1: Application for Variance submitted to Development Officer

*Development Officer grants variance:*

- Payment of fee to accompany application for proposed variance.
- Notice sent within seven (7) days of decision to all assessed property owners within 30m of applicant's property.
- An assessed owner has 14 days, after receipt of Development Officer's notice, to appeal to Council.

*Development Officer does not grant variance:*

- Developer is notified.
- Developer has seven days, after receiving notice, to appeal to the CAO.
- Development Officer or CAO must give seven days written notice of the date of the appeal to all assessed property owners within 30m of the developer's property.

2.

### Step 2: Appeals

*Appeal of the granting of Variance by assessed owner:*

- Council hears appeal.
- Council grants assessed owner's appeal.
- No variance is granted and no Development Permit is issued.

*Council uphold Development Officer's decision to grant Variance:*

- Development Officer issues Development Permit.

*Appeal for refusal of Variance by Applicant:*

- Council hears appeal.
- Council grants developer's appeal.
- Development Officer grants variance and issues Development Permit.

*Council Upholds Development Officer's decision to refuse:*

- No variance is granted and no Development Permit is issued.