



Title: Variance Application Policy	Internal/ External
Department: Planning and Protective Services	Policy Number: PPS- 003
Approval Date: March 04, 2014	Implementation Date: March 05, 2014

BACKGROUND

This policy replaces the previous, 'Variance Application Policy' from March 6, 2007, M07-055.

PURPOSE/OBJECTIVE

This policy provides a standardized process that must be adhered to when a resident is submitting a variance application.

DEFINITIONS

'*variance*' is the process by which an applicant can request deviation from the set of rules a municipality applies to land use and land development, typically a Municipal Plan policy , development regulation building code or municipal code.

POLICY STATEMENT

All applications for variance within the Town of Paradise Development Regulations must be advertised following the specific procedure outlined below before a decision on the application is made.

GUIDELINES AND PROCEDURES

1. Advertisement:

- i. The application must be advertised in a local newspaper and on the Town of Paradise website.
- ii. A "Notice of Variance" must be circulated to the adjacent property owners.
- iii. A period of seven (7) days from the date the advertisement appears in the newspaper will be required for submissions of responses to the advertisement and/or Notice of Variance.

2. Council Decision: Should any objections to the proposed variance be received, the application must be forwarded to Council for a decision on whether to approve or reject the variance application.

REVIEW: This policy will be subject to review one year following implementation.

Chief Administrative Officer: *Paula J. Cumby* Date: *March 14/14*