



Rezoning Application Package

When is a rezoning required?

When a proposal for a development does not meet the use and density requirements as specified in the *Zoning Regulation Bylaw*, a rezoning application is required. A similar process is used for an amendment to the *Official Community Plan* or land use contract.

Before I proceed what information should I consider?

The following documents should be reviewed and referenced with respect to your proposal:

- This Rezoning Application Package
http://www.victoria.ca/cityhall/departments_plnpln_app.shtml
- Official Community Plan http://www.victoria.ca/cityhall/departments_plnpln_dcmntl.shtml
- Neighbourhood Plan policies http://www.victoria.ca/cityhall/departments_plnpln_dcmntl.shtml
- Design guidelines and publications relevant to your development
http://www.victoria.ca/cityhall/departments_plnpln_dcmntl.shtml
- Zoning Regulation Bylaw, which is available online at
http://www.victoria.ca/business/building_byl.shtml
- Community Association Land Use Committee Contact and Consultation List
http://www.victoria.ca/cityhall/departments_plnpln_app.shtml

How long will the process take?

The rezoning process takes approximately four months to six months from submission of a complete application. A complex application may require more time. The more issues you can identify and resolve before submitting an application results in a smoother process.

A “Rezoning Process Flow Chart” is provided in this package. It is essential that all steps be followed. City staff will advise you of meeting dates.

How much will the application cost?

The fees are non-refundable and are:

- \$400 to advertise the date of a community meeting prior to submitting an application
- \$1125 for a rezoning application for small lot single family dwellings or duplexes
- \$1625 for all other types of applications, plus a large project fee if the estimated value of buildable floor area exceeds \$2 million (estimated value of buildable floor area above \$2 million multiplied by 0.001)
- If the application proceeds to public hearing, an additional public hearing fee of \$1200 is required.
- If there is a site profile then an additional fee of \$100 is required.

Who gets a say?

Public consultation is an important part of the rezoning process. The following groups will provide input regarding your application:

- neighbours
- Community Association Land Use Committee(s) (CALUC(s))
- City staff including personnel from Engineering, Social Planning and Parks
- City Council
- advisory committees / commissions (upon referral)
- others as required

The “Rezoning Process Flow Chart” outlines when consultation must take place and who is responsible for the various steps in the process.

To ensure the public is informed and consulted, notification signs, mail outs and advertising will be required at various stages of the process.

What if my proposal does not meet City policies?

Staff will advise you if your application does not meet City policies. If you still choose to make a rezoning application, staff may advance your application to Council with a brief report recommending decline. Fees are non-refundable.

Who decides whether my rezoning application is approved?

The final decision on your application is made by City Council. Council has the power to deny your application at several stages, and in some cases the application may not proceed to public hearing. Council may also require special items before adopting the bylaw amendment, such as covenants.

Who can answer my questions?

Applicant services are provided by the City of Victoria Planning & Development staff, located on the 2nd floor of City Hall. Planning staff will advise you on how to keep your application moving smoothly. Business hours are 8:00 am to 4:30 pm, Monday to Friday, except statutory holidays. The address and phone/fax are:

City of Victoria
Planning & Development
1 Centennial Square
Victoria, BC V8W 1P6
Phone: 250-361-0283
Fax: 250-361-0386



PLEASE NOTE:

An appointment is required to make your application.

Please call
250-361-0284

Rezoning Process Flow Chart

The following outlines the sequence of events that can be expected during the rezoning process. The order may vary slightly and some activities may occur concurrently. **Applicants are responsible for completing all tasks shown in bold.**

<i>WHO is responsible</i>	<i>WHAT needs to be done</i>
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm with City Staff that a Rezoning Application is required. <input type="checkbox"/> Check with City Engineering for traffic and servicing concerns. <input type="checkbox"/> Apply for preliminary subdivision approval from Approving Officer if required. <input type="checkbox"/> Obtain Development Application Consultation List from Planning Staff. <input type="checkbox"/> Have a <i>preliminary</i> meeting with the Community Association Land Use Committee (CALUC). The intent of the meeting is to provide a two way exchange of ideas in a spirit of open mindedness. Members of the public may be present, but are not specifically invited.
CALUC	<ul style="list-style-type: none"> <input type="checkbox"/> The CALUC may provide comments to the applicant (cc City).
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Begin consultation with neighbours if you haven't already done so. <input type="checkbox"/> Arrange a Community Meeting with the CALUC. <input type="checkbox"/> Read "Community Meeting Notice Instructions" and complete "Community Meeting Notice" and submit to Planning Dept. with \$400.
City	<ul style="list-style-type: none"> <input type="checkbox"/> Mail "Community Meeting Notice" to all neighbours within 100 m radius of proposal.
CALUC	<ul style="list-style-type: none"> <input type="checkbox"/> If proposal is right on boundary of two or more neighbourhoods, CALUC will notify neighbouring CALUC(s). <input type="checkbox"/> It is recommended at the beginning of the meeting that the CALUC Chair read aloud the "Introduction to Community Meetings" contained in the CALUC information kit.
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Attend a Community Meeting and present plans and "Rezoning Application Form". The following plans are also required: <ul style="list-style-type: none"> - site plans - floor plans - elevations - photos or illustration (to scale) of building in relation to flanking buildings - landscape plan <input type="checkbox"/> Leave copies of all these materials with the CALUC.
CALUC	<ul style="list-style-type: none"> <input type="checkbox"/> CALUC sends written comments to Mayor & Council/Planning Department (cc applicant.) CALUC has 30 days to formally comment on the application.
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Make any changes to proposal based on local input. Prepare a set of "bubbled" plans illustrating changes made since the Community Meeting. <input type="checkbox"/> An appointment is required to make an application. Please call 250-361-0284. <input type="checkbox"/> Complete and submit your application form with all the supporting materials and fees. Applications will not be accepted prior to the Community Meeting, except at the discretion of the Director of Planning.
City	<ul style="list-style-type: none"> <input type="checkbox"/> Staff provides CALUC with "bubbled" plans illustrating changes made since Community Meeting, a copy of the "Rezoning Application Form" and a 8½" x 11" set of plans that it receives with the Application. <input type="checkbox"/> Staff notifies the applicant regarding the technical committee review and plan check.
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Changes to the application may be required as a result of the staff review. If changes occur, submit revised plans in accordance with the directions provided by staff in the Application Review Summary.
Staff	<ul style="list-style-type: none"> <input type="checkbox"/> Staff sends the CALUC a copy of the "bubbled" plans and letter outlining any changes. <input type="checkbox"/> Staff prepares a report for Planning & Land Use Standing Committee and attaches any written correspondence from the CALUC.

- Applicant**
- A rezoning sign must be posted on the site at least 10 days prior to the Planning & Land Use Standing Committee meeting. You must check with Planning Support Staff at (250)361-0212 to obtain the rezoning sign(s). The number of signs will depend on the number of street frontages or length of property frontage.
 - Applicant must provide 15 copies of colour plans (8 ½" x 11") stapled at least 6 working days prior to the Planning & Land Use Standing Committee meeting.
 - Applicant must provide site photos and digital plans in Microsoft PowerPoint format. See Section 9 of this application form for details.
 - Be present at the Planning & Land Use Standing Committee¹ meeting to answer any questions. Applicants may not make presentations at Planning & Land Use Standing Committee unless required by Council.
- Council**
- Planning & Land Use Standing Committee reviews the application and may recommend changes, approval, rejection, or referral to advisory committees.
- City**
- An excerpt of the minutes from Planning & Land Use Standing Committee is sent to the Applicant and CALUC.
 - If the application has been referred to advisory committees/commissions, it may be brought back to Planning & Land Use Standing Committee after all referrals are received.
- Applicant/City**
- Preparation of any covenants or agreements.
- City**
- If recommendation is to proceed, a rezoning bylaw will be prepared and proceed to Council for first and second reading.
- Applicant**
- If plans change, submit revised plans to Planning Department (4 sets full size, 2 sets 8 ½" x 11", 2 sets 8 ½" x 11" "bubbled", 2 copies of a letter outlining changes and the updated Rezoning Application Form).
 - Pay public hearing fee at Legislative Services (\$1200)
- City**
- Staff provide CALUC with updated 8 ½" x 11" plans, "bubbled" plans and updated Rezoning Application Form.
 - Planning advises Legislative Services that a public hearing can be set.
- CALUC**
- CALUC reviews the plans and may send written comments to the Mayor & Council and Planning Division (cc applicant). These must be received by the date of the Public Hearing to be considered.
- City**
- Council sets a Public Hearing date.
 - The applicant, CALUC and neighbours within 100 m of the proposal are notified of the Public Hearing date.
 - The Public Hearing is advertised in the newspaper.
- Applicant**
- The City gives the applicant a Public Hearing notice sign to post on the rezoning sign at least 10 days prior to the Public Hearing.²
- Council/City**
- Council approves or declines the application at the Public Hearing.
 - The Public Hearing decision is mailed to the Applicant and CALUC.

Notes on public involvement and signage for City meetings:

1 Planning & Land Use Standing Committee (PLUSC) - The public/CALUC may attend but only to observe.

2 Public Hearing – A sign will be posted on the rezoning sign 10 days prior to the meeting. Anyone may speak at the Public Hearing.

Community Meeting Notice Instructions

In order to ensure the community is notified about land use applications, developers/ proponents must present plans at a meeting of the Community Association in which the proposed development is situated. To inform neighbours of this meeting, proponents must fill out the *Community Meeting Notice* form, available at http://www.victoria.ca/cityhall/plnsrv_app_cmmnty.shtml, and return it to the Development Services Division.

Please note that hand written *Community Meeting Notice* forms will no longer be accepted.

Please fill out the form online, save a copy for your records and send a copy to City Hall. You may send a copy to City Hall either by email attachment to awalper@victoria.ca or by printing off a copy and mailing it in or delivering it personally.

The *Community Meeting Notice* form must be signed off by a representative from the Community Association prior to being received at City Hall. Please contact the Land Use Committee chair directly to arrange for sign off.

The form must be received by City Hall at least **15 working days** prior to the meeting date. The City will then generate a list and mail the notice to all owners and occupiers of properties located within 100 metres of the subject property.

This service will cost \$400.00 per mail out.

Proponents are responsible for the accuracy of the information contained on the notice and will be required to arrange and pay for advertising a second meeting if the information is incorrect. The City will send out the notice exactly as it is submitted.

Proponents must present plans and the *Rezoning Application Form* at the community meeting.

Plans required at the community meeting are:

- site plan
- floor plans
- elevations
- photos or illustration of proposal in relation to flanking buildings
- landscape plan

In some cases (e.g. where an existing building's use is being changed) less information may be acceptable, if the Land Use Committee Chair agrees.

If the proponent does not provide all these plans at the community meeting the Land Use Committee may choose to cancel the meeting. In this instance, the proponent is responsible for organizing and paying for another community meeting.

The applicant is responsible for arranging and paying for a meeting facility if the Land Use Committee is unable to provide one.

Rezoning Application Form

Property Address: _____

Legal Description(s): _____

Ownership/Applicant Contact Information (Note: For properties registered pursuant to the *Strata Property Act*, an application must be accompanied by a letter of authorization from each registered owner within the strata supporting the changes to the City of Victoria *Zoning Regulation Bylaw* as requested in this application).

Applicant's Name: _____

Address of Applicant _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Architect/Designer: _____

Address- _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Owner's Name: _____

Address of Owner: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Key contact: Please identify the key contact for the application: _____

Application Information

As registered owner of _____ (property address)
and currently zoned as _____

I hereby make application to:

- Amend the Official Community Plan
- Amend the Zoning Bylaw
- Amend a land use contract
- Request a Temporary Use Permit

Describe the application:

Total value of all work, including sub-trades: _____

To support your application, the following information is required.

1. Is the property a Development Permit area? If so, has a Development Permit application been made?

2. Is the property Heritage Listed? If yes, note if it is Registered or Designated.

3. Do you intend to strata title the project?

4. Brief description of development and proposed new land use

5. Why is City Council approval required? Example, change of land use; increase in density, relaxation of existing or proposed building setback

6. Project Information Table

Please refer to the Zoning Regulation Bylaw for terms within the Project Information Table. This Bylaw is available online at www.victoria.ca/residents/planning_zoningbylw.shtml. A copy of the project information table must also be attached to the site plan.

	Current Zoning Standard*	Proposed Zoning Standard *	Project/Site Information*	Calculate Variance* (if required)
Zoning				
Site area (m²)				
Site Coverage %				
Total Floor area				
Commercial floor area				
Floor Space Ratio (density)				
Height of building(m)				
Number of storeys				
Setbacks				
Front				
Rear				
Side (indicate which side)				
Side (indicate which side)				
Open Site Space (%)				
Parking Stalls on site				
Bicycle Parking - specify				
For Residential Use				
Total number of units				
Unit type, e.g, 1 bedroom				
Ground-orientated units				
Minimum unit floor area				
Total residential floor area				

* If your proposal involves more than one zone (e.g. existing house stays in R1-B and new house in R1-S2) then complete two data tables.

7. **Development Information** (Please provide all information as is applicable)

Note: The amount of detail may vary depending on the plan submission requirements, the nature of the application and the stage of project’s planning and design. If you have any questions please call the Planning Department at 250-361-0283.

<p>Number, type and description of dwelling units (e.g. target group, type of tenure, dwelling unit size, wheel chair accessibility)</p>	
<p>Building features (e.g. heritage, architectural) and other site features (e.g. topography)</p>	
<p>Landscaping and trees (e.g. protected trees and tree retention, nature and quality of landscaping, environmental features)</p>	
<p>Traffic, parking, access and loading (e.g. expected traffic and parking demand, layout and types of parking spaces, bicycle facilities, driveway and parking space surface treatment. Parking treatments can include ‘permeable pavement’)</p>	
<p>Design features and amenities (e.g. building materials, meeting room space, amenities for children, storage, public art, off-site features such as boulevard trees and sidewalks)</p>	
<p>Environmental Features (e.g. green building, green roof, permeable paving)</p>	
<p>Safety and security (e.g. lighting, sight lines, safety routes, CPTED features). See CPTED material available from the Planning Department</p>	

8. Rationale for Rezoning

To assist City Council, staff, community associations and residents in reviewing an application for rezoning, please provide answers to the questions below (and other relevant information) in a concise summary letter addressed to Mayor and Council.

Government Policies

Does the proposal conform to the recommendations of the Official Community Plan? The current Neighbourhood/Precinct Plan? The relevant Design Guidelines? (See the Publications List available in the Planning & Development Department)

Project Benefits

What are the economic, environmental and social benefits to the City and neighbourhood, e.g. increased tax base, number of jobs; contribution towards reduced commuting and greater affordability?

Need & Demand

What is the demonstrated public need and demand for the proposal? Does the location meet a need or demand which is not or could not be met in land already zoned?

Services

Are there adequate public infrastructure and community/recreation services available to meet the proposal (e.g., sewer, water, sidewalks, roads, parks)? If not, how would the proposal address infrastructure and service requirements? Note that changes to land outside your property boundary may be only shown if approved by the City Engineering and Parks Department.

Neighbourhood

What is different or unique about the site to warrant rezoning, e.g. lot size, topography, situation vis-à-vis neighbouring properties, existing site and neighbouring development?

Impacts

Would the development complement or improve conditions existing in the surrounding area? What other effects would this proposal have on the immediate neighbours? Consider noise, activity level, odors, removal of trees, retaining walls, fence, privacy, views and other neighbourhood and environmental features.

Design

How well does the proposed development relate to the neighbourhood? Is the design in keeping with the existing or anticipated development of the community? Consider building height, massing, orientation, setbacks and streetscape. Please reference the City's general design guidelines as well as any area specific design guidelines.

Declaration of Complete Application
Please complete the checklist for submission

Prior to submission applicants must make an appointment with the Zoning Administrator and an Engineering Department representative when submitting an application. To book an appointment, please call 250-361-0284.

Please confirm that your application is complete by filling in the check list below and signing the declaration. Incomplete applications will not be accepted.

a. Title and Ownership Information and Explanatory Letter

- If there is more than one registered owner a letter of authorization should be provided from all owners or a copy of a valid Offer to Purchase.
- Current Certificate of Title (not dated more than 30 days), available from the Land Title Office, 850 Burdett Avenue, Victoria, BC, Phone: 250-387-6331.
- Copy of any title restrictions, e.g., restrictive covenants, easements, right of ways
Specify _____
- Letter addressed to Mayor and Council explaining details of your proposal and justification for any variances. A list noting green building features is also required in your letter to Council.

b. Site Profiles for Contaminated Sites

Pursuant to the **Waste Management Act**, the Province of British Columbia requires an applicant to submit a Site Profile Form on properties that are or were used for commercial or industrial purposes as defined within the provincial regulations, i.e. Schedule 2 activities. Please indicate if the subject property qualifies for the following major exemptions for requiring a Site Profile:

- The property was or is currently used for residential purposes.
- There will be no disturbance or excavation of soil involved as part of the amendment application. If a major exemption does not apply, then please obtain the information package on Site Profiles from Planning staff. More information is available at www.gov.bc.ca/wlap

c. Community Consultation

- A Community Meeting was held with the Community Association Land Use Committee on _____ (date of meeting). If the meeting has been held more than six months prior to submission, the application will be accepted at the discretion of the Director of Planning. If any changes have been made to the plans since the Community Meeting, two sets of "bubbled" plans which illustrate any changes must be submitted

d. Number of plans

- Four sets of plans are required 64 x 91 cm (2' x 3').
- Two additional set of plans 22 x 28 cm (8 ½" by 11").
- Two sets of colour prints 28 x 44 cm (11" x 17")
- Two sets of "bubbled" plans which illustrate any changes that have been made since the Community Meeting

Note: At last six working days prior to the Planning and Land Use Standing Committee, 15 colour copies (8 ½" x 11") must be provided for circulation to the members of Council.

General Requirements for the Site Plan and Landscape Plan and Building Plans

All applications will require the submission of a Site Plan. The information used to generate the Site Plan can also be used as the base for the Landscape Plan. Note that all applications do not require a Landscape Plan. Please verify with the Local Planner if a Landscape Plan is required for your submission.

The following are the general requirements for both the Site Plan and the Landscape Plan.

- The Site Plans and Landscape Plans must be to 1:200 or 1:100 scale and dimensioned in metric.
- The standard is to include a north arrow, which should point to the top or right of the page.
- Include a title block that identifies the project name (if any), civic address, applicant and contact information, date of plans and space to indicate any plan revision dates.
- Applicants are required to incorporate City of Victoria base map information, which includes existing underground services, onto any off site improvement plans. Hard copy of the relevant base map information will be provided to the applicant upon request. An Autocad digital file can be provided at a nominal cost for use as a mapping base. This may be requested through the City of Victoria's Engineering Department at http://www.victoria.ca/cityhall/departments_engsupmapinfo
- Do not show any improvements, which exceed or deviate from City standards (e.g. art, special paving, benches, garbage cans, bike racks or landscaping) to the public right of way prior to obtaining the City's written approval.
- Plans are certified in compliance with the applicable professional association standards.
- Measurements are based on definitions and standards of the City of Victoria *Zoning Regulation Bylaw*. This Bylaw is available at www.victoria.ca/residents/planning_zoningbylw.shtml.

e. Site Plan showing:

- Parcel size and dimensions showing all property lines
- Road dedication requirements are to be indicated (easement, statutory right of way or dedication)
- Any easements and utility corridors on the parcel to be noted
- Size and location of all existing buildings and structures on the property, clearly dimensioned and labelled
- Size and location of all proposed buildings and structures, highlighting proposed variances
- Location of buildings on adjacent parcels
- Any existing natural features (rock outcrops, watercourses)
- Proposed bicycle parking - refer to *Zoning Regulation Bylaw*, Schedule C
- Existing and proposed driveway crossing locations, vehicular access locations – all showing dimensions and grades
- Parking layout – show parking areas with dimensioned depth and width of stalls, handicapped stalls, aisle dimensions, angle of parking stalls, number of stalls and wheel stops (refer to *Zoning Regulation Bylaw*, Schedule C)
- All existing and proposed infrastructure (utility poles, fire hydrants, trees, etc.) in City right-of-way adjacent to the subject property, including existing underground utility services
- Compliance with *Tree Preservation Bylaw* #05-106, showing size, species and location of protected trees and measures to protect trees. Bylaw is available at http://www.victoria.ca/cityhall/departments_compar_prktrp.shtml. Please ensure that the drip line of all existing trees on the right-of-way and all protected trees on the lot are shown.
- Compliance with *Parking Lot Bylaw* #87-248, showing how the parking lot will be screened from the street
- Project Information Table (sample provided in this application form).

f. Landscape Plan showing:

- Parcel size and dimensions showing all property lines (existing and proposed)
- Size and location of all existing buildings and structures on the property, including underground parking structures
- Any existing natural features (rock outcrops, watercourses)
- All proposed plantings on private property
- Surface treatments on private property and on City right-of-way
- Fence and retaining walls, location and height
- Compliance with *Parking Lot Bylaw #87-248*, showing how the parking lot will be screened from the street
- Compliance with *Tree Preservation Bylaw #05-106*, showing size, species and location of protected trees and measures to protect trees. Bylaw is available at http://www.victoria.ca/cityhall/departments_compar_prktrp.shtml. Please ensure that the drip line of all existing trees on the right-of-way and all protected trees on the lot are shown.

g. Building plans and information showing:

- Number of storeys
- Height of building from average grade
- Floor plans indicating uses of all spaces, including basement
- For residential projects, summary of unit types, e.g. 1 bedroom, and size
- When the grade is altered, the finished grade at all bordering properties and streets
- Illustration (to scale) of proposal showing street elevation and relation to flanking buildings
- Elevations on all sides
- Photos or illustrations of buildings in relation to flanking buildings
- Any photographs to support your submission clearly identifying location and views
- If the building is a Part 3 building pursuant to the BC Building Code, a Code review is required. This is to be completed on a separate document. For details contact Ron North, Chief Building Inspector, Phone (250)361-0340.
- A list noting “green building” features, e.g. Leadership in Energy and Environmental Design (LEED) Rating System, as endorsed by the Canada Green Building Council that will be incorporated into the development (see www.cagbc.org)

h. Declaration

- I hereby acknowledge that all the information provided is considered public information and available for public viewing and distribution.
- I hereby submit the application fee. Calculation shown in the following Section.
- I hereby declare that all the above statements and the information contained in the supporting documents are to the best of my belief true and correct in all respects.

Signature of Registered Owner (PRINT NAME) Date _____

Signature of Applicant (PRINT NAME) Date _____

Application Received By: _____ Date _____

i. Bylaw Amendment Fees – Rezoning, Official Community Plan Amendment, Land Use Contract Amendment, Temporary Commercial or Industrial Use Permits

General information on fees:

- The fees for development applications are set within the *Land Use Procedures Bylaw*. Please refer to the Bylaw for complete details.
- The fees are non-refundable.
- If a site profile is required, an additional fee of \$100 is required.
- A pre-application fee of \$400 is required for notification of rezoning proposals for a community meeting.
- Small lot rezoning applications are subject to a different fee calculation.
- If an application is advanced to a Public Hearing, an additional fee of \$1,200 for advertising is required and payable at the Public Service Centre before setting a Public Hearing date.
- If significant revisions are submitted for a rezoning submission that require additional staff review, an additional fee of \$1,625 will be assessed.
- The fees include a refundable \$150 sign damage deposit for sign rental. The non-refundable portion of this sign rental is \$75, for a total cost of \$225 per sign. If the sign is damaged or lost the damage deposit will be forfeited. Additional signs will be charged accordingly. Additional signs may be required based on the number of street frontages or length of the street frontage.
- City staff can also erect the project sign for you for a fee of \$50 if you do not wish to do so yourself. For an additional \$50 staff will remove the sign once the rezoning process has been completed.
- If a large project fee assessment is required, this additional fee will be assessed only once for the project. For example, for a large project requiring a rezoning and a development permit, the large project fee will only be collected once.

Fee Calculation:

The basic rezoning fee is \$1625.

If value of buildable floor area permitted under the zoning is in excess of \$2 million, then the formula is as follows:

Calculate value of new buildable floor area:

$$\text{site area (m}^2\text{)} \times \text{maximum FSR} \times \$ \text{ per m}^2 = \text{value of buildable floor area}$$

Calculate additional fee:

$$\text{value of buildable floor area minus } \$2 \text{ million} \times 0.001 = \text{additional fee}$$

Total Rezoning application fee:

$$\text{base application fee } (\$1625) + \text{additional fee (from above)} + \$225 \text{ for each sign required} = \text{total rezoning application fee}$$

9. Digital Plan Submissions

In order for your application to proceed to City Council's Planning & Land Use Standing Committee, the following digital requirements must be provided by no later than noon the Monday week before the scheduled meeting date. **Only** prepare your digital submission after the staff review of your application and any required revisions have been completed.

Standards

- Provide on a CD or flash drive
- Maximize the slide space (enlarge images) to ensure the slides are clear and legible
- Slide background to be kept white, descriptive text kept simple, use only Arial font and do not use any special effects or transitions
- Save in Microsoft Power Point 2003 or earlier format

Required Plan Information

Please provide the slides in the order shown below:

- Photographs showing existing house or buildings adjacent properties and any other relevant material that may support your proposal.
- Streetscape Elevation Plan – Showing proposed building and adjoining buildings
- Context Plan – Showing adjoining lots and buildings
- Site Plan
- Landscape Plan – showing both existing trees and trees to be removed
- Floor Plans – uses for each interior space in the proposed and existing buildings
- Elevation Plans
- Colours and material samples (may be photograph of Materials Board)

Note that staff may choose to limit the number of slides for presentations to Council.

10. Supplementary Information

You may also need to provide some supplementary information with your application. Please review the following and discuss with City staff if necessary.

Public Art

If your project has a public art component, refer to the *Public Art Policy Guidelines* available at http://www.victoria.ca/cityhall/departments_comdev_pubart.shtml

Site Servicing Plan

For projects that require new off-site works and services, a Site Servicing Plan must be provided. Please obtain Site Servicing Plan information from the Engineering Department, Transportation and Development Division, Senior Development Technician at 250-361-0298.

Construction Phase

For a development site that requires extensive excavation, it is required that the developer provide details (location and time frame) of the placement of construction offices and sales offices. In some cases, further approvals may be required.

Subdivision

For developments that require subdivision of land (fee simple or bare land strata), a preliminary layout approval must be obtained prior to submission of the amendment application. Discuss all subdivision requirements with Engineering Department at 250-361-0501.

Large Project Submissions

When you are applying for a bylaw amendment and the site is larger than 930m², then a Large Project Submission is required. Please refer to the handout entitled Large Project Submissions. This Information is available on the website at http://www.victoria.ca/common/pdfs/lrge_prjct_sbmsn.pdf.

Small Lot House and Duplex Rezoning

These categories of rezoning are regulated by Development Permit, and as such applications require additional information. Please refer to the following publications:

- *Small Lot House Rezoning Policy, Design Guidelines and Petition*
http://www.victoria.ca/common/pdfs/planning_smalllot2.pdf
- *Neighbourliness Guidelines for Duplexes*
http://www.victoria.ca/cityhall/pdfs/departments_plnpub_guidedup.pdf