

LAND USE PROCEDURES BYLAW

A BYLAW OF THE CITY OF VICTORIA

A Bylaw to define procedures under which an owner of land may apply for an amendment to the Official Community Plan or the Zoning Regulation Bylaw, for the issuance of a permit, to impose application fees, to specify notification distances, and to delegate Council's authority to make decisions in certain circumstances.

WHEREAS:

A local government that has adopted an official community plan bylaw or a zoning bylaw must, by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw or for a permit under Part 14 of the *Local Government Act*; and

The Council of the City of Victoria has adopted an official community plan and a zoning bylaw; and

A local government may, by bylaw, impose application fees for an application to initiate changes to an official community plan or zoning bylaw, the issuance of a permit under Part 14 or Section 617 of the *Local Government Act*, or an amendment to a land use contract or a heritage revitalization agreement; and

A local government may by bylaw specify a distance from affected land for the purpose of notifying owners and tenants in occupation of proposed bylaw amendments and permits; and

The Council may, by bylaw, delegate its powers, duties and functions to an officer or employee of the municipality;

NOW THEREFORE, the Council of the City of Victoria, in open meeting assembled, enacts as follows:

PART 1 – INTRODUCTORY PROVISIONS

1. Title
2. Repeal
3. Severability
4. Definitions
5. Applications Subject to this Bylaw

PART 2 – APPLICATIONS

6. Pre-Application Community Meeting Requirements
7. Notification Distance
8. Waiving a Community Meeting
9. Applications Forms

10. Application Requirements
11. Evidence of Participation in a Community Meeting
12. Declared value of buildable floor area
13. Declared value of construction
14. Receipt of Applications
15. Incomplete applications
16. Notification of incomplete applications
17. Application referral
18. Application review summary
19. Council referral
20. Application Fee
21. Refund
22. Refund of administration fee
23. Cancellation of Applications
24. Reapplication – cancelled file
25. Application Sign Posting Requirements – permits
26. Application Sign Posting Requirements – other applications
27. Public hearing
28. Right to waive a public hearing
29. Opportunity for public comment
30. Notice of public hearing
31. Notice of opportunity for public comment
32. Notice requirements for temporary use permits or development variance permit
33. Reapplications

PART 3 – DELEGATION AND RECONSIDERATION

34. Types of Permits
35. Referral
36. Referral consideration
37. Council reconsideration
38. Time limit for reconsideration

- 39. Notice of reconsideration
- 40. Representation to Council
- 41. Council's authority

SCHEDULES

- Schedule A Application Fees
- Schedule B Procedures for Sign Posting– Permits
- Schedule C Procedures for Sign Posting – Other Applications
- Schedule D Delegated Approvals

PART 1 – INTRODUCTORY PROVISIONS

Title

- 1. This Bylaw may be cited as the "LAND USE PROCEDURES BYLAW, 2016".

Repeal

- 2. Bylaw No. 09-048, the "Land Use Procedures Bylaw" is repealed.

Severability

- 3. If any Section, subsection, sentence clause or phrase forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed from the Bylaw without affecting the validity of the Bylaw or any remaining portion of the Bylaw.

Definitions

- 4. In this bylaw,
 - "**ADP**" means
the City's Advisory Design Panel
 - "**CALUC**" means
Community Association Land Use Committee
 - "**Committee**" means
a select or standing committee of Council
 - "**Community Meeting**" means
a public meeting held in association with a Community Association Land Use Committee operating under the Community Association Land Use Committee Procedures for Processing Rezoning and Variance Applications as approved by a resolution of Council

“development permit” or “DP” means

a permit authorized by Section 490 of the *Local Government Act*

“development variance permit” or “DVP” means

a permit authorized by Section 489 of the *Local Government Act*

"Director" means

the City's Director of Sustainable Planning and Community Development Department

"HAPL" means

the City's Heritage Advisory Panel;

“heritage alteration permit” means

a permit authorized by Section 617 of the *Local Government Act*

“heritage revitalization agreement” means

an agreement authorized by Section 610 of the *Local Government Act*

“Official Community Plan” or “OCP” means

the City's Official Community Plan Bylaw, 2012

“public comment” means

members of the public addressing Council, other than at a public hearing, regarding the subject matter of a decision Council proposes to make

“public hearing” means

a public hearing that is required to be held under the *Local Government Act* before Council adopts a bylaw

“TRG” means

the Technical Review Group composed of City of Victoria staff

“zoning bylaw” means

the City's Zoning Regulation Bylaw

Applications subject to this bylaw

5. This bylaw establishes fees and procedures in relation to applications for:
 - (a) an amendment to the zoning bylaw;
 - (b) an amendment to the OCP;
 - (c) an amendment to a land use contract;
 - (d) a temporary commercial or industrial use permit;

- (e) a heritage revitalization agreement;
- (f) a development variance permit;
- (g) a development permit;
- (h) a heritage alteration permit.

PART 2 - APPLICATIONS

Pre-application community meeting requirements

6. Before submitting an application to initiate changes to the OCP or the zoning bylaw the applicant must:
 - (a) pay to the City the community meeting notification fee as calculated in accordance with Schedule A of this Bylaw; and,
 - (b) arrange and participate in a Community Meeting.

Notification Distance

7. The City will provide notification of the date of the scheduled Community Meeting to the owners and occupiers of properties located within:
 - (a) 100 metres of the property that is the subject of the application (the “subject property”) if the application is for one of the matters listed in Section 26 of this Bylaw;
 - (b) 200 metres of the property that is the subject of the application if the application is to amend the zoning bylaw and also requires an amendment to the Urban Place Designation for the subject property in the *Official Community Plan*; or
 - (c) 200 metres of the property that is the subject of the application if the application is to amend the zoning bylaw and requires the creation of or amendment to guidelines in the *Official Community Plan* for one or more Development Permit Areas or Heritage Conservation Areas.

Waiving a Community Meeting

8. The requirement to arrange and participate in a Community Meeting in relation to an application may be waived:
 - (a) in writing by the CALUC in the area in which the proposed development is located;
 - (b) by the Director if, in the Director’s opinion, the applicant has made reasonable attempts to hold a Community Meeting;
 - (c) by Council.

Application Forms

9. The Director is authorized to establish and revise the application form for any application to be used from time to time pursuant to this Bylaw.

Application requirements

10. All applications must be submitted to the Director on the form provided by the City for the purpose of the application, and must be accompanied by:
 - (a) all of the information and supporting documents specified in the application form;
 - (b) the fees set out in Schedule A to this Bylaw.

Evidence of participation in a Community Meeting

11. If a Community Meeting was required in relation to an application, the applicant must submit evidence that the applicant has participated in the Community Meeting.

Declared value of buildable floor area

12. An application for an amendment to the zoning bylaw, or for a heritage revitalization agreement or amendment, must include a declaration of the value of the buildable floor area permitted under the amendment or agreement, as certified by a qualified professional.

Declared value of construction

13. An application for a development permit or a heritage alteration permit must include a declaration of the value of construction proposed under the permit, as certified by a qualified professional.

Receipt of applications

14. If a person submits a complete application to the Director, the Director must process the application.

Incomplete applications

15. If a person submits an incomplete application to the Director, the Director may:
 - (a) process the application; or
 - (b) refuse to process the application.

Notification of incomplete applications

16. If the Director refuses to process an incomplete application, the Director must inform the applicant, either verbally or in writing, why the application is incomplete.

Application Referral

17. When processing an application, the Director may refer the application to other agencies or associations, the TRG, or other staff members.

Application Review Summary

18. When processing an application the Director may provide an applicant with a summary of any feedback the Director receives following the referrals contemplated in Section 17.

Council Referral

19. Council or a Committee of Council may refer a development permit application or a heritage alteration permit to ADP or HAPL or a joint meeting of ADP and HAPL for its recommendations concerning the design of the application or other matters within the ADP's or HAPL's terms of reference.

Application fee

20. The application fee for an application under this Bylaw is the sum of the following amounts, each of which is set out in, or must be calculated in accordance with, Schedule A:
 - (a) the pre-application fee for the community meeting;
 - (b) the base application fee;
 - (c) the large project fee;
 - (d) the administration fee; and
 - (e) the resubmission fee.

Refund

21. An applicant who has paid the base application fee, or the large project fee, or both, is entitled to:
 - (a) a 90% refund if the application is formally withdrawn prior to the review of the application by the TRG;
 - (b) a 75% refund if the application is withdrawn or cancelled after the TRG review but prior to being placed on an agenda for a Committee of Council.

Refund of administration fee

22. An applicant who has paid the administration fee in relation to an application is entitled to a refund of that fee if the application is cancelled, withdrawn or abandoned, and the applicant requests a refund, before the City has incurred any expenses in relation to the giving notice of a public hearing, the waiver of a public hearing, or an opportunity for public comment in relation to the application.

Cancellation of Applications

23. If an application has been accepted by the Director for processing and further information from the applicant is requested after review by the Director, TRG Committee or Council, the applicant is required to provide the requested information within 6 months. If the applicant does not provide the requested information within 6 months of the request, the City will provide a final written notification to the applicant and if the requested information is not provided within 3 months of the final written notification, the file will be closed.

Reapplication - cancelled file

24. An applicant wishing to reopen a closed file must submit a new application and pay the applicable fee prescribed in Schedule A of this Bylaw, but the one year waiting period for reapplications under Section 33 of this Bylaw does not apply.

Application Sign Posting Requirements - Permits

25. A person who submits an application for any of the following must post signage in compliance with Schedule B of this Bylaw:
- (a) development variance permit;
 - (b) development permit with variances;
 - (c) heritage alteration permit with variances
 - (d) a temporary commercial or industrial use permit.

Application Sign Posting Requirements – Other applications

26. A person who submits an application for any of the following must post signage in compliance with Schedule C of this Bylaw:
- (a) a *Zoning Regulation Bylaw* amendment;
 - (b) an *Official Community Plan Bylaw* amendment;
 - (c) an application to amend a land use contract, if the amendment relates to the use or density of an area covered by the contract;
 - (d) a heritage revitalization agreement bylaw if the agreement or an amendment would permit a change to the use or density of use that is not otherwise authorized by the applicable zoning.

Public hearing

27. In accordance with the *Local Government Act*, a public hearing is required before Council adopts a bylaw to:
- (a) amend the zoning bylaw;
 - (b) amend the OCP;
 - (c) amend a land use contract, if the amendment relates to density or use of an area covered by the contract;
 - (d) enter into or amend a heritage revitalization agreement, if the agreement or amendment would permit a change to the use or density of use that is not otherwise authorized by the applicable zoning.

Right to waive a public hearing

28. Council may waive the holding of a public hearing in relation to a zoning amendment bylaw if the proposed amendment is consistent with the OCP.

Opportunity for public comment

29. Council may provide an opportunity for public comment before passing a resolution to issue:
- (a) a development variance permit, other than a permit that varies a bylaw under Section 526 of the *Local Government Act*;
 - (b) a development permit with variances;

- (c) a heritage alteration permit with variances; or,
- (d) a temporary commercial or industrial use permit.

Notice of public hearing

30. The distance specified for the purpose of the notification of a public hearing required in relation to any of the following is 100 m:
- (a) an amendment to the zoning bylaw;
 - (b) an amendment to the OCP;
 - (c) an amendment to a land use contract, if the amendment relates to density or use of an area covered by the contract;
 - (d) a heritage revitalization agreement bylaw.

Notice of opportunity for public comment

31. If Council proposes to provide an opportunity for public comment, the City will mail or otherwise deliver notice of the opportunity to the owners and occupiers of all parcels that are the subject of, or that are adjacent to the parcels that are the subject of, the permit in relation to which Council proposes to make a decision.

Notice requirements for temporary use permits or development variance permit

32. For clarity, nothing in this bylaw affects or modifies, or shall be construed as an attempt to affect or modify, the City's obligation, under Section 494 or Section 499 of the *Local Government Act*, to give notice of a proposed resolution to issue a temporary use permit or a development variance permit.

Reapplications

33. If the Council does not approve an application submitted in accordance with this bylaw, a person must not submit the same application within one year of the date of Council's decision to not approve the application. However, Council may, by an affirmative vote of at least 2/3 of its members that are eligible to vote on the reapplication, allow a person to reapply within the one year period.

PART 3 – DELEGATION AND RECONSIDERATION

Types of permits

34. Council delegates to the Director the authority to issue the types of permits listed in column A of the table attached as Schedule D to this Bylaw, in the areas listed in column B, accordance with the conditions set out column C.

Referral

35. Before exercising the delegated authority to make a decision under this Bylaw, the Director may refer an application to other agencies or associations, ADP, HAPL, the TRG, or other staff as required.

Referral consideration

- 36. If the Director refers an application as contemplated in Section 35 above, the Director must consider but is not bound to accept any recommendations or comments of the body or bodies to which the Director has referred the application.

Council reconsideration

- 37. If an application is refused, or if the applicant objects to a proposed provision of the permit or approval, the applicant may request that Council reconsider the decision of the Director in accordance with the provisions for reconsideration set out in this Part.

Time limit for reconsideration

- 38. Within 10 days of being notified in writing of a decision of the Direction, the applicant may apply to the City’s Corporate Administrator to have Council reconsider a decision of the Director.

Notice of reconsideration

- 39. The City’s Corporate Administrator must give the applicant at least 10 days notice of the time and place of Council’s reconsideration, and of the applicant’s right to appear before Council to make representations concerning the application.

Representation to Council

- 40. A person exercising the right of reconsideration may make oral or written submission to Council and may appoint a representative to make representation.

Council’s authority

- 41. Council may either confirm the decision made by the Director or substitute its own decision, including conditions of a permit or additional conditions of the permit.

READ A FIRST TIME on the **10th** day of **March** 2016.

READ A SECOND TIME on the **10th** day of **March** 2016.

READ A THIRD TIME on the **24th** day of **March** 2016.

ADOPTED on the **24th** day of **March** 2016.

“CHRIS COATES”

“LISA HELPS”

CORPORATE ADMINISTRATOR

MAYOR

**City of Victoria
Bylaw No. 16-028**

Schedule A

APPLICATION FEES

1 Pre-application fee

The pre-application fee, for giving notice of a Community Meeting, is:

- (1) \$400.00 if notice of a Community Meeting must be given to owners and occupiers of properties within 100 metres of the subject property; or,
- (2) \$800 if notice of a Community Meeting must be given to owners and occupiers of properties within 200 metres of the subject property.

2 Base application fee

- (1) The base application fee for the following applications is \$1400:
 - (a) a *Zoning Regulation Bylaw* amendment;
 - (b) an *Official Community Plan* amendment;
 - (c) an application to amend a land use contract, if the if the amendment relates to density or use of an area covered by the contract;
 - (d) a heritage revitalization agreement bylaw if the agreement or an amendment would permit a change to the use or density of use that is not otherwise authorized by the applicable zoning.
- (2) For applications that would enable the creation of new small lots as defined in the OCP, the base application fee is applicable to each potential new small lot.
- (3) The base application fee for Development Permits and Heritage Alteration Permits with or without variances is outlined in the following table plus \$250 for each variance that is requested or proposed in the application, based on the declared value of the construction that is contemplated in the application, as follows:

Declared Value of Construction:	Base Application Fee
Less than \$25,000	\$200
\$25,000 to \$2,000,000	\$500

- (4) The base application fee for a Development Variance Permit is \$500, plus \$250 for each variance that is requested or proposed in the application.

- (5) The base application fee for a Development Permit for subdivision only is \$250 for each new lot that is proposed to be created in the application.
- (6) The base application fee for a permit which the Director is authorized to issue is \$200.
- (7) There is no application fee for a heritage alteration permit without variances for single family dwellings or duplexes.

3 Administration Fee

- (1) The administration fee for an application to amend a bylaw that requires a public hearing, payable when the Council forwards the bylaw to a public hearing, is \$1200.00.
- (2) The administration fee for an application in respect of which Council provides an opportunity for public comment, payable when Council determines the date of the opportunity for public comment, is \$200.00.

4 Large Project Fee

- (1) The Large Project Fee for applications to amend the zoning bylaw or amend or enter into a heritage revitalization agreement applies if the value of the total buildable floor area permitted under the proposed amendment or agreement exceeds \$2 million.
- (2) The value of the total buildable floor area shall be calculated as follows:
 - (a) The site area used in the calculation of the Large Project Fee includes all lots subject to the application.
 - (b) For the purpose of calculating the Large Project Fee, the maximum floor space ratio or building floor area is used that is possible under the *Zoning Regulation Bylaw Amendment* or Heritage Revitalization Agreement bylaw (as the case may be), not the amount of floor area proposed by the application.

Step 1 – Calculation of Value of Buildable Floor Area						
Site area (m ²)	X	Maximum FSR	X	Cost per m ²	=	Value of buildable floor area

Step 2 - Calculation of Large Project Fee						
Value of buildable floor area (from Step 1)	-	\$2,000,000	X	0.001	=	Large Project Fee

- (3) The Large Project Fee for an application to amend the zoning bylaw or amend or enter into a heritage revitalization agreement shall be calculated as follows:
- (4) The Large Project Fee for a development permit or a heritage alteration permit application applies if the value of the construction value under the proposed amendment or agreement exceeds \$2 million.

(5) The construction value shall be calculated as follows:

Step 1 – Calculation of Construction Value of Building					
Total floor area including basement (m ²)	X		Cost per m ²	=	Construction value of building

(6) The Large Project Fee for a development permit or a heritage alteration permit application shall be calculated as follows:

Step 2 - Calculation of Large Project Fee						
Construction value of building (from Step 1)	-	\$2,000,000	X	0.001	=	Large Project Fee

(7) If an application subject to the Large Project Fee under both section 4(1) and 4(4) of this Schedule, the Large Project Fee will only be assessed once for the application.

5 Resubmission fee

- (1) If the plans submitted in support of the application require revisions as set out in an Application Review Summary as provided by the TRG, revised plans will be reviewed by City staff and no additional fees will be charged. If the revised plans do not address the requirements as set out in the Application Review Summary, a fee of \$500 shall be required for each subsequent resubmission until all technical requirements have been addressed to the satisfaction of the Director.
- (2) If revised plans are a result of changes proposed by the applicant, and not requested by staff, Committee, Council, ADP or HAPL, then an additional fee of \$500 shall be required for each new submission.
- (3) There is no resubmission fee when an applicant resubmits revised plans in response to comments arising from Committee, Council, ADP or HAPL.

**City of Victoria
Bylaw No. 16-028**

Schedule B

PROCEDURES FOR SIGN POSTING – PERMITS

1. For the following applications, a notice sign or signs shall be posted on the property or properties subject to the application:
 - (a) Development variance permit;
 - (b) Development permit with variances;
 - (c) Heritage alteration permit with variances;
 - (d) Temporary commercial or industrial use permit.
2. The City shall determine the specifications, format, and information content of the sign or signs.
3. The applicant shall:
 - (a) obtain the sign or signs from the City or obtain the specifications for the sign from the City;
 - (b) post the sign or signs on the subject property for a minimum of 10 days prior to the date of the Council's meeting concerning the application;
 - (c) post additional meeting notices and additional signs if required;
 - (d) maintain the sign or signs on the subject property for the required time period.
4. The sign or signs shall be posted in a prominent location, clearly visible from the street, on each frontage and lot subject to the application. Staff may specify siting and siting changes.

**City of Victoria
Bylaw No. 16-028**

Schedule C

PROCEDURES FOR SIGN POSTING – OTHER APPLICATIONS

1. For the following applications a notice sign or signs shall be posted on the property or properties subject to the application:
 - (a) rezoning;
 - (b) application to amend a land use contract, if the amendment relates to density or use of an area covered by the contract;
 - (c) official community plan bylaw amendment;
 - (d) heritage revitalization agreement, if the agreement or an amendment would permit a change to the use or density of use that is not otherwise authorized by the applicable zoning.
2. The City shall determine the specifications, format, and content of the sign or signs, and provide the specifications to the applicant or the applicant's agent.
3. The applicant shall, at its sole expense:
 - (e) prepare the sign or signs in accordance with the specifications provided by the City;
 - (f) post the sign or signs on the subject property for a minimum of 10 days prior to the initial Committee meeting;
 - (g) post additional meeting notices and additional signs if required by the City;
 - (h) maintain the sign or signs on the subject property until the Public Hearing for the application has been held.
4. The sign or signs shall be posted in a prominent location, clearly visible from the street, on each frontage and lot subject to the application. Staff may specify siting and siting changes.

**City of Victoria
Bylaw No. 16-028**

Schedule D

DELEGATED APPROVALS

The Director is authorized to issue the types of permits listed in Column A, in the areas set out in Column B, subject to the conditions specified in Column C of the following table.

A. Permit Types	B. DPAs and HCAs	C. Conditions
DP for new buildings, building additions, structures and equipment	DPA 10A: Rock Bay DPA 10B (HC): Rock Bay Heritage DPA 16: General Form and Character	Permit valid for two years from the date of issuance.
HAP without variances for a single family dwelling or duplex	All DP Areas	The Director is satisfied that the application is consistent with any applicable guidelines in the OCP. Permit valid for two years from the date of issuance.
DP or HAP authorizing minor amendments to plans attached to or referenced in an existing approved permit	All DP Areas	The Director is satisfied that the proposed amendments are substantially in accord with the terms and conditions of the original approved permit, including variances and are consistent with the guidelines under the OCP. The expiry date of the original permit applies.
DP or HAP for the renewal of an existing valid DP or HAP	All DP Areas	The permit being renewed must be: <ul style="list-style-type: none"> ○ unexpired at the time of application; ○ unchanged from the original application; and ○ not subject to any new policies or regulations. Permit valid for two years from the date of issuance.
DP for new buildings, building additions, structures and equipment	DPA 8: Victoria Arm - Gorge Waterway	The guidelines set out in the OCP must be satisfied. Permit is valid for two years from the date of issuance.
DP for new buildings, building additions, structures and equipment that are less than 100 m ² in floor area	DPA 2 (HC): Core Business DPA 3 (HC): Core Mixed-Use Residential DPA 4: Town Centres DPA 5: Large Urban Villages DPA 6A: Small Urban Villages DPA 6B (HC): Small Urban Villages Heritage DPA 7A: Corridors DPA 7B (HC): Corridors Heritage	Permit is valid for two years from the date of issuance.

A. Permit Types	B. DPAs and HCAs	C. Conditions
	DPA 10A: Rock Bay DPA 10B (HC): Rock Bay Heritage DPA 11: James Bay and Outer Harbour DPA 12 (HC): Legislative Precinct DPA 13: Core Songhees DPA 14: Cathedral Hill Precinct	
DP for an accessory building or buildings	DPA 15A: Intensive Residential - Small Lot DPA 15B: Intensive Residential - Panhandle DPA 15D: Intensive Residential - Duplex	Permit is valid for two years from the date of issuance.
DP for floating buildings, floating building additions or floating structures of any size	Fisherman's Wharf Marine District Zone within DPA 11: James Bay and Outer Harbour	Permit is valid for two years from the date of issuance.
DP for floating buildings, floating building additions and floating structures that do not exceed 100 m ² in floor area	All DP Areas	Permit is valid for two years from the date of issuance.
DP or HAP for the replacement of exterior materials on existing buildings	All DP Areas	Permit is valid for two years from the date of issuance.
DP or HAP for landscaping changes where there is an approved DP or HAP where no occupancy permit has been issued	DPA 2 (HC): Core Business DPA 3 (HC): Core Mixed-Use Residential DPA 4: Town Centres DPA 5: Large Urban Village DPA 6A: Small Urban Village DPA 6B (HC): Small Urban Village Heritage DPA 7A: Corridors DPA 7B (HC): Corridors Heritage DPA 8: Victoria Arm-Gorge Waterway DPA 9 (HC): Inner Harbour DPA 10A: Rock Bay DPA 10B (HC): Rock Bay Heritage DPA 11: James Bay and Outer Harbour DPA 12 (HC): Legislative Precinct DPA 13: Core Songhees DPA 14: Cathedral Hill Precinct DPA 15A: Intensive Residential - Small Lot DPA 15B: Intensive Residential - Panhandle DPA 15C: Intensive Residential - Rockland DPA 15D: Intensive Residential - Duplex DPA 15E: Intensive Residential - Garden Suites DPA 16: General Form and Character HCA 1: Traditional Residential	The proposed landscaping must comply with applicable design guidelines or be in accordance with a landscape plan that is attached to and forms part of an approved permit.
DP or HAP for landscaping changes where there is an approved DP or HAP after the occupancy permit has been issued	DPA 1 (HC): Core Historic DPA 2 (HC): Core Business DPA 3 (HC): Core Mixed Use-Residential DPA 4: Town Centres DPA 5: Large Urban Village DPA 6A: Small Urban Village DPA 6B (HC): Small Urban Village Heritage DPA 7A: Corridors DPA 7B (HC): Corridors Heritage DPA 8: Victoria Arm-Gorge Waterway DPA 9 (HC): Inner Harbour DPA 10A: Rock Bay	The proposed landscaping must comply with applicable design guidelines or be in accordance with a landscape plan that is attached to and forms part of an approved permit

A. Permit Types	B. DPAs and HCAs	C. Conditions
	DPA 10B (HC): Rock Bay Heritage DPA 11: James Bay and Outer Harbour DPA 12 (HC): Legislative Precinct DPA 13: Core Songhees DPA 14: Cathedral Hill Precinct	
Landscaping changes without an approved Development Permit or Heritage Alteration Permit	DPA 1 (HC): Core Historic DPA 2 (HC): Core Business DPA 3 (HC): Core Mixed Use-Residential DPA 4: Town Centres DPA 6B (HC): Small Urban Villages Heritage DPA 7B (HC): Corridors Heritage DPA 8: Victoria Arm - Gorge Waterway DPA 9 (HC): Inner Harbour DPA 10B (HC): Rock Bay Heritage DPA 12 (HC): Legislative Precinct HCA 1: Traditional Residential	The proposed guidelines must comply with applicable guidelines. Permit is valid for two years from the date of issuance. A landscape security may be required to ensure compliance with the approved plans.
Temporary buildings and structures that do not exceed 100 m ² in floor area	All DP Areas	Temporary buildings and structures located on private property. Covenant in place to ensure removal of temporary buildings or structures within two years from the date of issuance of the Development Permit for the temporary building or structure.
Temporary construction trailers and temporary residential unit sales trailers	All DP Areas	Temporary construction trailers and temporary residential unit sales trailers located on private property. Covenant is in place to ensure removal of temporary construction trailers and temporary residential unit sales trailers subject to the following time frame: <ul style="list-style-type: none"> ○ Six months after the date the City issues an Occupancy Permit for the principal building or structure on the property; or ○ Six months after the date that the principal building or structure on the property is no longer the subject of a valid and subsisting Building Permit; or ○ If neither a Building Permit or Occupancy Permit is required or will be issued for the principal building on the property, then two years from the date of issuance of the Development Permit for the temporary construction trailers and temporary residential unit sales trailer.