



Sustainable Planning and Community Development
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Delegated Development Permit & Delegated Heritage Alteration Permit Information and Application

The [Official Community Plan](#) identifies areas that are within Development Permit Areas or Heritage Conservation Areas. In these areas, there are specific objectives and guidelines that are a consideration for development of a site. Refer to the relevant [Development Permit Area](#) or [Heritage Conservation Area](#) guidelines for your project.

Council approval is required for the issuance of a Development Permit or Heritage Alteration Permit. However, in some cases, these permits may be approved by City staff and are considered delegated permits.

What is a delegated permit?

Council has delegated the approval for certain classes of development permits and heritage alteration permits to staff. This means that some development permits or heritage alteration permits do not require Council approval if they satisfy the conditions set out in the [Land Use Procedures Bylaw](#). These types of permits do not involve variances. The Land Use Procedure Bylaw also specifies the application process and the reconsideration process if an application is refused or if the applicant objects to a condition placed on a permit.

The most common types of delegated permits in all development permit areas are:

- Heritage Alteration Permits without variances for a single family dwelling or duplex (no fee applies)
- Development Permit or Heritage Alteration Permit for minor amendments to an approved Development Permit or Heritage Alteration Permit. For example, when construction drawings for a project are generated, changes are sometimes required that have not been anticipated in the Council approved Development Permit or Heritage Alteration Permit
- Renewal of a Development Permit or Heritage Alteration Permit that has not expired, provided there are no changes from the original permit and neither the policy nor the regulations have changed
- Replacement of exterior materials on existing buildings

Another common type of delegated permit is:

- Development Permit for new buildings, building additions, structures and equipment in Development Permit Area 10A Rock Bay and 10B Rock Bay Heritage and Development Permit Area 16 General Form and Character

In some Development Permit Areas, delegated approvals can be considered for:

- New buildings, additions, structures and equipment less than 100m² in floor area
- Accessory buildings in some of the Intensive Residential Development Permit Areas
- Temporary structures, including construction trailers and residential unit sales trailer

Special Conditions

The applicant is responsible for ensuring compliance with the [BC Heritage Conservation Act](#), including steps to determine whether or not a site is an archeological site. It is against the law to alter an archeological site without first obtaining a permit from the Province of BC. Information can be found at <https://www.for.gov.bc.ca/archaeology/>

The [Province of BC's Site Remediation](#) policies require a Site Profile Form to be submitted for properties that have been used for non-residential purposes. Indicate if the subject property qualifies for the following exemptions:

- Property has always been used for residential purposes
- There will be no disturbance to soil involved with this application

For More Information

For further information on delegated permit applications, please contact Development Services staff at the numbers below. The [area planner](#) or [heritage planner](#) will be able to advise you on the type of application you require and what supporting materials to provide with your submission.



Delegated Permit Application

Application

- Delegated Development Permit
- Delegated Heritage Alteration Permit

For property located at (civic address): _____

Applicant Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Details of Application

Property is located in Development Permit Area or Heritage Conservation Area: _____

Date Development Permit or Heritage Alteration Permit was issued (if applicable): _____

Is this an application to renew an approved Development Permit or Heritage Alteration Permit? _____

Has a building permit been applied for? If so, when? _____

Submission Summary

The following information must be provided as documentation for your application (in both paper and PDF format). The intent of this information is to explain in detail all proposed changes, in both written and graphic format.

- Application filled out and signed
- Current Certificate of Title - dated not more than 30 days prior to submission
- Copy of any title restrictions, such as covenants, easements or a statutory right of way
- Letter of authorization from the registered owner
- Letter addressed to Development Services explaining the proposal
- One full-size set of plans printed to the applicable scale
- For amendments to approved Development Permits or Heritage Alteration Permits, provide a list describing proposed changes
- Photographs or a materials board to illustrate the proposed revisions
- A site profile (contaminated sites) is completed for non-residential properties
- PDF format of the above listed items

Declaration

- I hereby acknowledge that all the information provided is considered public information and available for public viewing and distribution.
- I hereby declare that all the information contained in this application supporting documents are to the best of my belief true and correct in all respects.

Signature of Applicant	(PRINT NAME)	Date
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Application received by _____ (staff) on _____ (date)

Contact Information

Applicant services are provided by City of Victoria Development Services staff, located in the Development Centre on the 2nd floor of City Hall. Business hours are 8 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays.

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