



Sustainable Planning and Community Development
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Development Permit Information and Application

This package contains information for development permit applications within the City of Victoria:

- Frequently Asked Questions
- Sources of Information – Staff Contacts
- Development Permit Process Flow Chart
- General Requirements for Site Plan, Landscape Plan and Building Plans
- Letter to Mayor and Council
- Green Building Indicators
- Project Information Table
- Digital Plan and Copy Submission
- Application Form and Fee Calculation

For More Information

For further information on development applications, please contact the City of Victoria Development Services staff, at the numbers below.

A pre-application meeting, to discuss your proposal and to review the process, is strongly encouraged prior to submitting an application. Please contact the applicable [neighbourhood planner](#) to arrange a meeting.

Please review the material contained within this handout.

The Development Permit Process Flow Chart is to be used as a guide to processing your Development Permit Application.

The Development Permit Application is the only document that is to be submitted to the City. Please retain the other information in this package for your reference.

Development Permit Application – Information

An appointment is required to submit your application. To make an appointment, email zoning@victoria.ca

The intent of this meeting is to ensure that a complete application is submitted. A complete application will aid in the processing time of your application. **Only** a complete submission will be accepted. Incomplete applications will be returned to the applicant.

Applications must be submitted in person and will not be accepted by mail or courier.

The following pages comprise the Development Permit Information and Development Permit Application.

The entire Development Permit Application (PAGES 1A – 5A) must be completed and all the supporting material submitted as required.

Sources of Information – Staff Contacts

Who	What kind of information	Phone number
Zoning Administration	Zoning Regulation Bylaw interpretation	250.361.0316
Development Services Support Staff	Fees, signs, general submission questions	250.361.0283
Neighbourhood Planner	Neighbourhood plans and OCP guidelines	250.361.0283
Heritage Planner	Heritage designated or registered buildings	250.361.0382
Engineering	Municipal works and services	250.361.0300
Engineering - Subdivision	Subdivision or strata regulations	250.361.0501
Building Inspection	BC Building Code compliance questions	250.361.0344 ext. 1
Parks	Tree Preservation Bylaw	250.361.0614
Parks	Boulevard improvements and Greenway Plan	250.361.0624



Frequently Asked Questions

When is a Development Permit required?

When an area is designated as a Development Permit Area, then a Development Permit must be obtained prior to any subdivision, construction (including addition to or alteration to a building or structure) or alteration of land. In some cases, smaller developments are exempt from Development Permits. These exemptions are noted within the *Official Community Plan*. In some cases, a Delegated Permit may be required in place of a Development Permit. Please verify the correct approach with your Neighbourhood Planner.

For *Official Community Plan* information or design guidelines applicable to each Development Permit Area, please visit the City website.

How long will the process take?

The Development Permit process takes approximately three to six months from submission of a complete application. A complex application may require more time. Development Services staff will advise you of meeting dates.

A **Development Permit Process Flow Chart** is provided in this package. It is essential that all steps be followed.

Who gets a say?

For an application with variances, it is recommended that the applicant consult the neighbours and the Community Association Land Use Committee (CALUC). If an application has variances, it will be mailed to the CALUC once it is received by the City.

The application will receive a full technical review by City staff after a complete application is submitted.

A development permit application may be referred to the Advisory Design Panel for their input. The Advisory Design Panel is an advisory body appointed by Council to provide design advice on applications and provides recommendation to Council. The public (including CALUC) may attend the Advisory Design Panel, but only to observe.

If Council decides to consider your application at an Opportunity for Public Comment due to proposed variances, the adjacent owners and occupiers will be notified by the City of the date. Anyone who feels their interest in property is affected may speak at the Opportunity for Public Comment.

The **Development Permit Process Flow Chart** outlines when consultation should take place and who is responsible for the various steps in the process.

If your application has variances, notification signs and mail outs will be required at various stages of the process.

Who decides whether my Development Permit application is approved?

The final decision on your application is made by City Council.

How long is a Development Permit valid?

The permit is generally valid for two years from the date of approval (unless a different time period has been approved by Council). Construction must be substantially started, otherwise the permit will lapse.

Who can answer my questions?

A full list of staff contacts is provided in this handout. Applicant services are provided by City of Victoria Development Services staff, located in the Development Centre on the 2nd floor of City Hall. Staff will advise you on how to keep your application moving smoothly. Business hours are 8 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays.

City of Victoria
Sustainable Planning and Community Development
Development Services Division
1 Centennial Square
Victoria, BC V8W 1P6
Phone: 250.361.0283

Development Permit Process Flow Chart

The following outlines the sequence of events that can be expected during the development permit process.

Applicants are responsible for completing all tasks shown in bold.

CALUC refers to the Community Association Land Use Committee

COTW refers to the Committee of the Whole (composed of all City Council members)

WHO is responsible	WHAT needs to be done
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Review your ideas with the Neighbourhood Planner for initial comments and suggestions. <input type="checkbox"/> Prior to creating a site and landscaping plan, contact Engineering and Parks to discuss the required City standard for the City right of way. <input type="checkbox"/> Verify with Permits and Inspections that all work done on the existing building has been completed with the appropriate permits. <input type="checkbox"/> Obtain the services of an engineer, architect or other building professional who is knowledgeable of the BC Building Code that an existing building can be used for the proposed occupancy <input type="checkbox"/> If your application has variances, a meeting with adjacent neighbours and the neighbourhood Community Association Land Use Committee (CALUC) is recommended. <input type="checkbox"/> Complete and submit your application form with all the supporting materials and fees. <input type="checkbox"/> An appointment is required to submit an application. Please email zoning@victoria.ca
City	<ul style="list-style-type: none"> <input type="checkbox"/> If proposal includes variances, staff sends application to CALUC electronically.
CALUC	<ul style="list-style-type: none"> <input type="checkbox"/> If application sent to CALUC, CALUC is provided a 30 day comment period from receipt of application. CALUC sends written comments to Mayor and Council (copy Development Services).
City	<ul style="list-style-type: none"> <input type="checkbox"/> City will provide applicant with an Application Review Summary. <input type="checkbox"/> Application may require Advisory Design Panel review depending on compliance with guidelines, size of project and presence of variances. Applicant and architect must be available to make a presentation to the Advisory Design Panel. <input type="checkbox"/> Staff recommendations and Advisory Design Panel recommendations are presented to COTW. Any CALUC comments received will be attached to the report.
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Changes to the application may be required as a result of staff review. If changes occur, submit revised plans in accordance with the directions provided in the Application Review Summary. <input type="checkbox"/> 20 business days prior to the CoW meeting, applicant must provide a Microsoft PowerPoint presentation of the project, including the submission plans and other supporting materials such as photos or illustrations. See section entitled Digital Plan Submission
City	<ul style="list-style-type: none"> <input type="checkbox"/> COTW reviews the application and may recommend changes, approval, rejection or referral to Advisory Design Panel or advancing to an Opportunity for Public Comment if variances are involved.
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Changes to application may be required as a result of review. Submit revised plans to Development Services. Staff will advise on the number and size of plans required. <input type="checkbox"/> If the application has variances, pay the Opportunity for Public Comment. <input type="checkbox"/> If the application involves landscaping, provide staff with a landscape cost estimate.
City	<ul style="list-style-type: none"> <input type="checkbox"/> If there are variances, adjacent property owners and occupiers are notified of the Opportunity for Public Comment. <input type="checkbox"/> Prepare Opportunity for Public Comment notice sign.
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Post an Opportunity for Public Comment notice sign on the site at least 10 days prior to the date. Contact Development Services support staff at 250.361.0283 for sign information. <input type="checkbox"/> Applicant to be present at Opportunity for Public Comment and may make presentation to Council.



WHO is responsible	WHAT needs to be done
City	<input type="checkbox"/> If there are variances, Council has a Opportunity for Public Comment on the application. <input type="checkbox"/> Council may approve or decline the application. <input type="checkbox"/> The Opportunity for Public Comment decision is mailed to the Applicant and CALUC. <input type="checkbox"/> If approved, the Development Permit is issued. A notice is filed on the property's certificate of title.
Applicant	<input type="checkbox"/> Provide landscape security deposit prior to issuance of Building Permit.

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 not all applications require a landscape plan. Please verify with the Neighbourhood Planner if a landscape plan is required for your submission.

It is the applicant's responsibility to ensure that the plans provided are consistent.

The following are the general requirements for both the site plan and the landscape plan:

- The site plans and landscape plans must be to 1:100 scale (preferred) or 1:200 for larger projects 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.
- Parcel size and dimensions showing all property lines based on a survey prepared by BC Land Surveyor.
- Grade levels need to be in metric geodetic numbers.
- Applicants are required to incorporate City of Victoria base map information, which includes existing underground services, onto any off site improvement plans. This may be obtained through the City of Victoria's [Open Data Portal](#).
- Information on the Tree Preservation Bylaw can be found at [Tree Preservation Bylaw | Parks | Victoria](#)
- For projects that require new off-site works and services, a site servicing plan is advisable, and may provide critical information that may affect your project. Please obtain site servicing plan information online at [Land Development | Engineering & Public Works | Victoria](#).
- 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. Information on subdivision requirements can be viewed online at [Land Development | Engineering & Public Works | Victoria](#).
- 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.
- 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 [Zoning | Victoria](#)



Letter to Mayor and Council

A letter addressed to Mayor and Council detailing the following must be submitted.

Note: The amount of detail may vary on the nature of the application. Please discuss with your Neighbourhood Planner if you require further direction.

Description of proposal	Provide a summary of the proposal.
Project benefits and amenities	What are the economic, environmental and social benefits to the City and neighbourhood? Will there be any public amenities associated with this development, such as play areas for children, public art, streetscape improvements?
Neighbourhood	How well does the proposed development relate to the neighbourhood and the immediate context?
Design and development permit guidelines	With respect to the applicable design guidelines, indicate how the proposal complies with the guidelines. Reference your submission to indicate how the design guidelines have been considered in the design. Explain the design principles and concepts that have been applied for the following aspects of the development: <ul style="list-style-type: none"> • number of dwelling units or density • layout • scale • landscaping • appearance <p>Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account in relations to its proposed development and each of the aspects specified above.</p> <p>State what, if any, consultation has been undertaken on issues relating to design and how the design has changed as a result of such consultation.</p>
Transportation	Does the project meet the vehicle parking standards of Schedule C - Off-Street Parking ? How will a shortfall in parking be satisfied? Does the project meet the bicycle parking standards of Schedule C? Will the project include bicycle facilities above the requirements? Is the parcel on a Greenway? Are there any anticipated improvements to the Greenway resulting from this project?
Heritage	What is the heritage status of the buildings on the property? How are the heritage buildings impacted by the development? Note that a Conservation Plan is required for applications involving a heritage designated or registered building.
Green building features	Using the Green Building Indicators (as follows) as a guide, indicate what green building features will be incorporated into the development. Provide appropriate documentation as required.
Infrastructure	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?



Green Buildings and Green Building Indicators

Defining Sustainable Buildings

Designing, building, operating and maintaining buildings to incorporate energy efficiency, water conservation, waste minimization, pollution prevention, resource-efficient materials and indoor air quality, while being mindful of the triple bottom line of environmental, social and economic factors. (Source: Stantec Report)

This checklist advances a number of Council adopted principles, including:

- Environmental Focus: The primary focus will be to reduce the ecological footprint of development.
- Accountability: Enhance the disclosure, quality and availability of information for analysis and discussion.
- Efficiency: Maximize existing relationships, programs, rating systems and resources to implement green building features.
- Excellence: The City will strive to encourage development that is built to the highest possible green standards.
- Integration: Ensure green building policies are infused throughout the organization and linked to other City policies and programs.

How to use the Green Building Indicators

The indicators are to be used as a guide for helping applicants set a green building course. It also serves as a tool for staff and Council to help assess the merits of an application. Providing green building details is a requirement for all Development Permit Applications that include new construction, and including the green building features within the development is encouraged.

Using the indicators as a guide, the applicant will submit details of the green features contained within the development along with the other requirements for a development permit application. This can be included in the letter to Mayor and Council or as an appendix to this letter.

By submitting and signing the Development Permit Application, the applicant is providing a voluntary commitment to include the green features as indicated in the letter to Council. In the cases where the green features are required as a condition of development permit, further documentation may be required.

Third Party Rating Systems

There are a number of green building rating systems that may be considered for the project. These rating systems may provide the proponent with guidance on how to incorporate green building features:

- Leadership in Energy and Environmental Design (LEED), as endorsed by the Canada Green Building Council (see www.cagbc.org)
- Built Green, as endorsed by the Built Green Society of Canada (see www.builtgreencanada.ca)
- Green Globes, as owned and operated by the Green Building Initiative (GBI) (see www.greenglobes.com)

Category	Green Items	Sources of Information and Incentives
Rating system	<ul style="list-style-type: none"> • Register, construct and certify in accordance with a third party rating system. Indicate rating system and intended level 	<ul style="list-style-type: none"> • LEED: www.cagbc.org • Built Green: www.builtgreencanada.ca • Green Globes: www.greenglobes.com
Site selection and design	<ul style="list-style-type: none"> • Integrate Passive Design Practices into development. Describe features. 	<ul style="list-style-type: none"> • See City of Vancouver Passive Design Toolkit
Innovation and design	<ul style="list-style-type: none"> • Use an Integrated Design Process • Indicate what other green strategies have been included in the building that have not been specified in this checklist 	<ul style="list-style-type: none"> • See Metro Vancouver pages on the Integrated Design Process • BC Hydro New Construction Program
Building retention and reuse	<ul style="list-style-type: none"> • Retain existing buildings • If building must be removed, provide rationale • Reuse or recycle building elements from deconstructed building • Describe plan for disposal of building materials 	<ul style="list-style-type: none"> • City of Victoria Heritage Program • Capital Regional District (CRD) web pages for Hartland Landfill Facility

Category	Green Items	Sources of Information and Incentives
Transportation	<ul style="list-style-type: none"> Car share participation or bus pass provisions programs for building occupants Create enhanced facilities to encourage bike use, such as end of trip facilities Do not exceed the minimum number of required parking stalls 	<ul style="list-style-type: none"> Victoria Car Share City of Victoria Bicycle Parking Strategy City of Victoria Zoning Regulation Bylaw Schedule C - Off-Street Parking BC Transit
Energy efficiency <i>For Part 9 Residential Buildings</i>	<p>If existing building is retained:</p> <ul style="list-style-type: none"> Perform an energy audit and obtain EnerGuide label for existing Part 9 buildings (dwellings) <p>For new construction:</p> <ul style="list-style-type: none"> Obtain EnerGuide Rating 80 or higher 	<ul style="list-style-type: none"> Employ services of a Certified Energy Advisor BC Hydro - Build energy-efficient homes Natural Resources Canada Energy Efficient for Homes
Energy efficiency <i>For Part 3 Buildings</i>	<ul style="list-style-type: none"> Reduce energy use by at least 15% compared to ASHRAE 90.1 2004 or 10% compared to ASHRAE 90.1 2007 Do you intend to conduct Best Practice Commissioning (see LEED EA Credit 3)? 	<ul style="list-style-type: none"> Energy modelling will require the services of a professional engineer or technologist who specializes in energy modelling. BC Hydro - Commercial new Construction Program
Renewable energy <i>For Part 9 Residential Buildings</i>	<ul style="list-style-type: none"> Pre-plumb dwelling to be solar hot water ready Provide structural support for solar PV Pre-plumb for solar PV 	<ul style="list-style-type: none"> BC Hydro Net Metering BC Hydro - Acquiring Power
Renewable energy <i>For Part 3 Buildings</i>	<ul style="list-style-type: none"> Obtain a minimum of 5% of building energy consumption through community based or on-site renewables, such as district energy, waste heat recovery, geothermal, solar PV, solar hot water, or heat pumps 	<ul style="list-style-type: none"> City of Victoria Revitalization Tax Exemption (Green Power Facilities) Bylaw BC Hydro: District Energy Systems: BC Hydro - Local Government & District Energy BC Hydro Net Metering BC Hydro - Acquiring Power
Water	<ul style="list-style-type: none"> Indicate what water conservation measures will be used Indicate what water reuse systems will be used, such as non-potable water for landscape purposes 	<ul style="list-style-type: none"> CRD web pages on Grey Water Recycling CRD web pages on Water Conservation <p>Note: To exceed the <i>BC Building Code</i> regulations consider:</p> <ul style="list-style-type: none"> - Faucets with flow rate of 8L/min or less - Showerheads with flow rate of 8L/min or less - Dual flush toilets with ultra-low flow (4.5L per flush or less) or waterless urinals
Site permeability	<ul style="list-style-type: none"> Use permeable surfaces for open site space/ landscape areas requirement as set in <i>Zoning Regulation Bylaw</i> 	<ul style="list-style-type: none"> CRD webpage on Permeable Paving
Landscaping and urban forest	<ul style="list-style-type: none"> No net loss in number of trees Plant only native or adapted vegetation Increase overall number of trees 	<ul style="list-style-type: none"> City of Victoria Tree Preservation Bylaw
Urban agriculture	<ul style="list-style-type: none"> Display potential for a vegetable garden plot on landscape plan Plant fruit trees 	<ul style="list-style-type: none"> City of Victoria Zoning Regulation Bylaw Schedule D - Home Occupations City of Vancouver Designing for Urban Agriculture Opportunities



Project Information Table

A copy of the project information table (see sample below) must be included on the site plan.

Please refer to the *Zoning Regulation Bylaw* for terms within the Project Information Table.

This Bylaw is available online at [Zoning | Victoria](#)

If your proposal involves more than one zone, then provide a Project Information Table for each zone.

PROJECT INFORMATION TABLE	
Zone (existing)	
Site area (m ²)	
Total floor area (m ²)	
Commercial floor area (m ²)	
Floor space ratio	
Site coverage %	
Open site space %	
Height of building (m)	
Number of storeys	
Parking stalls (number) on site	
Bicycle parking number (storage and rack)	
Building Setbacks (m)	
Front yard	
Rear yard	
Side yard (indicate which side)	
Side yard (indicate which side)	
Combined side yards	
Residential Use Details	
Total number of units	
Unit type, e.g., 1 bedroom	
Ground-orientated units	
Minimum unit floor area (m ²)	
Total residential floor area (m ²)	



Digital Submissions

Digital files are now required throughout the Development Permit process. These will allow Council to view your proposal with handheld devices while eliminating the requirement for multiple hardcopies to be provided. The digital plans are also made available for viewing on the City's website in order to help the public to clearly understand your proposal. The information contained in all digital submissions must be consistent with hardcopies provided to City staff. Please review the [Development Permit Process Flow Chart](#) for timing.

Application Submission

PDF files of the full application package are required at the time of submission. These must include a full size set of plans and all supporting hardcopy documentation as identified in the application package.

Revisions

PDF files must also be submitted with each set of revisions. This must include two full size sets of plans incorporating all changes to the previous submission. One set of plans must have numbered revision bubbles identifying all changes. A numerically itemized transmittal letter outlining all proposed changes to correspond with the numbered revision bubbles is also required. Any revised supporting documentation must also be submitted in digital format at this time.

PowerPoint Presentation

In order for your application to proceed to City Council's Committee of the Whole, a PowerPoint presentation of your proposal is required. Prepare your presentation only **after** the staff review of your application and once any required changes are incorporated into the plans. Please adhere to the following standards for your PowerPoint presentation:

- Maximize the slide space (enlarge images) to ensure the slides are clear and legible
- Keep the slide background white
- Use simple, descriptive text in Arial font only
- Do not use special effects or transitions
- 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
 - floor plans – denote uses for each interior space in the proposed and existing buildings
 - elevation plans
 - colours and material samples (may be photograph of materials board)
- Save in Microsoft PowerPoint 2010 or earlier format and maintain editing options (Free software for creating a PowerPoint presentation is available at www.openoffice.org)
- Keep the file size limited to no more than 10MB

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

How to Submit Digital Files

It is important that all files be labelled with the **project address**. The following options are available to submit digital files:

- CD/DVD, USB memory stick or SD card
- email to zoning@victoria.ca. Please note the project address in the subject line and limit the file size to not more than 20 MB
- file hosting service (for example: Drop Box, MediaFire, Wikisend, WeTransfer, etc.). Please provide access information to Development Services at zoning@victoria.ca or 250.361.0316



Sustainable Planning and Community Development
1 Centennial Square
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Development Permit Information

Notes



Development Permit Application

Submission Summary

This Submission Summary will help you organize your submission materials. For full details of the items required, please refer to the Development Permit Information Package. The following information **must** be provided as documentation for your application:

- Development Permit Application Form (PAGES 1A – 5A) filled out and signed
- Current Certificate of Title (not dated more than 30 days prior to submission)
- Letter of authorization provided from all owners
- Copy of any title restrictions, such as covenants, easements or a statutory right of way
- Letter addressed to Mayor and Council fully explaining your proposal
- Details of the Green Building features that will be incorporated into the development
- A site profile (contaminated sites) is completed for non-residential properties

Number of Plans

- Four full-sized sets of plans printed to the applicable scale
- Three reduced sets of plans 22 x 28 cm (8.5" x 11")
- One reduced set of plans 28 x 44 cm (11" x 17") in colour

Required plans - must be in metric

- Site plan for existing site
- Site plan for proposed development that also includes a Project Information Table
- Landscape plan
- Floor plans
- Elevation plans
- Cross section plan
- Building elevation and streetscape plan that shows neighbouring buildings
- Materials board for applications involving exterior design and finishes of buildings

Other requirements

- Building Code compliance report for Part 3 buildings pursuant to the BC Building Code
- PDF files of all paper documents provided as part of the application package (for example: full size plans, letters, site profiles, photos, additional supporting documents, etc.). For more information, see section titled [Digital Submissions](#).
- Application fee

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 Registered Owner	(PRINT NAME)	Date
Signature of Applicant	(PRINT NAME)	Date

Application received by _____ (staff) on _____ (date)



Development Permit Application

1. Application Type, Property Information, Applicant Information

I hereby make application for a Development Permit for:

- Form and character
- Exterior design, finishes and landscaping
- Heritage conservation area
- Natural environment protection

For property located at (civic address) _____

And legally described as _____

Within Development Permit Area _____

With the following variances _____

Key Contact: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

The name, phone number and email address identified as the key contact will be displayed on the City of Victoria website as well as the on site sign should the public require further information about the application.

Note that all correspondence from the City (written and verbal) will be provided to the key contact. It is the responsibility of the key contact to inform other project members.

The City of Victoria collects your personal information for the purpose of processing your Development Permit application. The legislated authority to collect your personal information is Section 26 (c) of the Freedom of Information and Protection of Privacy Act. If you wish to have further information regarding the collection of your personal information, please contact the Information Access and Privacy Analyst Archives and Records Management, # 1 Centennial Square, Victoria, BC V8W 1P6 250.361.0347, by email to foi@victoria.ca.

Ownership Information

Note: For properties registered pursuant to the *Strata Property Act*, an application must be accompanied by a resolution passed by ¾ vote at an annual or special general meeting authorizing the changes to the common property of limited common property as requested in this application.

Applicant: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Property Owner: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

2. Title and Ownership Information

- Letter of authorization provided from all owners or signature of all owners on application
- Current Certificate of Title (not dated more than 30 days) available from the Land Title Office, 200 – 1321 Blanshard Street, Victoria, BC, V8W 9J3 Phone: 1.877.577.LTSA (5872) www.ltsa.ca
- Copy of any title restrictions, e.g., restrictive covenants, easements, right of ways

Specify _____



3. 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 has always been used for residential purposes.

If a major exemption does not apply, then please obtain the information package on Site Profiles from Development Services staff.

More information is available at [Land Remediation - Site Profiles](#)

4. Heritage Designated or Registered Properties

If there is a Heritage Designated or Heritage Registered building on the subject site, then a Conservation Plan by a qualified heritage consultant is required.

5. Archeological Sites

Pursuant to the *BC Heritage Conservation Act*, the Province of British Columbia, the owner/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 to do so from the Province of British Columbia.

More information can be obtained from [Reporting Archeological Artifact Finds](#).

6. Large Project Submissions

When you are applying for a Development Permit, a Large Project Submission may be required. Please refer to the handout entitled [Large Project Submissions](#). This information is available on the website at [Application Forms and Information | Victoria](#)

7. Code Compliance Report

If a building is a Part 3 building pursuant to the BC Building Code, a code compliance report is required. Code compliance reviews must include all proposed alternate solutions, requiring City approval that may affect the exterior design of the building.

This report is to be completed using a separate document and submitted with the application.

For more information, contact the Supervisor-Building Inspections 250.361.0344 ext.1.

8. Site Plan for Existing Site

Requirement	Details	Applicant	Accepted
Building and setbacks	Size and location of all existing buildings and structures on the property, clearly dimensioned and labeled		
Natural features	Show rock outcrops, watercourses		
Off-site information – rights of way or easements	Label street names adjacent to subject property. Fully dimension and label all right of ways and easements. Provide copies of any existing rights of ways or easement documents.		
Off-site information – trees	Show size, species and location of protected trees within 3.0 m of property lines and measures to protect trees. Please ensure that the drip line of all existing trees on the public right of way and all protected trees on the lot are shown.		
Off site information – infrastructure	Show all infrastructure in City right of way on the site frontage (to be accurately dimensioned to property lines), including curbs, boulevards, sidewalks, existing driveway crossings, utility poles, street furniture, hydrants. This information can be obtained from the City base mapping as noted in the general requirements.		
Grades	Label survey grade levels for existing grades and any special topographical features or site conditions. Where building entrances are at the property line with City right of way, show existing top of curb grades and back of sidewalk grades.		
Driveway access	Show location and dimension of the driveway with respect to the road right of way and adjacent property lines		



9. Landscape Plan (Use site plan as the base plan)

Requirement	Details	Applicant	Accepted
<i>Tree Preservation Bylaw</i>	Show size, species and location of protected trees and measures to protect trees. Please ensure that the drip line of all existing tree on the right of way and protected trees on the lot are shown.		
Off site information – trees	If trees exist on adjacent public lands identify specific species of each tree, diameter, height, outline and centre point of the trunk, outline of the “drip line”. Indicate any proposed tree removal.		
Proposed trees and significant vegetation	Show proposed plantings on private property. Identify how the design guidelines requirement that a minimum of 30% of the required common landscaped areas include a diverse combination of plants and vegetation that are native to southern Vancouver Island, food-bearing, or that provide pollinator habitats is being achieved, if applicable.		
Natural features	Show existing natural features to be retained		
Surface treatment of non-landscaped areas	Indicate surface treatment of all non-landscaped areas (e.g. decorative pavers, concrete)		
Off site information – right of way	Proposed surface treatments on public right of way are to be built to City of Victoria standard. Variations to standard treatment will require prior written approval from the Engineering and Parks Departments before submission acceptance		
Fences and retaining walls	Identify and show cross-section or elevation plans of any proposed fences and retaining walls		

10. Site Plan for Proposed Development

Requirement	Details	Applicant	Accepted
Project Information Table	See sample provided in application form		
Phased development	If proposed development is to be phased (e.g. portions are to be occupied prior to the completion of the entire development), include a phasing plan showing the sequence of the phases and the area which each phase encompasses.		
Buildings and setbacks	Size and location of all proposed buildings (wall outline) and structures measured from property lines (including any cantilevers, stairs or other building projections). Indicated any variances to zone proposal, if relevant.		
Off-site information – rights of way or easements	Label street names adjacent to subject site and show road dedication requirements (easements, statutory right of way or dedication). Discuss road dedication requirements with the Transportation Section.		
Off site information – infrastructure	Show all proposed infrastructure in City right of way on the site frontage (to be accurately dimensioned to property lines), including curbs, boulevards, sidewalks, existing and proposed driveway crossings, existing and proposed features such as trees, utility poles, street furniture, hydrants.		
Grades	Label survey grade levels for proposed finished grade. Where building entrances are at the property line with City right of way, show proposed top of curb grades, back of sidewalk grades and proposed ground floor elevations at entrances.		
Driveway access	Show location and dimension of the driveway with respect to the road right of way and adjacent property lines		

Parking layout	Show parking areas with dimensioned depth and width of stalls, aisle dimension, traffic direction, angle of the parking stall, number of stalls and wheel stops. Label disability stalls and visitor stalls.		
Parking area grades	Show any area over 2% slope, include any driveway grades, parkade access ramp grades and location of speed bumps		
Off-site information – context	Show location of buildings on adjacent parcels (building outline)		
Bicycle storage and racks	Location, number and dimensions of bicycle parking		

11. Floor Plans

Requirement	Details	Applicant	Accepted
Layout – floor plans	Show the floor plan of the proposed building (identify mechanical rooms, stairways, elevators, corridors, lobbies, washrooms, internal garbage storage areas, and internal parking areas). Indicate uses of all spaces, including basement.		
Door and windows	Detail location and size of interior and exterior doors and windows		
For restaurant and/or drinking establishments	Include a detailed layout of the floor plan; include a seating plan and any external/patio seating		
Parking layout	Show parking areas with dimensioned depth and width of stalls, aisle dimension, traffic direction, angle of the parking stall, number of stalls and wheel stops in compliance with Schedule C - Off-Street Parking of the <i>Zoning Regulation Bylaw</i> . Label disability stalls and visitor stalls..		
Loading bays	Any loading bays are to be identified.		
Areas for internal garbage storage and recycling	Provide details on plans		

12. Elevation Plans

Requirement	Details	Applicant	Accepted
Exterior	Exterior of the proposed buildings; including all windows, doors, loading bays, projections		
Grades	Detail and label all grades at the building, finish grade and average grade, geodetic datum points are required to ensure accuracy		
Height	Detail height from average grade and number of storeys on all elevations		
Roof top equipment	Elevation details of roof top equipment and details of screening		
Walls/retaining walls	Elevation of any wall or retaining wall over 600 mm in height		

13. Building Elevation/Context Plan

Requirement	Details	Applicant	Accepted
Elevations	Show the street elevation of the proposal and illustrate the relationship of the building to flanking buildings; this may extend to an entire block to show how the proposed building fits into existing built environment. May include photographs to support your submission clearly identifying location and views.		



14. Cross Section Plan

Requirement	Details	Applicant	Accepted
Grades	Detail and label all grades at the building; finish grade and average grade, geodetic datum points are required to ensure accuracy. Where building entrances are at the property line with City right of way, show proposed top of curb grades, back of sidewalk grades and proposed ground floor elevations at entrances.		
Profiles	Profiles of sloping driveways or ramps; show the grades (if retained – include existing driveways and ramps) Note: any sloping driveway should show the grades from the building to the curb.		
Cross section of the building	Cross-sectional outline of the buildings		