



Sustainable Planning and Community Development  
 1 Centennial Square  
 Victoria, BC V8W 1P6  
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 E [Zoning@victoria.ca](mailto:Zoning@victoria.ca)

# Delegated Development Permit for a Garden Suite Application

## Application

**Civic Address (Please Print):** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Property Owner (if different):** \_\_\_\_\_

### Submission Requirements

An intake meeting with Development Services staff is required to submit your application (contact information at top of page); incomplete applications will not be accepted. The following must be provided as documentation for your application (in both paper and PDF format):

- Application form filled out and signed
- Current Certificate of Title (dated not more than 30 days prior to application)
- Title restrictions, for covenants, easements or statutory right-of-ways
- Letter of authorization from the registered owner (if applicant is not the owner)
- Letter addressed to Development Services explaining the proposal  
Provide as much detail as possible explaining how proposal meets the Garden Suite Policy and Guidelines; include any proposed variances to the Zoning Regulation Bylaw.
- Landscape estimate
- Application fee of \$1000.00
- Four sets of **drawings\*** printed to the applicable scale
- One set of **drawings\*** ( 8 ½ " x 11' )
- One set of **drawings\*** ( 11" x 17" )

### Drawings\* (in metric) to include (paper copies and PDF format required):

- Site plan based on a survey, with existing and proposed buildings  
Including project information table
- Landscape plan
- Floor plans of proposed garden suite
- Building elevations (or photographs) of existing or proposed single family dwelling (if applicable)
- Building elevation of proposed garden suite (including materials for exterior finishes)
- Cross section of proposed garden suite, showing foundation detail and height
- Streetscape which shows visibility of garden suite from street (where applicable). The streetscape must show subject property and neighbouring properties. This requirement can be photographs stitched together or a drawing.

### Please indicate if the subject property qualifies for the following major exemption 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.

### 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.
- I hereby declare that the principal building on the lot is a single family dwelling as defined in the Zoning Regulation Bylaw.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Application Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Questions

Contact City of Victoria Development Services, located in the Development Centre on the 2nd floor of City Hall, if you have questions about any of this application, or questions regarding Zoning Bylaw interpretation or design. Business hours are 8 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays.