



Sustainable Planning and Community Development
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 Victoria, BC V8W 1P6
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Heritage Alteration 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
- Process Flow Chart
- Letter to Mayor and Council
- General Requirements for Site Plan, Landscape Plan and Building Plans
- Project Information Table
- Digital Submissions
- Application Form
- 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 heritage planner to arrange a meeting.

For information on the City of Victoria Heritage program, please visit our website Heritage | Victoria.

Please review all of the material contained within this handout. The [Process Flow Chart](#) is to be used as a guide to processing your application. The section titled Heritage Alteration Permit Application (PAGES 1A – 6A) must be completed and all supporting material submitted as required. This is the only portion of this package that is to be submitted to the City. Please retain the other information in this package for your reference.

An appointment is required to submit an 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.

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
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 Heritage Alteration Permit required?

A Heritage Alteration Permit is required for the following:

- changes to the exterior of a property with a Heritage Designation or protected by a Heritage Covenant.
- changes to the exterior of a property on the Heritage Register within a Development Permit Area or Heritage Conservation Area.
- changes to a property with a Heritage Designation that require a variance to the *Zoning Regulation Bylaw*, not relating to use or density

In some cases, heritage approvals have been delegated to staff. Please verify the correct approach with the Heritage Planner. Some exterior work is not subject to a Heritage Alteration Permit, such as repairs to gutters, maintenance work of stairs and/or removal of finish applied over original exterior siding.

How long will the process take?

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

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

How much will the application cost?

The fee is based on the value of construction and the number of variances.

Who gets a say?

A Heritage Alteration Permit application with no variances does not require community input. It will be reviewed by staff and the Heritage Advisory Panel (HAPL) prior to consideration by Council.

For an application with variances, it is recommended that the applicant consult the neighbours and the Community Association Land Use Committee (CALUC). Your application will be mailed to the CALUC once it is received by the City. In addition, notification signs and mail outs will be required at various stages of the process. The **Heritage Alteration Permit Process Flow Chart** outlines when consultation should take place and who is responsible for the various steps in the process.

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.

Who decides whether my Heritage Alteration Permit application is approved?

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

How long is a Heritage Alteration Permit valid?

The permit is 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 page 1 of 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. 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
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Heritage Alteration Permit Process Flow Chart

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

Applicants are responsible for completing all tasks shown in bold.

CALUC refers to the Community Association Land Use Committee

HAPL refers to Heritage Advisory Panel

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 Heritage 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"/> Staff sends application to CALUC if it has variances
CALUC	<ul style="list-style-type: none"> <input type="checkbox"/> If sent to the CALUC, the CALUC has 30 days to provide comments if it decides to review the application. CALUC sends 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 Heritage Advisory Panel review depending on compliance with guidelines, size of project and request for variances. Applicant must be available to make a presentation to the Heritage Advisory Panel. CALUC and public may attend but only to observe. <input type="checkbox"/> Staff recommendations and Heritage Advisory Panel recommendations are presented to COTW. If any CALUC comments have been received, a copy 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 or HAPL comments. 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 COTW 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 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 COTW. 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 fee of \$200 to Development Services. <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.



WHO is responsible	WHAT needs to be done
Applicant	<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 to obtain the sign. <input type="checkbox"/> Applicant to be present at Opportunity for Public Comment and may make presentation to Council.
City	<input type="checkbox"/> If there are variances, Council has an Opportunity for Public Comment on the application. <input type="checkbox"/> Council may approve or decline the application. <input type="checkbox"/> The decision is mailed to the Applicant and CALUC. <input type="checkbox"/> If approved, the Heritage Alteration Permit is issued.

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 the Heritage 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?
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 may be required for major applications involving a heritage designated or registered building.
Design and Guidelines	Indicate how the proposal complies with the Standards and Guidelines for the Conservation of Historic Places in Canada . Reference your submission to indicate how the guidelines have been considered in the design and explain the design principles and concepts that have been applied.
Neighbourhood	How well does the proposed development relate to the neighbourhood and the immediate context?
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?
Green building features	Indicate what green building features will be incorporated into the development.



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 heritage 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. 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 [Digital Request Form | Engineering | Victoria](#)
- 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 from the Engineering Department, Land Development Division at eng-land-development@victoria.ca or 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. Please discuss all subdivision requirements with the Engineering Department, Land Development Division at eng-land-development@victoria.ca or 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](#)



Project Information Table

A copy of the project information table (as shown 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, 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 Heritage Alteration 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 [Heritage Alteration 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 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
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Heritage Alteration Permit Information



Heritage Alteration 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 Heritage Alteration Permit Information Package. The following information **must** be provided as documentation for your application:

- Heritage Alteration Permit Application Form (PAGES 1A – 7A) 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
- A site profile (contaminated sites) is completed for non-residential properties
- 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](#).

Number of Plans

- Five 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
- Application fee of _____ (see calculation in application form)
- Site Profile fee, if required

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)



Heritage Alteration Permit Application

1. Application Type, Property Information, Applicant Information

I hereby make application for a Heritage Alteration Permit for:

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

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 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. 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](#).

5. Large Project Submissions

When you are applying for a Heritage Alteration 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](#)

6. 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.

7. Site Plan for Existing Site

Requirement	Details	Applicant	Staff
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 – infrastructure	Show all infrastructure in City right of way on the site frontage (dimensioned to property lines), including curbs, boulevards, sidewalks, existing driveway crossings, utility poles, street furniture, hydrants.		
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		

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

Requirement	Details	Applicant	Staff
<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		
Natural features	Show existing natural features to be retained, such as watercourses or rock outcrops		



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		

9. Site Plan for Proposed Development

Requirement	Details	Applicant	Staff
Project Information Table	See sample provided in application form		
Phased development	If proposed development is to be phased, 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). Indicate 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 in compliance with Schedule C - Off-Street Parking of the <i>Zoning Regulation Bylaw</i> . 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 in compliance with <i>Highway Access Bylaw</i> and Schedule C - Off-Street Parking		
Off-site information – context	Show location of buildings on adjacent parcels (outline of building foundations)		
Bicycle storage and racks	Location, number and dimensions of bicycle parking in compliance with Schedule C - Off-Street Parking .		

10. Floor Plans

Requirement	Details	Applicant	Staff
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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. Restaurants and/or drinking establishments require a detailed seating plan and count, including outdoor seating		
Door and windows	Detail location and size of interior and exterior doors and windows		
Parking layout	Show internal 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		
Loading bays	Any loading bays are to be identified.		
Internal garbage/recycling	Provide details on plans		

11. Elevation Plans

Requirement	Details	Applicant	Staff
Exterior	Exterior of the proposed buildings; including all windows, doors, loading bays, projections. Label all existing and proposed new elements in order to distinguish between existing conditions and proposed new interventions		
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		

12. Building Elevation/Context Plan

Requirement	Details	Applicant	Staff
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.		

13. Cross Section Plan

Requirement	Details	Applicant	Staff
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		



General information on fees:

- Application fees and refunds are set out within the [Land Use Procedures Bylaw](#). See Bylaw for details.
- If a site profile for contaminated sites (Schedule 2 activities) is required, an additional fee of \$100 is payable.
- If an application is advanced to an Opportunity for Public Comment, an additional fee of \$200 for advertising is required and payable at Development Services before establishing a date.
- 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 Heritage Alteration Permit, the large project fee will only be collected once, unless the Heritage Alteration Permit has lapsed then a new large project fee is collected.
- If the application requires revisions as set out in an Application Review Summary, resubmitted 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 will be required for each subsequent resubmission until all technical requirements have been addressed. If revised plans are a result of changes proposed by the applicant, and not requested by staff, Committee, Council or Heritage Advisory Panel, an additional fee of \$500 will be required for each new submission. There is no resubmission fee for revised plans submitted in response to comments arising from Committee, Council or Heritage Advisory Panel.