



# Development Permit Application for Missing Middle Housing

## 1. Application Type, Property Information, Applicant Information

- Delegated Development Permit (no variances)
- Development Permit (variances are proposed) See process flowcharts on pages 3-4

Civic Address: \_\_\_\_\_

Variances (if any): \_\_\_\_\_

Applicant: \_\_\_\_\_

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

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

The name, phone number and email address of the applicant will be displayed on the City of Victoria website should the public require further information about the application. Note that all correspondence from the City (written and verbal) will be provided to the applicant. It is the responsibility of the applicant 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. For information regarding the collection of your personal information, contact the Information Access and Privacy Analyst Archives and Records Management, at 250.361.0347 or email [foi@victoria.ca](mailto:foi@victoria.ca).*

Property Owner (if different from Applicant): \_\_\_\_\_

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

Phone: \_\_\_\_\_ 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 prior to application)
- Copy of any title restrictions, e.g., restrictive covenants, easements, right of ways

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 or limited common property as requested in this application.

## 3. Community Amenities

If you are applying for additional density, specify the type of amenity being provided. For more information, see the *Zoning Regulation Bylaw*, Schedule P, section 2.3.

- Highway dedication in accordance with Schedule Q – Highway Dedication Amenity Requirements. Verify if required with Engineering.
- For a houseplex or corner townhouse, one or more of the following:
  - Provision of at least 10% of the total dwelling units in the development, with a minimum of one dwelling unit, as below-market homeownership units
  - An agreement with the City so that all dwelling units are secured as rental in perpetuity in the development
  - Provision of at least one affordable rental housing unit in the development
  - For a development on a lot that contains a heritage registered building, heritage designation of that building in accordance with section 611 of the *Local Government Act* and a waiver of compensation for any reduction in the market value of the property
  - The development is an affordable housing cooperative
- For heritage conserving infill, heritage designation of the heritage registered building on the lot in accordance with section 611 of the *Local Government Act* and a waiver of compensation for any reduction in the market value of the property
- For houseplexes, a monetary contribution equivalent to \$150 per square metre of bonus density utilized for the development, with 70% of the contribution allocated to the Victoria Housing Reserve Fund and 30% of the contribution allocated to the Local Amenities Reserve Fund.

## 4. Reduced Parking

- If reduced parking is proposed, provide information on transportation demand management (TDM) measures. Separate legal agreements may be required.



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**Houseplex requirements:**

- At least one secondary dwelling unit, except where all dwelling units are secured as rental in perpetuity. A houseplex can have up to five strata units with the sixth dwelling unit being a secondary dwelling unit
- At least one adaptable dwelling unit that is not a secondary dwelling unit
- The greater of two dwelling units or 30% of the total dwelling units are at least three-bedroom dwelling units

**Corner Townhouse requirements:**

- At least one secondary dwelling unit, except where all dwelling units are secured as rental in perpetuity. A corner townhouse can only have up to eleven strata units with the twelfth dwelling unit being a secondary dwelling unit
- At least one adaptable dwelling unit that is not a secondary dwelling unit
- The greater of two dwelling units or 30% of the total dwelling units are at least three-bedroom dwelling units

**Heritage Conserving Infill requirements:**

- Existing heritage building must be on the City’s heritage register. To apply for your property to be added to the Heritage Register, visit [Heritage | Victoria](#)

**The following information must be provided as documentation for your application:**

- Development Permit Application Form 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, or to Development Services for delegated applications. Provide as much detail as possible explaining how the proposal meets the Missing Middle Policy and Design Guidelines; include any proposed variances to the Zoning Regulation Bylaw
- Conservation Plan for existing heritage building (if applicable)
- Details of the [climate-forward building features](#) that will be incorporated into the development
- Site Disclosure Statement (contaminated sites) is completed for properties used for commercial or industrial purposes

**Required plans - must be in metric**

- One PDF of full-sized set of plans to the applicable scale (90MB maximum size)
- Site plan based on a survey, with existing and proposed buildings; include project information table
- Landscape plan, include any existing trees
- Floor plans
- Cross section showing foundation detail and height, with existing, finished and average geodetic grade levels
- Building elevations (or photographs) of existing heritage building (if applicable)
- Building elevation of proposal including materials for exterior finishes. A materials board may be required
- Streetscape plan that shows neighbouring buildings. The streetscape must show subject property and neighbouring properties.

**Other requirements**

- 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

To submit an application, email all of the required documents to [zoning@victoria.ca](mailto:zoning@victoria.ca).

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.



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## Delegated Development Permit Flow Chart

The following outlines the sequence of events that can be expected during the development permit process **for applications that require no variances**. Applicants are responsible for completing all tasks shown in bold.

For applications that propose variances, see the process outlined on the next page.

For further information on development applications, please contact the City of Victoria Development Services staff at [DevelopmentServices@victoria.ca](mailto:DevelopmentServices@victoria.ca).

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

<b>Applicant</b>	<input type="checkbox"/> <b>Review your ideas with the Neighbourhood Planner for initial comments and suggestions.</b> <input type="checkbox"/> <b>Prior to creating a site and landscaping plan, contact Engineering and Parks to discuss the required City standard for the public right of way. If a road dedication is required, provide a road dedication plan in registrable form for staff to review, and a letter of undertaking from solicitor to deposit said plan.</b> <input type="checkbox"/> <b>Verify with Permits and Inspections that all work done on the existing building has been completed with the appropriate permits.</b> <input type="checkbox"/> <b>Obtain the services of an engineer, architect or other building professional who is knowledgeable of the BC Building Code to confirm that an existing building can be used for the proposed occupancy</b> <input type="checkbox"/> <b>Submit your complete application to <a href="mailto:zoning@victoria.ca">zoning@victoria.ca</a>, including the completed application form, all required supporting materials, and payment of application fees.</b>
City	<input type="checkbox"/> City will provide applicant with an Application Review Summary. <input type="checkbox"/> Heritage Conserving Infill applications may be referred to the Heritage Advisory Panel for review depending on compliance with guidelines and whether an addition to the heritage building is proposed.
<b>Applicant</b>	<input type="checkbox"/> <b>Changes to the application may be required as a result of staff review. If changes occur, submit a revised application in accordance with the directions provided in the Application Review Summary.</b>
City	<input type="checkbox"/> Staff review the application and if no further changes are required, may approve or decline the application.
<b>Applicant</b>	<input type="checkbox"/> <b>Provide staff with a landscape cost estimate.</b> <input type="checkbox"/> <b>If the application involves TDM, provide evidence as required, such as SRW plan for car share space (complete with a letter of undertaking from solicitor to deposit said plan), agreement with BC Transit and/or car share provider, and receipt of payment or security for services.</b>
City	<input type="checkbox"/> If approved, the Development Permit is issued. A notice is filed on the property's certificate of title.
<b>Applicant</b>	<input type="checkbox"/> <b>Provide landscape and works &amp; services security deposits prior to issuance of Building Permit.</b> <input type="checkbox"/> <b>If the application involves a road dedication or car share SRW, provide confirmation from Land Titles Office that road dedication and/or SRW has been registered prior to issuance of Building Permit.</b>



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## Development Permit Flow Chart

The following outlines the sequence of events that can be expected during the development permit process **for applications with variances**. 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.

	WHAT needs to be done
<b>Applicant</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Review your ideas with the Neighbourhood Planner for initial comments and suggestions.</b></li> <li><input type="checkbox"/> <b>Prior to creating a site and landscaping plan, contact Engineering and Parks to discuss the required City standard for the public right of way. If a road dedication is required, provide a road dedication plan in registrable form for staff to review, and a letter of undertaking from solicitor to deposit said plan.</b></li> <li><input type="checkbox"/> <b>Verify with Permits and Inspections that all work done on the existing building has been completed with the appropriate permits.</b></li> <li><input type="checkbox"/> <b>Obtain the services of an engineer, architect or other building professional who is knowledgeable of the BC Building Code to confirm that an existing building can be used for the proposed occupancy</b></li> <li><input type="checkbox"/> <b>A meeting with adjacent neighbours and the neighbourhood Community Association Land Use Committee (CALUC) is recommended.</b></li> <li><input type="checkbox"/> <b>Submit your complete application to <a href="mailto:zoning@victoria.ca">zoning@victoria.ca</a>, including the completed application form, all required supporting materials, and payment of application fees.</b></li> </ul>
City	<ul style="list-style-type: none"> <li><input type="checkbox"/> City sends application to the CALUC.</li> </ul>
CALUC	<ul style="list-style-type: none"> <li><input type="checkbox"/> The CALUC is provided a 30 day comment period from receipt of application. CALUC sends written comments to Mayor and Council (copy Development Services).</li> </ul>
City	<ul style="list-style-type: none"> <li><input type="checkbox"/> City will provide applicant with an Application Review Summary.</li> <li><input type="checkbox"/> Application may require Advisory Design Panel and/or Heritage Advisory 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.</li> <li><input type="checkbox"/> Staff recommendations and recommendations from the Advisory Design Panel and Heritage Advisory Panel are presented to COTW. Any CALUC comments received will be attached to the report.</li> </ul>
<b>Applicant</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Changes to the application may be required as a result of staff review. If changes occur, submit a revised application in accordance with the directions provided in the Application Review Summary.</b></li> <li><input type="checkbox"/> <b>Provide a PowerPoint presentation of the project 20 business days prior to the COTW meeting, including the submission plans and other supporting materials such as photos or illustrations.</b></li> </ul>
City	<ul style="list-style-type: none"> <li><input type="checkbox"/> COTW reviews the application and may recommend changes, approval, rejection, referral to Advisory Design Panel or advancing to an Opportunity for Public Comment.</li> </ul>
<b>Applicant</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Changes to the application may be required as a result of review. If changes occur, submit a revised application.</b></li> <li><input type="checkbox"/> <b>Pay the Opportunity for Public Comment fee.</b></li> <li><input type="checkbox"/> <b>If the application involves landscaping, provide staff with a landscape cost estimate.</b></li> <li><input type="checkbox"/> <b>If the application involves TDM, provide evidence as required, such as SRW plan for car share space, agreement with BC Transit and/or car share provider, and receipt of payment or security for services.</b></li> </ul>
City	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adjacent property owners and occupiers are notified of any Opportunity for Public Comment and staff prepare signage.</li> </ul>
<b>Applicant</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Post the Opportunity for Public Comment notice sign on the site at least 10 days prior to the date.</b></li> <li><input type="checkbox"/> <b>Applicant to be present at Opportunity for Public Comment and may make a presentation to Council.</b></li> </ul>
City	<ul style="list-style-type: none"> <li><input type="checkbox"/> Council may approve or decline the application. The decision is mailed to the Applicant and CALUC.</li> <li><input type="checkbox"/> If approved, the Development Permit is issued. A notice is filed on the property's certificate of title.</li> </ul>
<b>Applicant</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Provide landscape and works &amp; services security deposits prior to issuance of Building Permit.</b></li> <li><input type="checkbox"/> <b>If the application involves a road dedication or car share SRW, provide confirmation from Land Titles Office that road dedication and/or SRW has been registered prior to issuance of Building Permit.</b></li> </ul>