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# Rezoning Information and Application

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

- Frequently Asked Questions
- Sources of Information – Staff Contacts
- Rezoning Process Flow Chart
- Community Meeting Notice Instructions
- General Requirements for Site Plan, Landscape Plan and Building Plans
- Letter to Mayor and Council
- Green Building Indicators
- Project Information Table
- Digital Submission
- Rezoning Application Form

## 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 review the process is strongly encouraged prior to submitting an application. Please contact the applicable [neighbourhood planner](#) to arrange a meeting.

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 Rezoning Application (PAGES 1A – 7A) must be completed and all the 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 a Rezoning Application. To make an appointment, please email [zoning@victoria.ca](mailto: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	Contact
Zoning Administration	Zoning Regulation Bylaw interpretation	250.361.0316
Development Services Support Staff	Fees, signs, general submission questions	250.361.0283
Neighbourhood Planner	Pre-application discussion, neighbourhood plans, OCP guidelines and overall process	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
Permits and Inspections	BC Building Code compliance questions	250.361.0344 ext. 2
Parks	Tree Preservation Bylaw	250.361.0614
Parks	Boulevard improvements and Greenway Plan	250.361.0624
Housing Planner	Tenant Assistance Plan	250-361-0235



## Frequently Asked Questions

### When is a rezoning required?

When a proposal for a development does not meet the use and density requirements as specified in the *Zoning Regulation Bylaw*, a Rezoning Application is required. A similar process is used for an amendment to the *Official Community Plan*, Land Use Contract or Temporary Use Permit.

### Before I proceed, what information should I consider?

The following documents should be reviewed and referenced with respect to your proposal:

- This Rezoning Information Package
- Official Community Plan: [Official Community Plan - City of Victoria](#)
- Neighbourhood Plan policies: [Documents & Publications | Victoria](#)
- Design guidelines and publications relevant to your development: [Documents & Publications | Victoria](#)
- Zoning Regulation Bylaw: [Zoning | Victoria](#)
- Community Association Land Use Committee Contact and Consultation List: [Community Meeting Notice and Instructions | Victoria](#)

### How long will the process take?

The rezoning process takes approximately six to eight months from submission of a complete application. A complex application may require more time. The more issues you can identify and resolve before submitting an application results in a smoother process.

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

### Who gets a say?

Public consultation is an important part of the rezoning process. The following groups will provide input regarding your application:

- neighbours
- Community Association Land Use Committees (CALUCs)
- City staff including Sustainable Planning and Community Development, Engineering, Victoria Fire Department and Parks
- advisory committees/commissions (upon referral)
- others as required

The Rezoning Process Flow Chart outlines when consultation must take place and who is responsible for the various steps in the process.

To ensure the public is informed and consulted, notification signs, mail outs and advertising will be required at various stages of the process.

### What if my proposal does not meet City policies?

Staff will advise you if your application does not meet City policies. In some cases an *Official Community Plan* amendment is also required. If an application is not consistent with the relevant land use policies, then the project would not generally achieve staff support. If you still choose to make a Rezoning Application, staff may advance your application to Council with a report recommending decline.

### Who decides whether my rezoning application is approved?

The final decision on your application is made by City Council. Council has the power to decline your application at several stages and, in some cases, the application may not proceed to Public Hearing. Council may also require special items before adopting the *Zoning Regulation Bylaw* amendment, such as covenants.



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## Rezoning Information

### Who can answer my questions?

A full list of staff contacts is provided on page 1 of this handout. Applicant services are provided by City of Victoria Development Services staff, located in the Development Centre on the 2<sup>nd</sup> floor of City Hall. Business hours are 8 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays.

City of Victoria  
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Development Services Division  
1 Centennial Square  
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## Rezoning Process Flow Chart

The following outlines the sequence of events that can be expected during the rezoning 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"> <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.</b></li> <li><input type="checkbox"/> <b>Apply for preliminary subdivision approval from Approving Officer, if required.</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 that an existing building can be used for the proposed occupancy.</b></li> <li><input type="checkbox"/> <b>Contact the appropriate neighbourhood Community Association Land Use Committee (CALUC) and discuss preliminary meeting options. The intent of the meeting is to provide a two way exchange of ideas in a spirit of open mindedness. Members of the public may be present but are not specifically invited.</b>            See the <a href="#">Community Association Land Use Committee Terms of Reference</a> for more information.</li> </ul>
CALUC	<ul style="list-style-type: none"> <li><input type="checkbox"/> The CALUC may provide comments to the applicant (copy Development Services).</li> </ul>
Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Begin consultation with neighbours, if you haven't already done so.</b></li> <li><input type="checkbox"/> <b>Arrange a Community Meeting with the CALUC.</b></li> <li><input type="checkbox"/> <b>Read the <a href="#">Community Meeting Notice Instructions</a> and complete the <a href="#">Community Meeting Notice Form</a> online and submit to Development Services with the applicable payment. Please note, handwritten forms will not be accepted.</b></li> </ul>
City	<ul style="list-style-type: none"> <li><input type="checkbox"/> Mail Community Meeting Notice to all neighbours within 100 m radius of proposal or 200 m radius depending on type of application.</li> </ul>
CALUC	<ul style="list-style-type: none"> <li><input type="checkbox"/> If proposal is right on the boundary of two or more neighbourhoods, CALUC will notify neighbouring CALUC(s).</li> <li><input type="checkbox"/> It is recommended at the beginning of the meeting that the CALUC Chair read aloud the "Introduction to Community Meetings" contained in the CALUC information kit.</li> </ul>
Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Present proposal at a Community Meeting. Be prepared to provide a rationale for your proposal (the information required for your letter to Mayor and Council). The following plans are also required:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> photos or illustration (to scale) of building in relation to flanking buildings</li> <li><input type="checkbox"/> site plan and landscape plan</li> <li><input type="checkbox"/> elevations</li> <li><input type="checkbox"/> floor plans</li> </ul> </li> <li><input type="checkbox"/> <b>Leave copies of the plans with the CALUC.</b></li> </ul>
CALUC	<ul style="list-style-type: none"> <li><input type="checkbox"/> CALUC sends written comments to Mayor and Council, and Development Services (cc applicant). CALUC is provided a 30 day comment period.</li> </ul>



WHO is responsible	WHAT needs to be done
Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Revise proposal based on community input. Prepare a set of “bubbled” plans illustrating changes made since the Community Meeting.</b></li> <li><input type="checkbox"/> <b>Make an appointment to submit your application. Email <a href="mailto:zoning@victoria.ca">zoning@victoria.ca</a></b></li> <li><input type="checkbox"/> <b>Complete and submit your application form with all the supporting materials and fees. Applications will not be accepted prior to the Community Meeting, except at the discretion of the Director of Sustainable Planning and Community Development.</b></li> </ul>
City	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff provides CALUC with “bubbled” plans illustrating changes made since the Community Meeting, and an 8.5" x 11" set of plans received with the application.</li> <li><input type="checkbox"/> Review of application by City staff. Applicant will receive an Application Review Summary.</li> <li><input type="checkbox"/> Staff provide information on posting sign(s).</li> </ul>
Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Changes to the application may be required as a result of the staff review. If changes occur, submit revised plans in accordance with the directions provided in the Application Review Summary.</b></li> </ul>
Staff	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff sends the CALUC a copy of the “bubbled” plans and letter outlining the changes.</li> <li><input type="checkbox"/> Staff prepares a report for COTW and attaches any correspondence from the CALUC.</li> </ul>
Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>A rezoning sign(s) must be posted on the site at least 10 days prior to the COTW meeting. The number of signs will depend on the number of street frontages or length of property frontage</b></li> <li><input type="checkbox"/> <b>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 <a href="#">Digital Submissions</a>.</b></li> <li><input type="checkbox"/> <b>Attend the COTW meeting to answer any questions. Applicants may not make presentations at COTW unless requested by Council.</b></li> </ul>
Council	<ul style="list-style-type: none"> <li><input type="checkbox"/> COTW reviews the application and may recommend changes, rejection, referral to advisory committees or advancing the application to Public Hearing.</li> <li><input type="checkbox"/> Council accepts or modifies COTW recommendations.</li> </ul>
Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>If recommendation is to decline, the applicant may make a request to address Council at the following meeting.</b></li> </ul>
City	<ul style="list-style-type: none"> <li><input type="checkbox"/> An excerpt of the minutes from COTW is sent to the applicant and CALUC.</li> <li><input type="checkbox"/> If the application has been referred to advisory committees/commissions, it may be brought back to COTW after all referrals are received.</li> </ul>
Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>If further changes to plans are completed, submit revised plans to Development Services. Staff will advise on the number and size of plans required.</b></li> </ul>
City	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff provide CALUC with updated 8.5" x 11" plans, “bubbled” plans and revised documents.</li> </ul>
CALUC	<ul style="list-style-type: none"> <li><input type="checkbox"/> CALUC reviews the plans and provides written comments to the Mayor and Council, and Development Services (cc applicant). These comments must be received by the date of the Public Hearing to be considered.</li> </ul>
City	<ul style="list-style-type: none"> <li><input type="checkbox"/> If recommendation is to proceed, a <i>Zoning Regulation Bylaw</i> amendment will be prepared and an <i>Official Community Plan</i> amendment, if required.</li> </ul>
Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preparation of any covenants or agreements will be required prior to Bylaw introduction. City Staff may provide standards for covenants and agreements and review all documentation.</b></li> <li><input type="checkbox"/> <b>Applicant to register agreements on Certificate of Title at the Land Title Office and provide City with proof of registration.</b></li> </ul>



WHO is responsible	WHAT needs to be done
City/Council	<input type="checkbox"/> Bylaw proceeds to Council for first and second reading. <input type="checkbox"/> Council sets a Public Hearing date. <input type="checkbox"/> The applicant, CALUC and neighbours within 100 m of the proposal are notified of the Public Hearing date. <input type="checkbox"/> The Public Hearing is advertised in the newspaper.
Applicant	<input type="checkbox"/> <b>The Public Hearing notice sign must be posted by the applicant at least 10 days prior to the Public Hearing date. Please contact Development Services support staff at 250.361.0283 to obtain the Public Hearing sign(s).</b>
Council/City	<input type="checkbox"/> A Public Hearing is held. Anyone who feels their interest in property is affected may speak at the Public Hearing. Council approves or declines the application at the Public Hearing. <input type="checkbox"/> The Public Hearing decision is mailed to the applicant and CALUC.

## Community Meeting Notice Instructions

In order to ensure the community is notified about land use applications, developers/proponents must present plans at a meeting of the Community Association in which the proposed development is situated. To inform neighbours of this meeting, proponents must fill out the *Community Meeting Notice* form, available online at [Community Meeting Notice & Instructions | Victoria](#) and return it to Development Services.

Fill out the *Community Meeting Notice* form online, save a copy for your records and deliver a copy to City Hall. You will be required to initial a map of the subject property when you attend to drop off the application form and pay the application fee.

**The *Community Meeting Notice* form must be signed off by a representative from the Community Association prior to being received at City Hall.** Please contact the Land Use Committee Chair directly to arrange for sign off.

The form must be received by City Hall at least **15 business days** prior to the meeting date. The City will then generate a list and mail the notice to all owners and occupiers of properties located within 100 metres or 200 metres of the subject property.

Proponents are responsible for the accuracy of the information contained on the notice and will be required to arrange and pay for advertising a second meeting if the information is incorrect. The City will send out the notice exactly as it is submitted.

Proponents must present plans at the community meeting. Plans should be in a size appropriate to the development. In most cases, 11" x 17" would be a minimum requirement.

Plans required at the community meeting are:

- site plan
- landscape plan
- floor plans
- elevations
- photos or illustration of proposal in relation to flanking buildings

In some cases (e.g. where an existing building's use is being changed) less information may be acceptable, if the Land Use Committee Chair agrees.

If the proponent does not provide all these plans at the community meeting, the Land Use Committee may choose to cancel the meeting. In this instance, the proponent is responsible for organizing and paying for another community meeting mail out.

The applicant is responsible for arranging and paying for a meeting facility if the Land Use Committee is unable to provide one.



## Letter to Mayor and Council

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

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: <ul style="list-style-type: none"> <li>land use/zoning change</li> <li>density changes</li> <li>type of tenure (rental, strata ownership)</li> <li>number, description and type of dwelling units</li> <li>inclusion of adaptable housing features</li> </ul>
Government policies	Does the proposal conform to the <i>Official Community Plan</i> ? The Neighbourhood/Precinct Plan? If a change to the <i>Official Community Plan</i> is requested, provide a rationale.
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?
Need and demand	What is the demonstrated public need for the proposal? Does the location meet a need or demand which is not or could not be met in land already zoned? For example, is this a change of permitted use or an increase in density?
Neighbourhood	What is different or unique about the site to warrant rezoning, e.g., lot size, topography, context, existing site and neighbouring development? How well does the proposed development relate to the neighbourhood?
Impacts	Would the development complement or improve conditions existing in the surrounding area? What other effects would this proposal have on the immediate neighbours? Consider noise and activity levels. Would this development result in the displacement of existing tenants?
Design and development permit guidelines	Please reference the applicable design guidelines. Indicate how the proposal complies with the guidelines. Note that a development permit application may be required for some applications.
Safety and security	Address <a href="#">CPTED (Crime Prevention Through Environmental Design)</a>
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 - Off-Street Parking? 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 rezoning 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

**Note:** If the proposal also requires a Development Permit, the following information can be provided at that stage.

### 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 rezoning 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 rezoning application. This can be included in the letter to Mayor and Council or as an appendix to this letter.

By submitting and signing the rezoning, 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 rezoning, 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](http://www.cagbc.org))
- Built Green, as endorsed by the Built Green Society of Canada (see [www.builtgreencanada.ca](http://www.builtgreencanada.ca))
- Green Globes, as owned and operated by the Green Building Initiative (GBI) (see [www.greenglobes.com](http://www.greenglobes.com))

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



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



## 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. A landscape plan is optional for a Rezoning Application; however, if your project requires a Development Permit, a landscape plan will be necessary.

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*. For information, contact [zoning@victoria.ca](mailto:zoning@victoria.ca) or view online at [Zoning | Victoria](#).



## Project Information Table

A copy of the project information table (as shown below) must be included on the plan submission Title Sheet or the Site Plan. Please refer to the *Zoning Regulation Bylaw* for terms within the Project Information Table.

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

PROJECT INFORMATION TABLE	
Zone (existing)	
Proposed zone or site specific zone If unsure, state "new zone"	
Site area (m <sup>2</sup> )	
Total floor area (m <sup>2</sup> )	
Commercial floor area (m <sup>2</sup> )	
Floor space ratio	
Site coverage (%)	
Open site space (%)	
Height of building (m)	
Number of storeys	
Parking stalls (number) on site	
Bicycle parking number (Class 1 and Class 2)	
<b>Building Setbacks (m)</b>	
Front yard	
Rear yard	
Side yard (indicate which side)	
Side yard (indicate which side)	
Combined side yards	
<b>Residential Use Details</b>	
Total number of units	
Unit type, e.g., 1 bedroom	
Ground-orientated units	
Minimum unit floor area (m <sup>2</sup> )	
Total residential floor area (m <sup>2</sup> )	



## Digital Submissions

Digital files are now required throughout the Rezoning 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 [Rezoning 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. These 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 is also required to outline all proposed changes corresponding with the numbered revision bubbles. 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 Planning and Land Use Committee, a PowerPoint presentation of your proposal is required no less than 20 business days prior to the scheduled COTW meeting. Prepare your presentation only **after** the staff review of your application and once any required changes are incorporated into the plans. Please contact your neighbourhood planner for a copy of the PowerPoint template.

Save the presentation in Microsoft PowerPoint 2010 or earlier format and limit the file size to not more than 10MB. Do not add special effects or transitions and ensure editing options are maintained. Insert only JPG (Joint Graphic) files for graphics. **Please note, presentations containing EMF (Enhanced MetaFile) files will not be accepted.**

Free software for creating a PowerPoint presentation is available at [www.openoffice.org](http://www.openoffice.org).

## Submitting 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](mailto:zoning@victoria.ca). Denote the project address in the subject line. Please note the maximum email size accepted by the City of Victoria is 20 MB
- file hosting service (for example: Drop Box, MediaFire, Wikisend, WeTransfer, etc.). Please provide access information to Development Services at [zoning@victoria.ca](mailto:zoning@victoria.ca) or 250.361.0382



## Rezoning Application Form

### Submission Summary

The following information **must** be provided as documentation for your application. Incomplete applications will not be accepted. For full details of these required items, please refer to the [Rezoning Information](#) portion of this package.

- Rezoning 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 right of ways
- Letter addressed to Mayor and Council providing a rationale for your rezoning (see details in section Letter to Mayor and Council)
- Details of the Green Building features that will be incorporated into the development
- Your community meeting has been held (not more than six months ago)
- A site profile (contaminated sites) is completed for non-residential properties
- PDF files of all 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

- Four sets of plans printed to scale, typically 64 x 91 cm (24" x 36")
- Three sets of plans reduced to 22 x 28 cm (8.5" x 11")
- One set of plans reduced to 28 x 44 cm (11" x 17")
- If any changes to the proposal have been made since the Community Meeting, two sets of "bubbled" plans illustrating the changes, one set of 22 x 28 cm (8.5" x 11") and one set of 28 x 44 cm (11" x 17")

### 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

### Other requirements

- Building Code compliance report for Part 3 buildings pursuant to the BC Building Code
- Rezoning Application fee of \_\_\_\_\_
- 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)



# Rezoning Application

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

I hereby make application to (CHECK APPLICABLE BOX OR BOXES)

- Amend the *Zoning Regulation Bylaw* (for Small Lot Rezoning, use specific application)
- Amend the *Official Community Plan*
- Amend a Land Use Contract with respects to Use and/or Density
- Obtain a Temporary Use Permit
- Remove or modify a restrictive covenant which cites the City of Victoria as the Transferee

For property located at \_\_\_\_\_ (civic address)

And legally described as \_\_\_\_\_

**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 Rezoning 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 [foi@victoria.ca](mailto:foi@victoria.ca).*

**Ownership Information Note:** For properties registered pursuant to the *Strata Property Act*, an application must be accompanied by a letter of authorization from each registered owner within the strata supporting the changes to the City of Victoria *Zoning Regulation Bylaw* 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, #110 – 1321 Blanshard Street, Victoria, BC V8W 0B7 Phone: 1.877.577.LTSA (5872) [www.ltsa.ca](http://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 on the Government of British Columbia website [Land Remediation - Site Profiles](#)

### 4. Tenant Assistance Plan

If existing tenants are being displaced as a result of this rezoning or redevelopment, then a Tenant Assistance Plan developed according to the Tenant Assistance Policy is required. The Tenant Assistance Policy is available on our website at [Tenant Assistance Policy - Information for Developers and Property Owners](#).

### 5. 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.

### 6. 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](#).

### 7. Community Consultation

A Community Meeting was held with the Community Association Land Use Committee on \_\_\_\_\_ (date). If the meeting has been held more than six months prior to submission, the application will be accepted at the discretion of the Director of Sustainable Planning and Community Development. If any changes have been made to the plans since the Community Meeting, two sets of “bubbled” plans which illustrate any changes must be submitted, one set of 22 x 28 cm (8.5” x 11”) and one set of 28 x 44 cm (11” x 17”).

### 8. Large Project Submissions

When you are applying for a *Zoning Regulation Bylaw* amendment, a Large Project Submission may be required. Please refer to the handout entitled [Large Project Submissions](#) available on our website at [Application Forms and Information | Victoria](#).

### 9. 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.2.

### 10. 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 – 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.		





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		

## 11. 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/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, 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		

## 12. 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 (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 accessible 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 (outline of building foundations)		
Bicycle storage and racks	Location, number and dimensions of bicycle parking		

### 13. Floor Plans

Requirement	Details	Applicant	Staff
Layout – floor plans	Show a detailed 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		

### 14. Elevation Plans

Requirement	Details	Applicant	Staff
Exterior	Exterior of the proposed buildings; including all windows, doors, loading bays, projections		
Grades	Detail and label all grades at the building: existing grades, finished grades 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		

### 15. 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		

### 16. 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		



# Rezoning Application

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 building(s)		

## Notes