



SMALL LOT HOUSE

This package contains information on the City of Victoria's

- **Small Lot House Rezoning Policy**
- **Small Lot House Design Guidelines**
- **Small Lot House Rezoning Neighbourhood Support Petition**
- **Small Lot House Rezoning Petition Summary**
- **Small Lot House Rezoning Application Package**

The **Small Lot House Rezoning Policy** sets out the standards for single family houses involving small lots. This Policy will guide staff and Council in their assessment of Rezoning applications.

For properties that are subject to a rezoning into a Small Lot Zone, an automatic inclusion into Development Permit Area 15A, Intensive Residential Small Lot Development, occurs.

The **Small Lot House Design Guidelines** are to be used for developments within Development Permit Area 15A and as a guide for Development Variance Permit applications that involve single family house developments on smaller lots (outside of any other development permit areas).

The **Small Lot House Rezoning Policy** and **Small Lot House Design Guidelines** were adopted by City Council on September 12, 2002 and amended on October 14, 2004.

The **Small Lot House Rezoning Neighbourhood Support Petition** outlines the standards for obtaining neighbourhood feedback. The applicant is required to provide a **Summary** of the petitions.

The **Rezoning Application Package** provides application form and submission requirements.

For More Information

For further information on development applications, please contact the City of Victoria Development Services staff, located on the 2nd floor of City Hall. The Planning Technicians and Planners will advise you on how to make an application. The business hours are 8:00 am to 4:30 pm, Monday to Friday, except statutory holidays.

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SMALL LOT HOUSE REZONING POLICY

INTRODUCTION

A "Small Lot House" refers to a minimum lot size of 260m² and a minimum width of 10m. The size of house permitted in this zone is also smaller, with a range of 160m² to 190m². By comparison, more conventional house lots for Victoria have been, on average, 460m² with a 15m width and a larger floor area.

NOTE: In the Gonzales neighbourhood, small lot standards differ. Refer to actual zones.

Victoria already has the distinction of being one of Canada's least affordable cities. Within the next generation, the region's supply of land for single family dwellings will be greatly reduced, resulting in even greater pressures on price as well as on the region's rural open space reserves.

A. GOALS & OBJECTIVES

1. GRADUAL CHANGE

1.1 Support growth through small, adaptive and gradual change.

2. HEALTHY ECONOMY

2.1 Revitalize neighbourhoods by allowing new infill construction.

2.2 Make (optimal) use of neighbourhood infrastructure (schools, water and sewer).

3. CHOICE

3.1 Increase the quantity of detached dwelling lots while providing other options.

3.2 Meet changing needs, wants and values of existing and future residents throughout the life cycle (e.g., the need for ground-oriented housing for families with children, the desire for smaller houses and yards for seniors, couples, empty nesters or singles).

4. SENSITIVE TO NEIGHBOURS' VALUES

4.1 Consult neighbours and the neighbourhood association before embarking on a process for rezoning and/or a change to an approved development permit.

4.2 Use 'good neighbour' design approach in relation to privacy, landscaping, sunlight, view and parking, e.g., in cases where

neighbouring structures are sited very close to the lot line, provide more generous side setbacks.

B. STRATEGIES

1. CONSERVATION

1.1 Small lot rezoning is not intended to facilitate the demolition of an existing house to enable additional houses to be built in the same place, unless there are exceptional circumstances and these are also justifiable before the neighbours and the neighbourhood association.

1.2 Care should be taken to conserve heritage features and trees, particularly those species recognized in the tree protection program.

2. LOCATION

2.1 A small lot can benefit from adjacent public open space, e.g., that afforded by a street right-of-way. Double frontage lots and corner lots are preferable to interior lots.

2.2 Panhandle lots generally will not be considered in the small lot zone unless issues such as rear yard privacy, street views to heritage facades, vistas, sunlight, shadow, green space and tree conservation issues are adequately addressed. Where panhandle lots are considered, it is expected that the "small lot" property will occupy the street frontage and the resulting panhandle lot will remain in the R1-A or R1-B Zones and satisfy those larger lot zoning standards.

3. HEIGHT

3.1 In determining whether to apply for the one or two storey class of small lot zoning, the applicant should consider the shadowing, privacy, sunlight and air space impact of the new building on neighbours. This will differ depending on topography, orientation, siting and seasonal sun angles as well as the characteristics of neighbouring properties.

4. PRE-APPLICATION CONSULTATION REQUIREMENTS

Before formalizing a Rezoning application, the following actions are required of the applicant:

- 4.1 A review to see if the City's plan policies for the site support small lot housing (contact the area planner, and review the local neighbourhood plan and *Official Community Plan*).

- 4.2 A discussion with City's subdivision technician to review technical issues, e.g. in terms of serviceability is advisable.
- 4.3 Secure a conditional preliminary subdivision approval from the City's Approving Officer.
- 4.4 Recognizing the impact of this type of application, all residents and owners of neighbouring lots* must be polled by the applicant as to the acceptability of the application with the results mapped and submitted as part of the site plan information. Neighbours would be asked to indicate their written support (or opposition) for the applicant's design plans. Where an unsatisfactory level of support is evident**, a neighbourhood-shared decision making process will be required indicating a substantial consensus as a precondition of advancing to a public hearing.

Note: The neighbourhood-shared decision making process would be developed in consultation with the Community Association Network and Urban Development Institute; costs would be born by the applicant.

Prior to finalizing an application, the applicant should discuss the proposal with the local neighbourhood association.

5. DESIGN

- 5.1 All small lot house sites that go through rezoning become subject to a special design control mechanism called Development Permit Area 26. The exterior design of the house and its landscaping, as well as any subsequent amendment, are subject to the design guidelines (cited in the *Official Community Plan*) and City Council's approval for the required Development Permit.

6. DESIGN AMENDMENTS

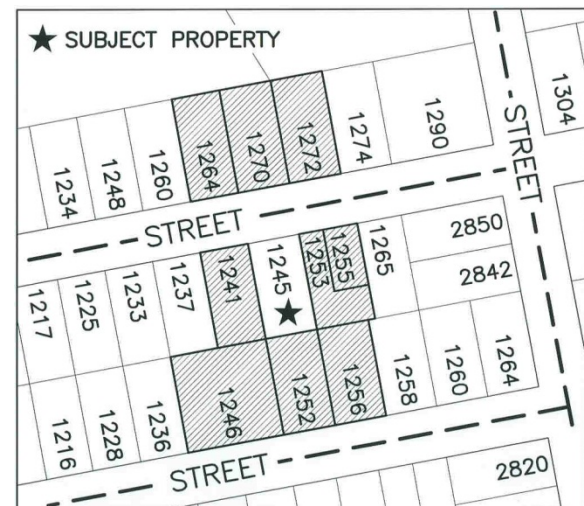
- 6.1 Once a Development Permit is approved, amendments for major changes will be subject to consultation requirements in Section 4.4 (above). Professional design advice is helpful both in the initial evaluation of the property and throughout the process.

- 6.2 To promote a consultative approach and streamline the approvals process, where residents and owners of all neighbouring lots* consent in writing to an amended design, the application may be approved administratively without reference to City Council. All other amendments would be referred to Council.

Minor amendments to an approved development permit will be dealt as a Minor Development Permit application.

* "Neighbouring lots" means all properties with at least one point in common with the property for which an amendment application is sought, with property lines deemed to be the centre line of streets and lanes plus lots less than 10m away.

** "Satisfactory support" is considered to be support in writing for the project by 75% of the neighbours. Applicants are expected to poll all voting-age persons who occupy or own properties that are adjacent, or less than 10m away, or across a street, for their opinion as of the date of application (with the proviso that absentee neighbours be given 30 days prior to the date of application to reply to a mailed invitation to comment and if they choose not to comment, their position is not counted.)



SMALL LOT HOUSE DESIGN GUIDELINES

1.0 PURPOSE

The purpose of these Guidelines is:

1. To establish the design guidelines for Development Permit Area 26;
2. To establish design principles that would result in new small lot single family detached housing (in-fill) that are more sensitive to existing houses and neighbourhoods;
3. To expose proponents to a range of possible solutions with the goal of achieving a higher standard of design;
4. To improve the approvals process for the proponents by putting the design considerations up-front;
5. To provide a set of criteria for evaluating development applications.

Proponents (owners, developers, designers, etc.) of small lot housing are encouraged to seek new, innovative and 'appropriate' design solutions. Each site will have its own unique challenges.

The proposal should not be restricted to the confines of traditional architecture. Opportunities for contemporary design should not be precluded.

The Guidelines are intended to stimulate the imagination of designers rather than to limit development flexibility or to dictate actual design solutions.

2.0 STREETScape/NEIGHBOURHOOD

In assessing the 'fit' of a new small lot house, the neighbourhood must be considered at two levels:

- The immediate context, e.g.. how the building relates to and impacts upon the houses or buildings immediately around it.
- The broader context, e.g. how the small lot house relates to the visual character and scale of the neighbourhood created by the collection of houses and buildings on both sides of the street in which the project is related.

The former refers to how the design of the new house is influenced by the adjacent structures. The latter refers to what effects the new house would have upon the adjacent structures.

In some neighbourhoods, visual character is clearly defined and there is little flexibility to do something 'different' and contrary to existing patterns. However, in Victoria there is great variety and richness in the visual character of the various neighbourhoods, often from street to street. Thus, in many circumstances, the house designer will be presented with unique and unusual design opportunities. There will be some neighbourhoods where major changes are acknowledged to be taking place and/or where the existing streetscape has little 'visual cohesiveness'. In these circumstances, it may be appropriate for the designer not to harmonize with the existing but to set new standards.



Building patterns and rhythms, which define visual character, should be respected. A street will develop a certain pattern or rhythm giving cohesiveness to the whole streetscape. A sudden change in this pattern can appear disruptive and visually upsetting. These patterns or rhythms are established by various design elements, which include:

- Building Height
- Building Form (bungalow, 2-storey, split level, etc.)
- Roof Shape
- Architectural Massing
- Finish Materials & Details
- Landscaping.

Generally, new small lot housing should reinforce existing patterns/rhythms/massing respecting proportions and details and, if appropriate, incorporating some of these into the new design.

3.0 ELEMENTS OF DESIGN

In order to discuss constructively the design implications of a proposal, an understanding of how the individual elements of design work together to effect the whole composition is required. It is recommended that at the beginning of the project, the proponent photographs the site and the surrounding houses, including the streetscape. The designer should identify repeated forms, patterns and

rhythms inherent in the existing surrounding houses. In designing, the designers can then choose to repeat or introduce new design elements. Side-by-side placement of similar designs should be discouraged.

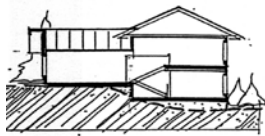
The *Small Lot House Design Guidelines* examine five fundamentally related areas of design. The Guidelines are to be used in an advisory capacity and as a supplement to the zone standards.

The five areas to which the Guidelines address themselves are:

1. Siting, Location, Topography
2. Architectural Envelope
3. Openings
4. Textures and Detail
5. Landscaping.

3.1 SITING, LOCATION, TOPOGRAPHY

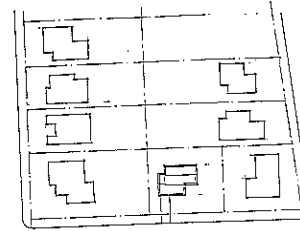
The topography and location of the project lot and the position of the building on that lot guide the most basic decisions about design. House form selection should be a reflection of site topography. For instance, a split level or stepped house design would appropriately fit a sloped site. The proposed small lot house should not disregard or significantly alter the existing topography and should avoid major reworking of the existing grades.



Many small lot housing projects in Victoria are subdivisions of existing corner lots. The proposed house is located in either the front or rear portion of the lot. If the small lot house is placed in the front portion, the new house must respond and enhance the streetscape of the front and flanking street without adversely affecting the adjoining properties. The design should respond to the dual frontage of corner lots by incorporating the same level of interesting architectural treatment (windows, projections, ornamentation, etc.) in the flanking street design as in the frontage design.

The locations of corner lot rear yard small lot housing requires special design considerations with respect to adjoining properties. A proposed house for a corner lot rear yard may break the established pattern of house form on a particularly regular block of lots. The proposed house will face the side street and its rear facade

will face all the rear yards in the block. This disruption will be acceptable if careful attention is given to maintaining privacy and significant views for the neighbours, providing privacy for the new house, preventing the overshadowing of existing yards and the location of the parking area.

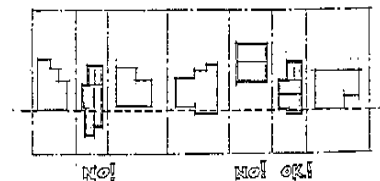


SETBACKS

Building setbacks are the distance between a structure's edges and the property lines. They create yard spaces for outdoor activity and landscaping. The pattern of street setbacks helps establish a rhythm to the streetscape and provides a transition between the public sidewalk and the privacy of the house.

FRONT

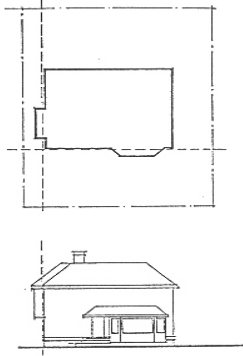
Front setbacks in Victoria vary from neighbourhood to neighbourhood and established streetscape patterns may differ from front setback requirements of the bylaw. Unless handled carefully, a setback that varies significantly from the established pattern may be disruptive to the streetscape. The extension of architectural elements (such as bay windows, chimneys and fireplaces) into the front yard requirements may add welcome variety to street facades.



SIDE

Relaxation of side yard requirements may be appropriate in some instances to facilitate interesting and innovative design solutions, provided that the encroachment into the setback does not adversely affect the privacy, sunlight or views of the adjacent property, nor restrain potential of the adjacent property for future development.

These architectural elements and treatments (such as bay windows, chimney elements, indentations and fireplaces) which project into the side yard requirements should be setback from the front façade to lessen their impact on the streetscape.



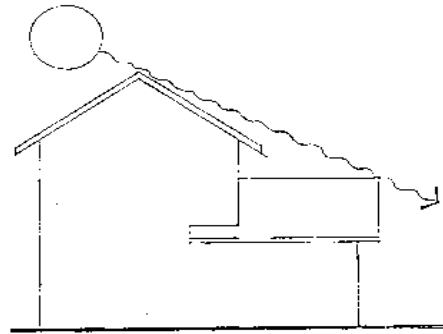
WHERE A NEIGHBOUR'S HOUSE IS VERY CLOSE TO THE PROPERTY LINE A LARGER THAN MINIMUM SETBACK MAY BE WARRANTED.

REAR

Neighbouring properties may have much greater rear yard setbacks than those of a proposed small lot house. Where such a house projects into the rear yard beyond the established pattern of existing structures, privacy, access to sunlight and views are important design considerations. In an appropriate set of circumstances the preferred rear yard setback should be 25% of lot depth.

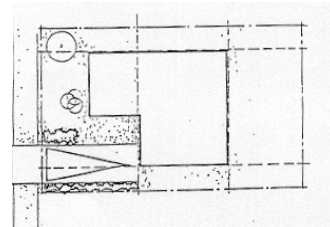
To reduce overshadowing of neighbouring properties, the small lot house can be stepped back in design, with single-storey portions closer to the property line and two-storey portions confined to the central part of the plan.

Above grade balconies, decks and windows should be carefully placed and may be oriented to face away from neighbouring yards to respect neighbours wishes for privacy. The use of landscaping and fencing may increase the visual separation between residences and enhance the streetscape, however, care should be taken to consult the immediate neighbours as some may welcome a degree of 'social encroachment' if it contributes to neighbourhood security. As well, inappropriate landscaping may disrupt views and sunlight.



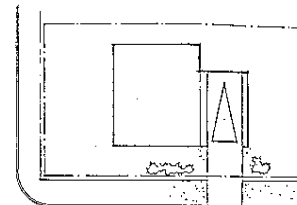
PARKING

Victoria's requirement that the parking be sited elsewhere than the front yard reserves this area primarily as open space. The resultant front drive can function as visitor parking, a practical by-product for a single family dwelling. In rare situations a variance may be sought to place the parking within the front yard setback.



Driveways on corner lots should be placed as far from the intersection as possible (minimum of 8m required).

When a front driveway or parking in the front setback is provided, some surface texture other than standard broom finished concrete or asphalt is encouraged, e.g., exposed aggregate or concrete paver border.



Generally, front yard parking will not be allowed. Where, as a variance under the Development Permit or Development Variance Permit, parking is confined to the front setback area, additional landscaping and screening should be provided to soften the visual impact

For instance a low hedge or shrub bed might be located between the neighbouring property and the parking pad or a vine or covered trellis may define the boundary between the pad and side yard access to the rear. The intent would be to make the pad an integral part of the landscaping - not an afterthought poured on the front yard. The house itself may be shaped to provide partial screening of the parking pad (such as an "L").

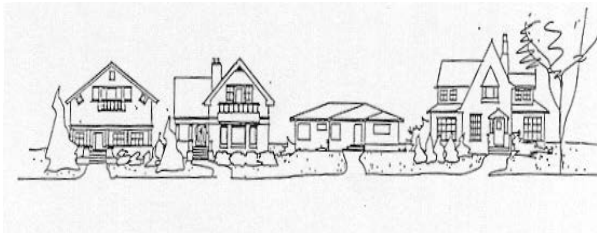
Where a garage is not provided thought should be given as to how shelter may be provided for bicycles, garden tools, mowers and so on. Tool sheds and carports should appear as an integral part of the design.

To reduce surface runoff and increase green space consider a permeable alternative to pavement, e.g., "grasscrete", tire strips or other permeable paving materials.

3.2 ARCHITECTURAL ENVELOPE

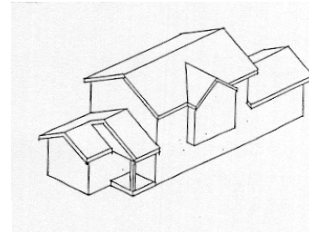
ROOFS

Respect roofline patterns if there is a dominant attractive form. The roof should relate in style and slope to the existing streetscape. Details that characterize the roof should reflect the slope, existing materials, soffit, overhang depth and decorative elements common to the character of neighbouring buildings. In general, a strong repetition of rooflines consistent in a streetscape requires a similar design for new construction. A consistent pattern may not be apparent unless the entire block is considered.



If there is no apparent pattern to the roof forms, the design may respond more specifically to one pattern over another. Picking up on several themes may help tie the visual impact of the streetscape together. If the new building is taller

than its neighbours, setting the taller element back from the lower level at the street facade may be appropriate. Corner buildings may benefit from this type of setback on both frontages. One principal roof form should be chosen for the main body of the house. This will set the slope and materials for all other roof elements. Roof forms on front small lot corner lots should acknowledge frontage on both streets.

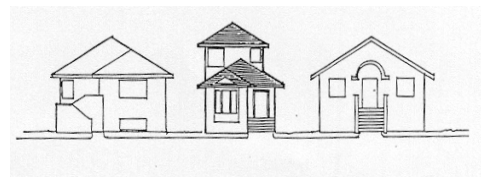


MASSING AND PROPORTION

Massing and building proportion of established housing should be reflected in the new development. Massing has to do with the overall bulk of a building and how it is distributed in space. Several examples are given. Proportion has to do with how the parts or elements of the building dimensionally relate to each other. Massing and proportion can have a great impact on how a building fits into a neighbourhood. A building with strong horizontal elements in a streetscape of vertical elements can be disruptive.



When similar massing is not possible to achieve, the building facade of a small lot house should be broken into smaller elements creating an illusion of a smaller building in scale with its neighbours.



The most common type of small lot occurs when a lot is subdivided from the side of an existing house, between the existing house and its neighbours. Generally these lots are narrow and deep but occasionally they are wide and shallow. Narrow lot small lot houses tend to be tall and thin with a vertical massing and proportion as opposed to the existing neighbours which, in many cases, are bungalows with shallow set basements (main floors 1.5 to 1.8m from grade) and having a horizontal or square proportion. Using features with horizontal elements, stepping back the second floor from the front facade and incorporating elements of architectural detail such as bay windows, dormers and porches and the use of other similar techniques, can reduce the visual contrast between the new small lot house and its neighbours. Sometimes it may be necessary to reduce the proposed floor area of a small lot in order to achieve a building mass more appropriate for its setting.

When narrow lots are less than 10m in width and the proposed house includes a full but partially underground basement, the applicant is encouraged to provide a smaller floor plate for the second floor.

Where there is no consistent streetscape in a block the proposed house should relate to its immediate neighbours, possibly incorporating some of the more appealing features found along the street.

3.3 OPENINGS

Entryways, windows and garage doors make up the most distinctive elements of a house façade.

ENTRYWAYS

Character buildings in existing neighbourhoods emphasize the principal entry. The entryway most often is placed on the front façade; it may have a wide set of stairs with an intermediate landing leading to it; the door itself may be elaborately paneled and have a glazed transom or sidelights.

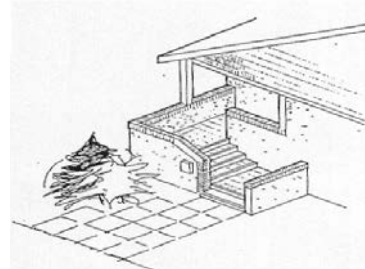


The entryways of small lot housing should be apparent and clearly visible from the street. The entryway should be emphasized by echoing character elements from the neighbouring houses or by introducing equivalent focal detail. Entry porches are encouraged where existing streetscapes have such features. These are characteristic of much of Victoria's housing and are probably a response to the seasonal rains permitting a dry transition from outdoors to indoors. They also offer a place for socializing and are a 'welcoming' element on the streetscape. They add friendliness to the new house.

Where possible, the height of the entry from the street should reflect that of its neighbours. Ground level entry in a street of raised entries could disrupt visual continuity.

Stairs to the principal entry should be wide and interesting from the street. They may include planters, intermediate landings, sidewalls, banisters and walkway lighting.

WINDOWS



The proportion, size and detailing of windows should relate to that of neighbouring houses. The number, size and composition of windows should approximate ratios of its neighbours. From the street, excessive use of glazing should be exercised carefully and should be tempered by the need to retain a certain amount of solid wall surface. Inversely, the excessive use of solid walls should be tempered with the need to provide light and fresh air within the house, and to provide views and security to the front yard and street. Careful arrangement, placement, proportioning and detailing of windows and trim can add interest, balance and order to the façade. Windows of older homes are often framed by a variety of elements, such as sashes, stained glass, lintels, sills and pediments. New houses should have windows that are similarly differentiated from the wall surface utilizing such details as wide wood trim.

Generally, older buildings in Victoria have double hung or casement windows. Sliding windows

predominate new housing principally because they are most economical. Casement and awning windows provide reasonably economic alternatives.

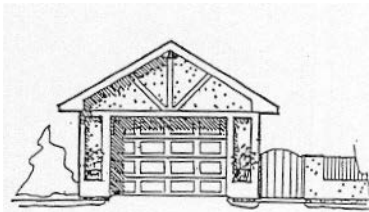


New small lot housing should, as much as possible, reflect the window style predominant to its neighbours. Generally, vertical window proportions should be used; however, they may be assembled into larger horizontal openings.

In general, window placement should respect the privacy of adjacent properties. Windows should be oriented away from neighbouring yards and windows. If this is not possible, they should be positioned to maximize privacy for the new house and its neighbours, although some neighbours may welcome some loss of privacy if there are positive aspects such as increased security. Neighbours should be consulted regarding the effects of window placement.

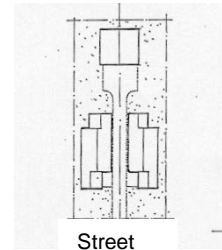
GARAGE DOORS

In most Victoria neighbourhoods, there are no back lanes which remove vehicle parking from the street. Front drive garages are common.



In a narrow lot configuration garage doors can dominate the streetscape, as they can be the largest opening in the front facade. The garage door and its immediate surround should be visually interesting. Detailing such as recessing the doorway to create deep shadows, providing plant shelf recesses flanking the door or setting the garage facade back from the rest of the house will lessen its visual impact.

Under an appropriate set of circumstances, a detached garage could be used as an element of design in resolving issues of privacy and site planning. The garage could be located in the rear yard to help define social space. In rare



cases, a front yard siting may be sought through a variance process.

3.4 TEXTURES AND DETAIL

FINISHES AND MATERIALS

Exterior finishes and materials should be consistent with those used in the neighbourhood. The repetition of similar finishes and materials along the street contributes to the visual continuity of the neighbourhood. Exterior finishes in Victoria vary from street to street and include stucco, with or without half timbers, cedar shingle siding, narrow horizontal siding and, in older prestigious homes, native stone in combination with the above. There are few houses with brick cladding. New homes should utilize materials and finishes that are visually compatible and could aid in harmonizing the new house with the existing homes. The home need not duplicate or replicate the neighbours but could reference the traditional style.

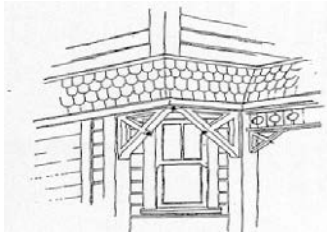
The choice of materials can help express the buildings proportions and massing. Different materials may be used to define different levels of the house, such as the base and the top. Materials may be chosen for their textural appearance (rugged, smooth) or for some symbolic meaning (massive base, foundation stone).

Materials, finishes and ornamentation should appear as integral parts of the structure rather than stuck on. Front façade treatment should wrap around the sides of the house visible from the street. Corner lot small lot houses should have both exposed façades treated equally as well as any other side walls exposed to streets.

ORNAMENTATION

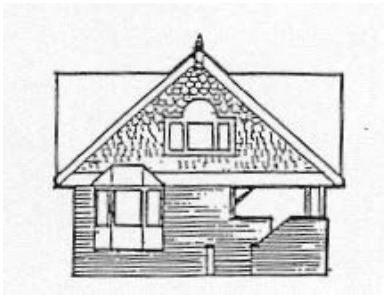
The level of richness in ornamentation of the neighbouring houses should be used as a guide without literal mimicking. Ornamentation should be used with restraint and in the context of the existing neighbourhood. When incorporated into the design, the use of brackets, eaves, cornices, columns and capitals should come from an understanding of their original structural use.

Ornamentation varies with periods of architectural style. The small lot house designer should understand the predominant style of a particular streetscape and may design the small lot house to echo those themes. This does not mean copying or repeating details, but rather using the existing detail as a basis for incorporating contemporary but visually related detail into the new house.



ROOF DETAIL

Incorporation of character elements, such as dormers, eaves brackets and secondary roof elements over bay windows, porches, etc., are encouraged to reduce the impact of large roof areas and to provide a sense of scale to the house.



COLOUR

Colour schemes, which are compatible with the neighbourhood, are encouraged. Older character homes often have painted wood surfaces - siding or shingles. Often colour schemes are muted with one or two stronger accent colours on trim elements. While there are some successful

exceptions in Victoria, particularly in recalling historical colour schemes, vibrant colour should be used with extreme discretion and in small amounts.

3.5 LANDSCAPING

Front yards are prominent features of the streetscape. This area is often treated as a grassed semi-public zone with detailed planting beds, particularly at the base of the house. In general front yard landscaping should reflect that of the neighbourhood, understanding that plant size and maturity may be somewhat less than the neighbours.

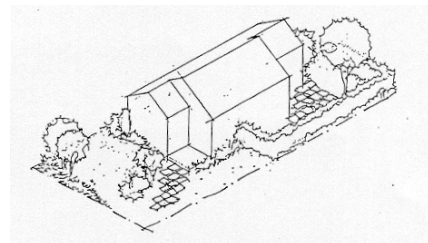
As much as possible, new small lot housing should retain the healthy mature trees on the lot. Any mature tree that is removed to accommodate the new house should be replaced with one or more other specimens. Placement of the new tree should respect neighbours' concerns, e.g. loss of views, overshadowing and so on.

In Victoria, older neighbourhoods are characterized by well-developed gardens. In the front yard, new small lot housing should provide some soft landscaping to define the line between the public domain and private property.

Laurel, Cypress and species of Cedar are often used as hedge material with the goal of achieving privacy between adjacent neighbours.

Rocks form a major element of the landscape in many parts of Victoria. Rock outcroppings can enhance the visual value of a house and can form a major design attribute. Loose rocks made available by the house construction should be retained on site and made an integral part of the landscape.

Privacy fencing for rear yards may be a requirement for approval depending on the particular circumstances of a development application. These details should be worked out to the satisfaction of the immediate neighbours.



4.0 GLOSSARY

ARCHITECTURAL ENVELOPE

Refers to the exterior elements of a structure - the roof, all facades and major projecting elements such as bay windows, overhangs and deck/balconies, e.g. those parts of a house that define its exterior shape.

FINISH MATERIALS

The building materials used on the exterior of the structure.

FORM

Building form is defined by its massing, proportion and scale (refer to those terms).

MASSING

The impression and visual impact of size, shape and silhouette of a building resulting from the composition of its main volumes, roof profile, its horizontality/verticality and rhythm, and the juxtaposition of major building elements to each other and to adjacent buildings.

OPENINGS

Openings include doors, windows and garage doors. They are the most distinct and common elements in a building facade.

ORNAMENTATION

The refinement of detail and application of decorative elements to enhance the building's appearance.

PROPORTION

Proportions are dimensional relationships among the building parts such as: the height, width and depth of each element (windows, doors, bays, balconies); the relationship of the dimensions of each element to the others and to the building as a whole; the dimensional relationship of the building to adjacent buildings.

SCALE

A consistency of relationship between the size of a building's elements (windows, porches, entrances) with each other and with adjacent buildings, trees, etc., as perceived by a person at ground level.

STREETSCAPE PATTERN

The overall appearance of the road, boulevards, sidewalks, landscaping, street furnishings and fronting buildings which together make up the street as seen and experienced from ground level. See also *Visual Character*.

TEXTURE

The visual surface characteristics (roughness, smoothness, for example) and appearance of the exterior of the building. Textures, together with details, often have the strongest impact on how people perceive a structure. Texture is achieved through the selection and use of exterior architectural finishes and the use of ornamentation.

TRANSITION ZONE

This term refers to an informal division of space from the 'Public' Street to the 'Private' House. The street is viewed as public territory. The house is viewed as private territory. As people move from the street to the house they pass through two 'Transition Zones'. The 'semi-public zone' (such as the front entry sidewalk to the house) and a 'semi private zone' (such as the entry porch to the house).

VISUAL CHARACTER

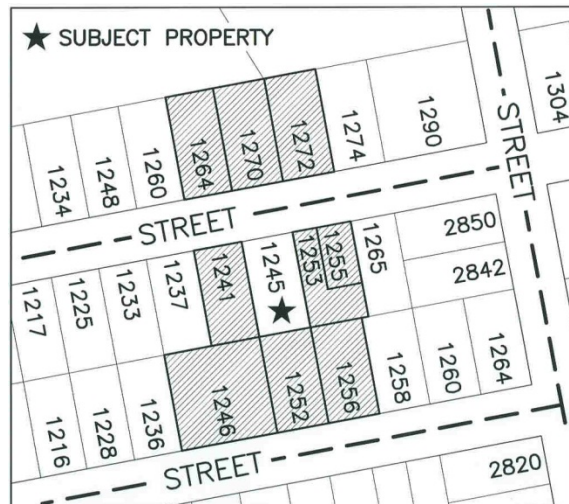
The visual character of a street is defined by a variety of factors including: building facade, building height and roof shape, building shapes and bulk, setbacks, finishes, details and landscaping. Taken altogether, these factors form a pattern or image characteristic of that particular street. This also defines the Streetscape Pattern.



SMALL LOT HOUSE REZONING

NEIGHBOURHOOD SUPPORT PETITION

In accord with the *Small Lot House Rezoning Policy* No. 4.4, an applicant is required to poll all voting-age residents and owners of neighbouring lots. An example of neighbouring lots is shown shaded on the diagram below and includes all lots less than 10m away or across the street.



To complete the petition requirement of the Small Lot Rezoning process, the following must be submitted with your application:

- a map showing location of your property and the neighbouring lots polled highlighted or noted on the map.
- a completed petition, with the format shown on the following page.

Note that both the owners and occupiers must be polled. If a property is rental, it is required that all the owners and renters of voting age also be polled. If the owner can't be located via the tenant, then the information can be obtained through the Land Titles Office, 110-1321 Blanshard Street, Victoria, B. C., phone 1.877.577.5872, website www.ltsa.ca.

For More Information

For further information on development applications, please contact the City of Victoria Development Services staff, located on the 2nd floor of City Hall. The Planning Technicians and Planners will advise you on how to make an application. The business hours are 8:00 am to 4:30 pm, Monday to Friday, except statutory holidays.

City of Victoria
Community Planning and
Sustainable Development
1 Centennial Square
Victoria, BC V8W 1P6
Phone: (250) 361-0283
Fax: (250) 361-0386

In preparation for my rezoning application to the City of Victoria, I,

_____, am conducting the petition requirements for the
(print name)

property located at _____

to the following Small Lot Zone: _____

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) _____ (see note above)

ADDRESS: _____

Are you the registered owner? Yes No

I have reviewed the plans of the applicant and have the following comments:

I support the application.

I am opposed to the application.

Comments:

Date

Signature



SMALL LOT HOUSE

Rezoning Application Package

When is a rezoning required?

A rezoning is required to create a small lot subdivision. The *Small Lot House Rezoning Policies* sets out the standards for developments involving small lots.

Before I proceed what information should I consider?

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

- Neighbourhood Plan policies <http://www.victoria.ca/EN/main/departments/planning-development/documents-publications.html>
- The most common Small Lot Zone is the R1-S2 Zone, which can be viewed along with other *Zoning Regulation Bylaw* regulations at <http://www.victoria.ca/EN/main/departments/planning-development/development-services/zoning.html>
- Community Association Land Use Committee Contact and Consultation List <http://www.victoria.ca/EN/main/departments/planning-development/development-services/community-association-land-use-committees.html>

How long will the process take?

The rezoning process takes approximately six months 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. City staff will advise you of meeting dates.

Who gets a say?

The Small Lot House has specific consultation requirements set out in the *Small Lot House Rezoning Policy*. The petition requirements must be undertaken as part of the submission requirements. The following groups will provide input regarding your application:

- neighbours through the Small Lot House rezoning petition and other consultations
- Community Association Land Use Committee(s) (CALUC(s))
- City staff including personnel from Engineering, Fire and Parks
- City Council
- 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. If you still choose to make a Rezoning application, staff may advance your application to Council with a brief report recommending decline. Fees are non-refundable.

Who decides whether my rezoning application is approved?

The final decision on your application is made by City Council. Council has the power to deny 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.

Who can answer my questions?

Applicant services are provided by the City of Victoria Development Services staff, located on the 2nd floor of City Hall. Development Services staff will advise you on how to keep your application moving smoothly. Business hours are 8:00 am to 4:30 pm, Monday to Friday, except statutory holidays. The address and phone/fax are:

City of Victoria
Sustainable Planning and Community Development
Development Services
1 Centennial Square
Victoria, BC V8W 1P6
Phone: (250) 361-0283
Fax: (250) 361-0386
developmentservices@victoria.ca



Rezoning Process Flow Chart

The following outlines the sequence of events that can be expected during the rezoning process. The order may vary slightly and some activities may occur concurrently. **Applicants are responsible for completing all tasks shown in bold.**

<i>WHO is responsible</i>	<i>WHAT needs to be done</i>
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm with City Staff that a Rezoning application is required. <input type="checkbox"/> Check with City Engineering for traffic and servicing concerns. <input type="checkbox"/> Confirm that all work done on the building has been subject to a Building Permit. <input type="checkbox"/> Apply for preliminary subdivision approval from Approving Officer, if required. <input type="checkbox"/> Obtain Development Application Consultation List from Development Services Staff. <input type="checkbox"/> Have a preliminary meeting with the Community Association Land Use Committee (CALUC). 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.
CALUC	<ul style="list-style-type: none"> <input type="checkbox"/> The CALUC may provide comments to the applicant (cc City).
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Begin consultation with neighbours if you haven't already done so. <input type="checkbox"/> Arrange a Community Meeting with the CALUC <input type="checkbox"/> Read "Community Meeting Notice Instructions" and complete "Community Meeting Notice" and submit to Development Services
City	<ul style="list-style-type: none"> <input type="checkbox"/> Mail "Community Meeting Notice" to all neighbours within 100m/200m radius of proposal.
CALUC	<ul style="list-style-type: none"> <input type="checkbox"/> If proposal is right on boundary of two or more neighbourhoods, CALUC will notify neighbouring CALUC(s). <input type="checkbox"/> It is recommended that the CALUC Chair read aloud the "Introduction to Community Meetings" contained in the CALUC information kit, at the beginning of the Community Meeting.
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Attend a Community Meeting and present plans and "Rezoning Application Form". The following plans are also required: <ul style="list-style-type: none"> - site plans - floor plans - elevations - photos or illustration (to scale) of building in relation to flanking buildings - landscape plan. <input type="checkbox"/> Leave copies of all these materials with the CALUC. <input type="checkbox"/> Collect Small Lot Rezoning petitions and complete Petition Summary.
CALUC	<ul style="list-style-type: none"> <input type="checkbox"/> CALUC sends written comments to Mayor and Council/Sustainable Planning and Community Development (cc applicant). CALUC has 30 days to formally comment on the application.
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Make any changes to proposal based on local input. Prepare a set of "bubbled" plans illustrating changes made since the "Community Meeting". <input type="checkbox"/> An appointment is required to make submit application. Please email zoning@victoria.ca <input type="checkbox"/> Complete and submit your application form with all 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.
City	<ul style="list-style-type: none"> <input type="checkbox"/> Staff provides CALUC with "bubbled" plans illustrating changes made since "Community Meeting", a copy of the "Rezoning Application Form" and an 8½" x 11" set of plans that it receives with the application. <input type="checkbox"/> Staff notifies the applicant regarding the technical committee review and plan check. <input type="checkbox"/> Staff prepares a report for the Committee of the Whole (COTW) and attached any written correspondence from the CALUC and the petition summary information.

- Applicant** **Changes to the application may be required as a result of the staff review. If changes occur, submit revised plans (4 sets full size, 2 sets 8 ½ x 11, 2 sets 8 ½ x 11 “bubbled”, 2 copies of a letter outlining the changes.**
- Staff Staff sends the CALUC a copy of the “bubbled” plans and letter outlining any changes.
 Staff prepares a report for COTW and attaches any written correspondence from the CALUC.
- Applicant** **A rezoning sign must be posted on the site at least 10 days prior to the COTW meeting. You must check with Development Services support staff at 250-361-0283 to obtain the rezoning sign(s). The number of signs will depend on the number of street frontages or length of property frontage.**
 Applicant must provide site photos and digital plans in Microsoft PowerPoint. See Digital Plan Submissions for details.
 Be present at the COTW¹ meeting to answer any questions. Applicants may not make presentations at COTW unless required by Council.
- Council COTW reviews the application and may recommend changes, approval, rejection or referral to advisory committees.
- City An excerpt of the minutes from COTW is sent to the applicant and CALUC.
 If the application has been referred to advisory committees/commissions, it may be brought back to COTW after all referrals are received.
- Applicant/City** **Preparation of any covenants or agreements.**
- City If recommendation is to proceed, a *Zoning Regulation Bylaw* amendment will be prepared and proceed to Council for first and second reading.
- Applicant** **If plans change, submit revised plans to Development Services (4 sets full size, 2 sets 8 ½” x 11”, 2 sets 8 ½” x 11” “bubbled”, 2 copies of a letter outlining changes and the updated Rezoning Application Form).**
 Pay the Public Hearing fee at Legislative Services (\$1200)
- City Staff provide CALUC with updated 8 ½” x 11” plans, “bubbled” plans and updated Rezoning Application Form.
 Development Services advises Legislative Services that a Public Hearing can be set.
- CALUC CALUC reviews the plans and may send written comments to the Mayor & Council and Development Services (cc applicant). These must be received by the date of the Public Hearing to be considered.
- City Council sets a Public Hearing date.
 The applicant, CALUC and neighbours within 100m or 200m of the proposal are notified of the Public Hearing date.
 An advertisement is placed in the newspaper.
 Public Hearing Notice is created
- Applicant** **The City gives the applicant a Public Hearing notice sign to post on the rezoning sign at least 10 days prior to the Public Hearing.²**
- Council Council approves or declines the application at the Public Hearing.
 The Public Hearing decision is mailed to the applicant and CALUC.

Notes on public involvement and signage for City meetings:

1 COTW - The public/CALUC may attend but only to observe.

2 Public Hearing – A sign will be posted on the rezoning sign 10 days prior to the meeting. Anyone may speak at the Public Hearing.

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 online, available at <http://www.victoria.ca/EN/main/departments/planning-development/development-services/community-association-land-use-committees.html> and return it to the Development Services Division.

Please note that handwritten *Community Meeting Notice* forms will no longer be accepted. Please fill out the 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 as applicable.

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 and the *Rezoning Application Form* at the community meeting.

Plans required at the community meeting are:

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

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.

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

Rezoning Application Form

Property Address: _____

Legal Description(s): _____

Ownership/Applicant Contact Information

Applicant's Name:		
Address of Applicant		
City		Postal Code
Phone	Fax:	E-mail:

Architect/Designer

Address of Architect		
City		Postal Code
Phone	Fax:	E-mail:

Owner's Name

Address of Owner		
City		Postal Code
Phone	Fax:	E-mail:

Key contact: Please identify the key contact for the application: _____

Rezoning Information

As registered owner of _____ (property address)
and currently zoned as _____

I hereby make application to:

- Amend the *Zoning Regulation Bylaw* by

- Amend a Land Use Contract by

Total value of all work, including sub-trades: _____

Project Information Table for the Small Lot

Please refer to the *Zoning Regulation Bylaw* for terms within the Project Information Table. This Bylaw is available online at <http://www.victoria.ca/EN/main/departments/planning-development/development-services/zoning.html>.

Copies of both project information tables must also be attached to the site plan and copies attached to your application.

	Your small lot proposal – project information	Zoning Standard for the Small Lot (see R1-S2)*	Calculate Variance* (if required)
Zoning			
Site area (m²)			
Site Coverage %			
Total Floor area			
Floor Space Ratio			
Height of building(m)			
Number of storeys			
Setbacks			
Front yard			
Rear yard			
Side (indicate which side)			
Side (indicate which side)			
Open Site Space (%)			
Parking Stalls on site			
Bicycle Parking - specify			

* Note: For Small Lot standards in the Gonzales area, refer to the R1-G2 Zone.

Project Information Table for the Parent / Existing Parcel Remainder

Please refer to the *Zoning Regulation Bylaw* for terms within the Project Information Table. This Bylaw is available online at <http://www.victoria.ca/EN/main/departments/planning-development/development-services/zoning.html>.

Copies of both project information tables must also be attached to the site plan and copies attached to your application,

	Parent / existing parcel remainder– project information	Zoning*	Calculate Variance* (if required)
Zoning			
Site area (m²)			
Site Coverage %			
Total Floor area			
Floor Space Ratio			
Height of building(m)			
Number of storeys			
Setbacks			
Front yard			
Rear yard			
Side (indicate which side)			
Side (indicate which side)			
Open Site Space (%)			
Parking Stalls on site			
Bicycle Parking - specify			

*Note: Specify if parent /existing parcel will remain in current zone or if this is a request to place it another zone.

Development Information (please provide all information as is applicable)

Note: The amount of detail may vary depending on the plan submission requirements, the nature of the application and the stage of project's planning and design. If you have any questions, please contact Development Services at 250-361-0283 or developmentsservices@victoria.ca

<p>Number, type and description of dwelling units (e.g. target group, type of tenure, dwelling unit size, wheel chair accessibility)</p>	
<p>Building features (e.g. heritage, architectural) and other site features (e.g. topography)</p>	
<p>Landscaping and trees (e.g. protected trees and tree retention, nature and quality of landscaping, environmental features)</p>	
<p>Traffic, parking, access and loading (e.g. expected traffic and parking demand, layout and types of parking spaces, bicycle facilities, driveway and parking space surface treatment. Parking treatments can include 'permeable pavement')</p>	
<p>Design features and amenities (e.g. building materials, meeting room space, amenities for children, storage, public art, off-site features such as boulevard trees and sidewalks)</p>	
<p>Environmental Features (e.g. green building, green roof, permeable paving)</p>	
<p>Safety and security (e.g. lighting, sight lines, safety routes, CPTED features) See CPTED material available from the Development Services</p>	

Rationale for Rezoning

To assist City Council, staff, community associations and residents in reviewing an application for rezoning, please provide answers to the questions below (and other relevant information) in a concise summary letter addressed to Mayor and Council.

<u>Government Policies</u>	Does the proposal conform to the recommendations of the <i>Official Community Plan</i> ? The current Neighbourhood/Precinct Plan? The relevant Design Guidelines? (see the Publications List available in Development Services)
<u>Project Benefits</u>	What are the economic, environmental and social benefits to the City and neighbourhood, e.g. increased tax base, number of jobs; contribution towards reduced commuting and greater affordability?
<u>Need & Demand</u>	What is the demonstrated public need and demand for the proposal? Does the location meet a need or demand which is not or could not be met in land already zoned?
<u>Services</u>	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? Note that changes to land outside your property boundary may be only shown if approved by the City Engineering and Parks Department.
<u>Neighbourhood</u>	What is different or unique about the site to warrant rezoning, e.g. lot size, topography, situation vis-à-vis neighbouring properties, existing site and neighbouring development?
<u>Impacts</u>	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, activity level, odors, removal of trees, retaining walls, fence, privacy, views and other neighbourhood and environmental features.
<u>Design</u>	How well does the proposed development relate to the neighbourhood? Is the design in keeping with the existing or anticipated development of the community? Consider building height, massing, orientation, setbacks and streetscape. Please reference the City's general design guidelines as well as any area specific design guidelines.

Declaration of Complete Application
Please complete the checklist for submission

Applicants must make an appointment to submit an application. To book an appointment, please email zoning@victoria.ca

Please confirm that your application is complete by filling in the check list below and signing the declaration. **Incomplete applications will not be accepted.**

a. Title and Ownership Information and Explanatory Letter

- If there is more than one registered owner, a letter of authorization should be provided from all owners or a copy of a valid Offer to Purchase.
- Current Certificate of Title (not dated more than 30 days)
- Copy of any title restrictions, e.g., restrictive covenants, easements, right of ways
Specify _____
- Letter addressed to Mayor and Council explaining details of your proposal and justification for any variances. A list noting green building features is also required in your letter to Council.

b. 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, e.g. Schedule 2 activities. Please indicate if the subject property qualifies for the following major exemptions for requiring a Site Profile:

- The property was or is currently used for residential purposes.
- There will be no disturbance or excavation of soil involved as part of the amendment application.

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 http://www.env.gov.bc.ca/epd/remediation/site_profiles/index.htm

c. Community Consultation

- A Community Meeting was held with the Community Association Land Use Committee on _____ (date of meeting). 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.
- The petitions and the petition summary.

d. Number of Plans

- Four sets of plans 64 x 91 cm (24" x 36")
- Three sets of plans 22 x 28 cm (8 ½" by 11")
- One set of plans 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 22 x 28 cm (8 ½"x11") and one 28 x 44 cm)

e. Digital Submissions

- PDF files of the complete application package are required. For more information, see section titled Digital Submissions.

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 all applications do not require a Landscape Plan. Please verify with the Area Planner if a Landscape Plan is required for your submission.

The following are the general requirements for both the Site Plan and the Landscape Plan:

- The Site Plans and Landscape Plans must be to 1:200 or 1:100 scale 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.
- 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 <http://www.victoria.ca/EN/main/departments/engineering/surveying-mapping.html>.
- 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 <http://www.victoria.ca/EN/main/departments/planning-development/development-services/zoning.html>.

f. Site Plan showing:

- Parcel size and dimensions showing all property lines
- Road dedication requirements are to be indicated (easement, statutory right of way or dedication)
- Any easements and utility corridors on the parcel to be noted
- Size and location of all existing buildings and structures on the property, clearly dimensioned and labeled
- Size and location of all proposed buildings and structures, highlighting proposed variances
- Location of buildings on adjacent parcels
- Any existing natural features (rock outcrops, watercourses)
- Proposed bicycle parking - refer to *Zoning Regulation Bylaw*, Schedule C
- Existing and proposed driveway crossing locations, vehicular access locations – all showing dimensions and grades
- Parking layout – show parking areas with dimensioned depth and width of stalls, handicapped stalls, aisle dimensions, angle of parking stalls, number of stalls and wheel stops (refer to *Zoning Regulation Bylaw*, Schedule C)
- All existing and proposed infrastructure (utility poles, fire hydrants, trees, etc.) in City right-of-way adjacent to the subject property, including existing underground utility services
- Compliance with *Tree Preservation Bylaw #05-106*, showing size, species and location of protected trees and measures to protect trees. Bylaw is available at <http://www.victoria.ca/EN/main/departments/parks-rec-culture/parks/urban-forest/tree-preservation-bylaw.html>. Please ensure that the drip line of all existing trees on the right-of-way and all protected trees on the lot are shown.
- Compliance with *Parking Lot Bylaw #87-248*, showing how the parking lot will be screened from the street
- Project Information Table (sample provided in this application form).

g. Landscape Plan showing:

- Parcel size and dimensions showing all property lines (existing and proposed)
- Size and location of all existing buildings and structures on the property, including underground parking structures
- Any existing natural features (rock outcrops, watercourses)
- All proposed plantings on private property
- Surface treatments on private property and on City right-of-way
- Fence and retaining walls, location and height
- Compliance with *Parking Lot Bylaw #87-248*, showing how the parking lot will be screened from the street
- Compliance with *Tree Preservation Bylaw #05-106*, showing size, species and location of protected trees and measures to protect trees. Bylaw is available at <http://www.victoria.ca/EN/main/departments/parks-rec-culture/parks/urban-forest/tree-preservation-bylaw.html>. Please ensure that the drip line of all existing trees on the right-of-way and all protected trees on the lot are shown.

h. Building plans and information showing:

- Number of storeys
- Height of building from average grade
- Floor plans indicating uses of all spaces, including basement
- Details of existing building (if applicable) with all uses indicated on floor plans
- When the grade is altered, the finished grade at all bordering properties and streets
- Illustration (to scale) of proposal showing street elevation and relation to flanking buildings
- Elevations on all sides
- Illustrations of buildings in relation to flanking buildings (streetscape).

i. Declaration

- I hereby acknowledge that all the information provided is considered public information and available for public viewing and distribution.*
- I hereby submit the application fee as calculated below.*
- I hereby declare that all the above statements and the information contained in the 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: _____ Date _____

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

PowerPoint Presentation

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

- Maximize the slide space (enlarge images) to ensure the slides are clear and legible
- Keep the slide background white
- Use simple, descriptive text in Arial font only
- Do not use special effects or transitions
- Please provide the slides in the order shown below:
 - photographs showing existing house or buildings, adjacent properties and any other relevant material that may support your proposal
 - streetscape elevation plan – showing proposed building and adjoining buildings
 - context plan – showing adjoining lots and buildings
 - site plan
 - landscape plan
 - floor plans – denote uses for each interior space in the proposed and existing buildings
 - elevation plans
 - colours and material samples (may be photograph of materials board)
- Save in Microsoft PowerPoint 2010 or earlier format and maintain editing options (Free software for creating a PowerPoint presentation is available at www.openoffice.org)
- Keep the file size limited to no more than 10MB

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

How to Submit Digital Files

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

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