



Large Project Submissions

When is a Large Project Submission required?

When you are applying for a Development Variance Permit, Development Permit, Rezoning or an *Official Community Plan* amendment and the site is larger than 930m², a Large Project Submission is required.

What supplementary information should be provided?

- **Model:** A block model that is a maximum size of 60 cm x 60 cm (2' x 2') or digital copy of a 3-D model in SketchUp format showing massing of the proposal and surrounding buildings.
- **Display Boards:** Display boards shall be provided containing the information below. Display boards should be on foam core or lightweight material, measuring a maximum size of 75 cm x 100 cm (30' x 40'). Try to limit the number of display boards to three.
- **Site Analysis:** A location plan, a site plan, elevations and sections showing the proposal in context with the surrounding areas in built form, urban design (including sun angles and shadows), landscaping and traffic (both vehicular and pedestrian).
- **Skyline Analysis:** Photo montage, drawings or renderings showing the impact of the proposal's skyline in relationship to the surrounding and City's skyline, in close range and at a distance.
- **View Analysis:** A photo montage or drawings showing the views of the proposal along roads and from important vantage points.
- **Perspective Studies:** Drawings showing the general views and studies of specific features of the proposal, such as entrance, street heads, and corner plaza.
- **Building Details:** Material, colours and samples, when required.

What happens to the supplementary information?

The City staff will mount and dismount the display boards at the applicable meetings. Please have the boards available before the first meeting date. When the Application is complete, the boards will be returned to the applicant. With respect to the model, the applicant is responsible for transportation and set up at the applicable meetings and providing a photo of the model for file purposes. Due to space limitations, the model cannot be stored at City Hall.

Can you provide more?

Yes, as an applicant, you are welcome to bring in any additional material that you feel will support your Application. Any presentation materials provided in excess of the stated requirements are to be handled and arranged by the applicant. Due to extreme space limitations, the City of Victoria will not store any extra material.