



# Delegated Development Permit for a Garden Suite Application

## Application

Civic Address (Please Print): \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

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

Name of Property Owner (if different) \_\_\_\_\_

*The collection of personal information is authorized under section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information is used for the purposes of processing this application. Information collected as part of a development permit application will be disclosed on the City's Development Tracker webpage pursuant to section 33(2)(b) of FIPPA. If you have any questions regarding the collection, storage, and use of your information, please email [privacy@victoria.ca](mailto:privacy@victoria.ca) or call 250.361.0571.*

## Submission Requirements

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

- ☐ Application form filled out and signed
- ☐ Current Certificate of Title (dated not more than 30 days prior to application)
- ☐ Title restrictions, for covenants, easements or statutory right-of-ways
- ☐ Letter of authorization from the registered owner (if applicant is not the owner)
- ☐ Letter addressed to Development Services explaining the proposal.  
Provide as much detail as possible explaining how proposal meets the Garden Suite Policy and Guidelines; include any proposed variances to the Zoning Regulation Bylaw.
- ☐ Landscape estimate for work associated with garden suite (materials and labour)
- ☐ Arborist report, if siting or services impact bylaw protected trees
- ☐ [Application fee](#)

Drawings in PDF format required:

- ☐ Site plan based on a survey, with existing and proposed buildings; include project information table
- ☐ Landscape plan, include any existing trees
- ☐ Floor plans of proposed garden suite
- ☐ Building elevations (or photographs) of existing or proposed single family dwelling (if applicable)
- ☐ Building elevation of proposed garden suite (including materials for exterior finishes)
- ☐ Cross section of proposed garden suite, showing foundation detail and height
- ☐ Streetscape which shows visibility of garden suite from street (where applicable). The streetscape must show subject property and neighbouring properties. This requirement can be photographs stitched together or a drawing

Please indicate if the subject property qualifies for the following major exemption for requiring a Site Disclosure Statement

- ☐ The property has always been used for residential purposes.

If a major exemption does not apply, then please obtain the information package on Site Disclosure Statement from Development Services staff.

## 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.
- ☐ I hereby declare that the principal building on the lot is a single family dwelling as defined in the Zoning Regulation Bylaw and does not contain a secondary suite.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## Questions

Contact City of Victoria Development Services, located in the Development Centre on the 2nd floor of City Hall or call, if you have questions about any of this application, or questions regarding Zoning Bylaw interpretation or design. Business hours are 8 a.m. to 4:30 p.m.,