



To submit an application, email all of the required documents to zoning@victoria.ca. See [Digital Submissions](#) for information on file requirements. A complete application will aid in the processing time of your application. **Only a complete submission will be accepted.**

Submission Summary

The following information must be provided as documentation for your application. For full details of these required items, please refer to the [Development Variance Permit Information](#) portion of this package.

- Application form filled out and signed
- Current Certificate of Title (not dated more than 30 days prior to submission) available from the [Land Title Office](#)
- Copy of any title restrictions, such as covenants, easements and right of ways
- Letter of authorization provided from all owners¹
- Letter addressed to Mayor and Council providing a rationale for your variance(s)

Required plans

- One set of plans to scale, including all of the following drawings (see [Digital Submissions](#) for detailed requirements). Plans must meet the [General Requirements for the Site Plan, Servicing Plan, Landscape Plan and Building Plans](#).
 - Site plan based on a survey for existing site
 - Site plan for proposed development that also includes a [Project Information Table](#)
 - Landscape plan
 - Survey plan certified by a BC land surveyor
 - Floor plans
 - Elevation plans
 - Cross section plan
 - Building elevation and streetscape plan that shows neighbouring buildings

Other requirements

- [Application fee](#)
- [Tenant Protection During Redevelopment Bylaw](#) requirements (check one)
 - There are tenants currently residing on the property. I have submitted **Tenant Assistance Plan - Part A** using the [Tenant Assistance Plan and Reporting Tool](#)
 - There have been tenants residing on the property in the last 6 months. I have provided **copies of notices/agreements of tenancy termination and related documentation** to housing@victoria.ca.
 - There are no tenants currently residing on the property AND there have been no tenants for the last 6 months
 - This project does not result in loss of any rental housing units
- A completed [Site Disclosure Statement](#) (contaminated sites) for non-residential properties, and [associated fee](#)²
- [Building Code compliance report](#) for Part 3 buildings pursuant to the BC Building Code³
- Conservation Plan by a qualified heritage consultant, if there is a heritage designated or registered building on the subject site
- Compliance with the BC Heritage Conservation Act, including steps to determine whether of not a site is an archeological site⁴
- Details of any [climate-forward building features](#) that will be incorporated into the development
- Supplementary information as listed in the [Large Project Submission Guidelines](#) for sites larger than 930m²

1 Ownership Information: For properties registered pursuant to the *Strata Property Act*, any application to change the use or appearance must be approved by owners in accordance with the Act.

2 Site Disclosure Statement: Pursuant to the *Environmental Management Act*, the Province of British Columbia requires a completed [Site Disclosure Statement](#) for properties that are or were used for commercial or industrial purposes, as defined within the provincial regulations.

3 Code Compliance Report is required for Part 3 buildings. This report is to be submitted with the application as a separate document, and must include all proposed alternate solutions requiring City approval that may affect the exterior design of the building.

4 Archeological Sites: The applicant is responsible for ensuring compliance with the *BC Heritage Conservation Act*, including steps to determine whether 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 Provincial Government. Contact [B.C.'s Archaeology Branch](#) for information.



Property and Applicant Information

Civic Address: _____

Variances: _____

Key Contact: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Email: _____

The name, phone number and email address of the applicant will be displayed on the City of Victoria website should the public require further information about the application. Note that all correspondence from the City (written and verbal) will be provided to the applicant. It is the responsibility of the applicant to inform other project members.

The 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 foi@victoria.ca or call 250.361.0571.

Applicant: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Email: _____

Property Owner: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Email: _____

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 Applicant	(PRINT NAME)	Date
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The following section contains information for development variance applications within the City of Victoria:

- [Sources of Information – Staff Contacts](#)
- [Development Variance Permit Flow Chart](#)
- [Letter to Mayor and Council](#)
- [General Plan Requirements](#)
 - [Site Plan for Existing Site](#)
 - [Site Plan for Proposed Development](#)
 - [Landscape Plan \(use site plan as the base plan\)](#)
 - [Floor Plans](#)
 - [Elevation Plans](#)
 - [Building Elevation/Context Plan](#)
 - [Cross Section Plan](#)
 - [Building Code Compliance](#)
- [Project Information Table](#)
- [Digital Submissions](#)

For More Information

For further information on development variance applications, please contact Development Services staff at the numbers below.

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

Sources of Information – Staff Contacts

Who	What kind of information	Contact	
Zoning Administration	Zoning bylaw interpretation	250.361.0316	zoning@victoria.ca
Development Services Support Staff	Fees, signs, general submission questions	250.361.0382	DevelopmentServices@victoria.ca
Neighbourhood Planner	Pre-application discussion, neighbourhood plans, Official Community Plan guidelines and overall process		
Heritage Planner	Heritage designated or registered buildings		
Engineering	Municipal works and services, underground utilities, stormwater, and transportation	250.361.0300	eng@victoria.ca
Engineering - Subdivision	Subdivision or strata regulations		
Permits and Inspections	BC Building Code compliance questions	250.361.0344	permits@victoria.ca
Parks	Tree Protection Bylaw	250.361.0600	treepermits@victoria.ca
Parks	Boulevard improvements		parks@victoria.ca
Housing Planner	Tenant Protection During Redevelopment Bylaw and Tenant Assistance Plans	778.746.7368	housing@victoria.ca

Development Variance Permit Flow Chart

The following outlines the sequence of events that can be expected for development permits that require Council approval. 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.

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



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"> • land use • variances • type of tenure (rental, strata ownership) • number, description and type of dwelling units • inclusion of adaptable housing features
Government policies	Does the proposal conform to the Official Community Plan ? The Rezoning and Development Policy ? If a policy cannot be met, 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?
Neighbourhood	What is different or unique about the site to warrant variances, 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 safety principles outlined in the General Urban Design Guidelines
Transportation	Does the project meet the vehicle and bicycle parking standards of the zoning bylaw ? How will a shortfall in parking be satisfied? Will the project include bicycle facilities above the requirements? How does the project further the goals of relevant City policies, such as the Climate Leadership Plan and GoVictoria , the City's sustainable mobility strategy?
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 applications involving a heritage-designated or registered building.
Climate-forward building features	Using the Climate-Forward Building Guide for reference, indicate what sustainability features will be incorporated into the development. Provide appropriate documentation as required.
Urban Forestry	The goals of the Urban Forest Master Plan include protecting, enhancing, and expanding Victoria's urban forest and optimizing community benefits from the urban forest in all neighbourhoods. How does the project contribute to meeting the goals of the Urban Forest Master Plan ? How does the project adhere to the Tree Protection Bylaw ?
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?



General Requirements for the Site Plan, Servicing Plan, 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. 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:

- All plans must be to 1:100 scale (preferred) or 1:200 for larger projects and dimensioned in metric. Include metric bar scales on plans.
- 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 civic address, project name (if any), 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 a 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. Base maps can be obtained through the City of Victoria's [Open Data Portal](#).
- Information on the *Tree Protection Bylaw* can be found at [Tree Protection Bylaw | Victoria](#)
 - When an arborist report is required, the site plan and landscape plan must show all trees, ID #'s, protected root zones and canopy spread for trees to be retained (scaled circle to represent the trunk where it meets the ground; scaled solid bold circle showing the protected root zone (PRZ); and scaled fine dotted-line circle showing the canopy).
 - When an arborist report is **not** required, the site plan and landscape plan must show all bylaw-protected and municipal trees. Include species, diameter (measured at 1.4m above grade) and protected root zones. Use a radial measurement of 12x the diameter to illustrate protected root zones.
- For projects that require new off-site works and services, a site servicing plan is required and may provide critical information that may affect your project. Please obtain site servicing plan information online at [Site Servicing | Victoria](#).
- For developments that require subdivision of land (fee simple or bare land strata), a preliminary layout approval must be obtained. Please discuss application timing with the Approving Officer. Information on subdivision requirements can be viewed online at [Subdivision & Land Development | 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, and provide a soil sampling log to the City. 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) for the public right of way prior to obtaining the City's written approval. Do not show trees or plantings that are not proposed or cannot be maintained as part of the proposed development.
- Plans are certified in compliance with the applicable professional association standards.
- Plans must be compliant with British Columbia Building Code (BCBC).
- Measurements are based on definitions and standards of the relevant City of Victoria Zoning Bylaw. For information, contact zoning@victoria.ca or view online at [Zoning | Victoria](#).



Site Plan for Existing Site

Requirement	Details
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 – infrastructure	Show all infrastructure and servicing in City right of way on the site frontage (accurately dimensioned to property lines), including curbs, boulevards, sidewalks, existing driveway crossings, utility poles, street furniture, and 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.

Landscape Plan (use site plan as the base plan)

Requirement	Details
Tree Protection Bylaw	<p>When an arborist report is required, the site plan and landscape plan must show all trees, ID #'s, protected root zones and canopy spread for trees to be retained (scaled circle to represent the trunk where it meets the ground; scaled solid bold circle showing the protected root zone (PRZ); and scaled fine dotted-line circle showing the canopy).</p> <p>When an arborist report is not required, the site plan and landscape plan must show all bylaw-protected and municipal trees. Include species, diameter (measured at 1.4m above grade) and protected root zones. Use a radial measurement of 12x the diameter to illustrate protected root zones.</p>
Proposed trees/vegetation	In accordance with the General Urban Design Guidelines , clearly demonstrate that a minimum 30% of the common landscaped areas include a diverse combination of plants that are native to southern Vancouver Island, food-bearing and/or that provide pollinator habitat.
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.

Site Plan for Proposed Development

Requirement	Details
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 staff in Transportation.
Off site information – infrastructure	Show all existing and proposed infrastructure and servicing 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, trees, soil cells, utility poles, street furniture, and hydrants.
Grades	Label survey grade levels for proposed finished grade. Show grades relative to neighbouring properties, public lands and rights of way. 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

Floor Plans

Requirement	Details
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



Elevation Plans

Requirement	Details
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

Building Elevation/Context Plan

Requirement	Details
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

Cross Section Plan

Requirement	Details
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.
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)
Trees	Scaled cross section showing proposed off-site infrastructure, existing and proposed trees, below grade tree planting pits and all building projections (e.g. awnings, balconies) for each frontage

Building Code Compliance

Requirement	Details
Fire Department Access	Fire department access demonstrated on plans.



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 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 standard	
Site area (m ²)	
Total floor area (m ²)	
Commercial floor area (m ²)	
Floor space ratio	
Site coverage (%)	
Open site space (%)	
Height of building (m)	
Number of storeys	
Number of Parking stalls on site	
Number of Bicycle Parking stalls (long and short term)	
Building Setbacks (m)	
Front yard	
Rear yard	
Side yard (indicate which side)	
Side yard (indicate which side)	
Combined side yards	
Residential Use Details	
Total number of units	
Unit type, e.g., 1 bedroom	
Ground-oriented units	
Minimum unit floor area (m ²)	
Total residential floor area (m ²)	



Digital Submissions

Digital files are required throughout the development process. It is strongly encouraged for plans to be drawn digitally to facilitate review and revisions. Digital plans allow Council to view your proposal with handheld devices, and digital plans are also made available for viewing on the City's website in order to help the public clearly understand your proposal. Please review the [Development Variance Process Flow Chart](#) for timing.

Application Submission

PDF files of the full application package are required at the time of submission. These must include plans and all supporting documentation as identified in the [Submission Summary](#).

Revisions

PDF files must be submitted with each set of revisions. These must include two sets of plans incorporating all changes to the previous submission, where one set of plans includes numbered revision bubbles identifying all changes. A numerically itemized transmittal letter is required to outline all changes corresponding with the numbered revision bubbles and which itemizes how you addressed each of the staff review comments.

Submitting Digital Files

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

- email to zoning@victoria.ca. Please note the maximum email size accepted by the City of Victoria is 90MB
- file hosting service (for example: Drop Box, MediaFire, Wikisend, WeTransfer, etc.). Please provide access to zoning@victoria.ca
- USB memory stick.