



Planning and Development
1 Centennial Square
Victoria, BC V8W 1P6
T 250.361.0382
E DevelopmentServices@victoria.ca

Delegated Permit Application

Delegated Development Permit Delegated Heritage Alteration Permit and Delegated Development Variance Permit

To submit an application, email all of the required documents to zoning@victoria.ca. A complete application will aid in the processing time of your application. **Only a complete submission will be accepted.**

Submission Summary

The following documents must be provided with your application. **All materials must be submitted digitally.** The intent of this information is to explain in detail all proposed changes, in both written and graphic format.

- Application 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 or right of ways
- Letter of authorization from all owners
- Letter addressed to Development Services explaining the proposal
- One full set of plans to scale
- For amendments to approved Development Permits or Heritage Alteration Permits, provide a list describing proposed changes
- Photos or a materials board to illustrate the proposed revisions
- A completed [Site Disclosure Statement](#) (contaminated sites) for non-residential properties, and [associated fee](#)

Tenant Protection During Redevelopment Bylaw Requirements

For a Delegated Development Permit solely for tenant protection, plans, photos, and letter noted above are not required.

Select 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

Special Conditions

The applicant is responsible for ensuring compliance with the [BC Heritage Conservation Act](#), including steps to determine whether or not a site is an archeological site. It is against the law to alter an archeological site without first obtaining a permit from the Province of BC. Information can be found at <https://www.for.gov.bc.ca/archaeology/>

The [Province of BC's Site Remediation](#) policies require a [Site Disclosure Statement](#) to be submitted for properties that have been used for non-residential purposes. Indicate if the subject property qualifies for the following exemptions:

- Property has always been used for residential purposes
- There will be no disturbance to soil involved with this application



Application

I hereby make application for:

- Delegated Development Permit
- Delegated Development Permit - for Tenant Protection only
- Delegated Development Variance Permit
- Delegated Heritage Alteration Permit

For property located at: _____ (civic address)

Within Development Permit Area or Heritage Conservation Area: _____

With the following variances: _____

Is this an application to renew an approved Development Permit or Heritage Alteration Permit? _____

Has a building permit been applied for? If so, when? _____

Are there any tenants currently residing on the property? _____

Have there been any tenants residing on the property for the last 6 months? _____

Key Contact: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Email: _____

The name, phone number and email address identified as the key contact 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 key contact. It is the responsibility of the key contact 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
------------------------	--------------	------