



## **Development Variance Permit Application Package Sign Bylaw**

### ***When do I need a Development Variance Permit?***

If my proposed development does not meet the standards set out in the *Sign Bylaw*.

### ***How long will the process take?***

The Development Variance Permit process takes approximately 10 weeks from submission of a complete Development Variance Permit Application.

A “Development Variance Permit Process Flow Chart” is provided in this package. It is essential that all steps be followed. Building & Inspections Staff will advise you of meeting dates.

### ***How much will the application cost?***

The base fee is \$750 for an application (includes one variance) plus \$250 for each additional variance.

### ***Who gets a say?***

Public consultation is part of the variance process involving neighbours and the Community Association Land Use Committee (CALUC). Once an application is received at the City, staff will mail it to the CALUC so they can decide whether they want to review it.

If Council decides to consider your application at a Public Hearing, the adjacent owners and occupiers will be notified by the City of the Public Hearing date.

The following groups will also provide input regarding your application:

- City staff
- Council

The “Development Variance Permit Process Flow Chart” outlines when consultation should take place and who is responsible for the various steps in the process.

To ensure the public is informed and consulted, notification signs and mail outs will be required at various stages of the process.

***Who decides whether my Development Variance Permit 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 approving your Development Variance Permit.

***Who can answer my questions?***

Applicant services are provided by the Building & Inspections staff. They 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.

**City of Victoria**

Planning and Development Department

Building and Inspection Services

2<sup>ND</sup> Floor - 1 Centennial Square

Victoria, BC V8W 1P6

Phone: 250.361.0344

Email: [permits@victoria.ca](mailto:permits@victoria.ca)

## Development Variance Permit Process Flow Chart

The following outlines the sequence of events that can be expected during the development variance permit process. The order may vary slightly and some activities may occur concurrently. **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 (composed of a selection of City Councillors)

WHO is responsible	WHAT needs to be done
Applicant	<input type="checkbox"/> <b>Review your ideas with the Chief Building Inspector and Area Planner for initial comments and suggestions.</b> <input type="checkbox"/> <b>A meeting with adjacent neighbours and CALUC is recommended.</b> <input type="checkbox"/> <b>Complete and submit your application form with all the supporting materials and fees to <a href="mailto:signpermits@victoria.ca">signpermits@victoria.ca</a></b>
City	<input type="checkbox"/> Staff sends application to CALUC with list of variances after plan check is complete
CALUC	<input type="checkbox"/> CALUC has 30 days to provide comments, if a review is undertaken. CALUC sends comments to Mayor and Council, with a copy to Building & Inspections.
City	<input type="checkbox"/> Review of application by City Staff.
Applicant	<input type="checkbox"/> <b>Changes to the application may be required as a result of Staff review. If changes occur, submit revised plans in accordance with the directions provided in the Application Review Summary.</b>
City	<input type="checkbox"/> Staff prepares a report for COTW and attaches any correspondence from CALUC.
Applicant	<input type="checkbox"/> <b>Attend the COTW meeting to answer any questions. Applicants may not make presentations at COTW unless requested by Council. CALUC and public may attend but only to observe.</b>
City	<input type="checkbox"/> COTW reviews application and may recommend changes, rejection, referral or advancing the application to a Council meeting to consider approval.
Applicant	<input type="checkbox"/> <b>If the COTW recommendation is to decline, applicant can make a request to address Council at the meeting when the COTW recommendation is considered.</b>
City	<input type="checkbox"/> <b>Adjacent property owners and occupiers are notified of the Council meeting date and staff prepare signage.</b>
Applicant	<input type="checkbox"/> <b>Post a meeting notice sign on the site at least 10 days prior to the Council meeting date. City provides the sign.</b>
City	<input type="checkbox"/> <b>Council may approve or decline the application.</b> <input type="checkbox"/> <b>Mail the decision to applicant and CALUC.</b> <input type="checkbox"/> <b>If approved, the Development Variance Permit is issued. A notice is filed on the property's title.</b> <input type="checkbox"/> <b>Provide applicant with Customer Satisfaction Survey via email.</b>
Applicant	<input type="checkbox"/> <b>Please consider completing the Customer Satisfaction Survey.</b>

## Development Variance Permit Application

The following pages must be completed fully for acceptance of the application.

Address(es) of subject property: \_\_\_\_\_

**Ownership/Applicant Contact Information** (Note: For properties registered pursuant to the *Strata Property Act*, an application must be accompanied by a resolution passed by  $\frac{3}{4}$  vote at an annual or special general meeting authorizing the changes to the common property of limited common property as requested in this application).

**Applicant's Name:** \_\_\_\_\_

Address of Applicant \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ 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](mailto:foi@victoria.ca) or call 250.361.0571.*

**Owner's Name:** \_\_\_\_\_

Address of Owner: \_\_\_\_\_

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

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

# Declaration of Complete Application

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

To submit an application, email all of the required documents to [signpermits@victoria.ca](mailto:signpermits@victoria.ca). See [Digital Submissions](#) for information on file requirements. A complete application will aid in the processing time of your application.

## a. Owner's Authorization Form and Explanatory Letter

- Application form filled out and signed
- Owner must provide a signed letter of authorization allowing the applicant to act on their behalf, if the applicant is not the owner or if there are multiple owners of the property.
- Letter addressed to Mayor and Council explaining details of your proposal and justification for the variances
- 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

## General Requirements for the Site Plan and Landscape Plan and Building Plans

All applications will require the submission of a Site Plan.

The following are the general requirements for both the Site Plan.

- The Site Plan is preferred to be 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.

## b. Site Plan – Existing Site

- Parcel size and dimensions showing all property lines
- Size and location of all existing buildings, signage locations and other structures on the property, clearly dimensioned and labeled, including building frontages dimensions

## c. Site Plan – Proposed Development

- Parcel size and dimensions showing all property lines
- Location of all proposed signage and structures, highlighting proposed variances
- Where applicable, illustrate compliance with *Tree Protection Bylaw #21-035*, showing size, species and location of protected trees and measures to protect trees. Bylaw is available at <https://www.victoria.ca/media/file/tree-protection-bylaw-21-035>. Please ensure that the drip line of all existing trees on the right-of-way and all protected trees on the lot are shown.

## d. Building plans and information showing:

- Elevations on all sides applicable to variance
- Photos or illustrations of buildings
- Any photographs to support your submission clearly identifying location and views

## e. Plan Submission Requirements

- One set of plans to scale
- Plans are dated. Any revisions are to be bubbled and dated.

**f. Declaration**

- I hereby submit this Development Variance Permit Application with the supporting documents as required.
- 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 Applicant

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
Date

End of application – the next sections are for information purposes

## Development Variance Permit Fees

The base fee is \$750 (includes one variance) plus \$250 for each additional variance.

### General Information on fees:

- The application fees are set out in the *Land Use Procedures Bylaw*. See Bylaw for details.

## 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.

## 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 bubbled identifying all changes and the other is a clean set with no bubbles. 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 [signpermits@victoria.ca](mailto:signpermits@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 [signpermits@victoria.ca](mailto:signpermits@victoria.ca)
- USB memory stick.