

Planning and Development 1 Centennial Square ICTORIA 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. 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

	lowing information must be provided as documentation for your application (PDF format). The intent of this information is to explain in Ill 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 ownersr
	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
	Photographs or a materials board to illustrate the proposed revisions
	A completed <u>Site Disclosure Statement</u> (contaminated sites) for non-residentail properties, and <u>associated fee</u>
Tenant	Protection Bylaw Requirements
	t all tenant documents to housing@victoria.ca . For a Delegated Development Permit solely for tenant protection, AssistancePlan , contact housing@victoria.ca .
Select	one:
	Tenant Assistance Plan - Part A required if there are tenants currently residing on the property
	Copies of Notices to End Tenancy required if there have been any tenants residing on the property in the last 6 months
	There are no tenants currently residing on the property AND there have been no tenants for the last 6 months
Specia	I Conditions
site is a	plicant is responsible for ensuring compliance with the <u>BC Heritage Conservation Act</u> , including steps to determine whether or not a an archealogical site. It is against the law to alter an archeological site without first obtaining a permit from the Province of BC. ation can be found at https://www.for.gov.bc.ca/archaeology/
	ovince of BC's Site Remediation policies require a Site Disclosure Statement to be submitted for properties that have been used for sidential 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



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Delegated Permit Application

Application

hereby make application for:			
☐ Delegated Development Permit			
☐ Delegated Development Permit - fo	or Tenant Protection only		
☐ Delegated Development Variance I	Permit		
☐ Delegated Heritage Alteration Pern	nit		
For property located at:		(civic addres	ss)
Vithin Development Permit Area or Heritaç	ge Conservation Area:		
Vith the following variances:			
s this an application to renew an approved	Development Permit or Heritage Alteration F	Permit?	
las a building permit been applied for? If s	so, when?		
Are there any tenants currently residing on	the property?		
lave there been any tenants residing on th	ne property for the last 6 months?		
(ey Contact:			
Address:		Postal Code:	
Phone:	Email:		
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