



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.** Incomplete applications will be returned to the applicant.

Submission Summary

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

- Rezoning 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](#)
- Letter of authorization provided from all owners or signature of all owners on application¹
- Copy of any title restrictions, such as covenants, easements and right of ways
- [Letter addressed to Mayor and Council](#) providing a rationale for your rezoning
- Details of the [climate-forward building features](#) that will be incorporated into the development
- Your [pre-application community consultation](#) has been held (not more than six months ago)²

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, 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
- If any changes to the proposal have been made since the Community Consultation, a set of “bubbled” plans illustrating the changes

Other requirements

- Rezoning [Application fee](#)
- A completed [Site Disclosure Statement](#) (contaminated sites) for non-residential properties, and [associated fee](#)³
- [Building Code compliance report](#) for Part 3 buildings pursuant to the BC Building Code⁴
- [Tenant Assistance Plan](#) if existing tenants are being displaced as a result of this rezoning or redevelopment⁵
- Conservation Plan by a qualified heritage consultant, if there is a heritage designated or registered building on the subject site
- Supplementary information as listed in the [Large Project Submission Guidelines](#) for sites larger than 930m²
- Compliance with the *BC Heritage Conservation Act*, including steps to determine whether or not a site is an archeological site.⁶

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 Community Consultation: Before submitting a Rezoning or Official Community Plan amendment application, [Community Consultation](#) must occur including participating in an online and/or in-person meeting with the Community Association Land Use Committee. If the consultation has occurred more than six months prior to submission, the application will be accepted at the discretion of the Director of Sustainable Planning and Community Development.

3 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.

4 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.

5 Tenant Assistance Plan: If tenants are being displaced as a result of this rezoning or redevelopment, then a [Tenant Assistance Plan](#) developed according to the [Tenant Assistance Policy](#) is required.

6 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.



Rezoning Application

Application Type, Property Information, Applicant Information

I hereby make application to:

- Amend the *Zoning Regulation Bylaw* or *Zoning Bylaw 2018* (for Small Lot Rezoning, use [specific application](#))
- Amend the *Official Community Plan*
- Obtain a Temporary Use Permit
- Remove or modify a restrictive covenant which cites the City of Victoria as the Transferee

For property located at _____ (civic address)

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 as well as the on site sign 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 privacy@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 Registered Owner	(PRINT NAME)	Date
Signature of Applicant	(PRINT NAME)	Date



The following section contains information for rezoning applications within the City of Victoria:

- [Sources of Information – Staff Contacts](#)
- [Rezoning Process Flow Chart](#)
- [Letter to Mayor and Council](#)
- [General Requirements for the Site Plan, Landscape Plan and Building Plans](#)
 - [Site Plan for Existing Site](#)
 - [Site Plan for Proposed Development](#)
 - [Landscape Plan](#)
 - [Floor Plans](#)
 - [Elevation Plans](#)
 - [Building Elevation/Context Plan](#)
 - [Cross Section Plan](#)
- [Project Information Table](#)
- [Digital Submissions](#)

For More Information

For further information on development 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 Assistance Policy and Tenant Assistance Plans	778.746.7368	housing@victoria.ca

Rezoning Process Flow Chart

The following outlines the sequence of events that can be expected during the rezoning process. If a [Development Permit](#) or [Heritage Alteration Permit](#) application is also being made, please refer to the permit process flow chart for additional steps.

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 all City Council members)

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. <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"/> If the land will be subdivided, apply for preliminary subdivision approval from the Approving Officer. <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 that an existing building can be used for the proposed occupancy. <input type="checkbox"/> Contact the appropriate neighbourhood Community Association Land Use Committee (CALUC) and discuss preliminary meeting options. The intent of the meeting is to provide a two way exchange of ideas in a spirit of open mindedness. Members of the public may be present but are not specifically invited. See the CALUC Terms of Reference for more information.
CALUC	<ul style="list-style-type: none"> <input type="checkbox"/> The CALUC may provide comments to the applicant (copy Development Services).
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Begin consultation with neighbours, if you haven't already done so. <input type="checkbox"/> Arrange for Pre-Application Community Consultation with the CALUC. Read the Community Consultation Instructions, complete the Notice Form and submit to Development Services with the applicable payment. <input type="checkbox"/> Provide the following to be posted on the Development Tracker: <ul style="list-style-type: none"> <input type="checkbox"/> letter including rationale for the proposed development <input type="checkbox"/> site plan <input type="checkbox"/> floor plans <input type="checkbox"/> elevations <input type="checkbox"/> photos or illustration (to scale) of proposal in relation to flanking buildings <input type="checkbox"/> landscape plan <input type="checkbox"/> Post sign(s) on site which direct people to the Development Tracker.
City	<ul style="list-style-type: none"> <input type="checkbox"/> Mail Community Meeting Notice to all neighbours within 100m radius or 200m radius of proposal depending on type of application. <input type="checkbox"/> Post the proposal on the Development Tracker with an online comment form to receive feedback.
CALUC	<ul style="list-style-type: none"> <input type="checkbox"/> If proposal is right on the boundary of two or more neighbourhoods, CALUC will notify neighbouring CALUC(s). <input type="checkbox"/> It is recommended at the beginning of the meeting that the CALUC Chair read aloud the "Introduction to Community Meetings" contained in the CALUC information kit.
Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Present proposal at the Community Meeting.
CALUC	<ul style="list-style-type: none"> <input type="checkbox"/> CALUC sends written comments to Mayor and Council, and Development Services (cc applicant). CALUC is provided a 30 day comment period.



Rezoning Information

WHO is responsible	WHAT needs to be done
Applicant	<input type="checkbox"/> Revise proposal based on community input. Prepare a set of “bubbled” plans illustrating changes made since the Community Meeting. <input type="checkbox"/> Submit your application, fees and all supporting materials to zoning@victoria.ca. Applications will not be accepted prior to the Pre-Application Community Consultation, except at the discretion of the Director of Sustainable Planning and Community Development.
City	<input type="checkbox"/> Staff provides CALUC with plans received with the application, including “bubbled” plans illustrating changes made since the Community Consultation. <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).
Applicant	<input type="checkbox"/> Changes to the application may be required as a result of the staff review. If changes occur, submit revised plans in accordance with the directions provided in the Application Review Summary.
Staff	<input type="checkbox"/> Staff sends the CALUC a copy of the “bubbled” plans and letter outlining the changes. <input type="checkbox"/> Staff prepares a report for COTW and attaches any correspondence from the CALUC.
Applicant	<input type="checkbox"/> Rezoning sign(s) must be posted on the site at least 10 days prior to the COTW meeting. The number of signs will depend on the number of street frontages or length of property frontage. <input type="checkbox"/> 20 business days prior to the COTW meeting, a PowerPoint Presentation of the project is required. <input type="checkbox"/> Attend the COTW meeting to answer any questions. Applicants may not make presentations at COTW unless requested by Council.
Council	<input type="checkbox"/> COTW reviews the application and may recommend changes, rejection, referral to advisory committees, holding a Public Hearing, or advancing to a Council meeting to consider approval. <input type="checkbox"/> Council accepts or modifies COTW recommendations.
Applicant	<input type="checkbox"/> If the COTW recommendation is to decline, the applicant may make a request to address Council at the following meeting.
City	<input type="checkbox"/> An excerpt of the minutes from COTW is sent to the applicant and CALUC. <input type="checkbox"/> If the application has been referred to advisory committees, it may be brought back to COTW after all referrals are received. <input type="checkbox"/> If recommendation is to proceed, a zoning bylaw amendment will be prepared and an <i>Official Community Plan</i> amendment, if required.
Applicant	<input type="checkbox"/> If changes are made to the plans, submit revised plans to Development Services.
City	<input type="checkbox"/> Staff provide CALUC with updated copy of the plans, including “bubbled” plans.
CALUC	<input type="checkbox"/> CALUC reviews the plans and provides written comments to Mayor and Council and Development Services (cc applicant). In order to be considered, these comments must be received by the date of Council’s consideration to approve the application.
City/Council	<input type="checkbox"/> Council sets a meeting date for bylaw readings and to consider approval. <input type="checkbox"/> The applicant, CALUC and neighbours within 100m of the proposal are notified of the Council meeting date. <input type="checkbox"/> The Council meeting is advertised in the newspaper.
Applicant	<input type="checkbox"/> The Rezoning sign advertising the Council meeting date must be posted by the applicant at least 10 days prior to the Council meeting.



WHO is responsible	WHAT needs to be done
Council/City	<input type="checkbox"/> At its meeting, Council considers feedback submitted by the public. If a Public Hearing is held, anyone who feels their interest in property is affected may speak at the Public Hearing. <input type="checkbox"/> Council decides whether to approve the application in principle. Final approval and adoption of the relevant bylaws will not take place until all of the required legal agreements have been registered with the Land Titles Office. <input type="checkbox"/> Council's motion is mailed to the applicant and CALUC.
Applicant	<input type="checkbox"/> Registration of any covenants or legal agreements will be required prior to bylaw adoption. City staff may provide standards for covenants and agreements and review all documentation. <input type="checkbox"/> Applicant to register agreements on title at the Land Title Office and provide City with proof of registration.
City/Council	<input type="checkbox"/> Council adopts the relevant bylaws. <input type="checkbox"/> Council's decision is mailed to the applicant and CALUC.
Applicant	<input type="checkbox"/> Apply for Building Permit. Note: Additional Planning approvals (e.g. Development Permit) may be required prior to applying for a 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/zoning change density changes 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 <i>Official Community Plan</i> ? The Neighbourhood/Precinct Plan? If a change to the <i>Official Community Plan</i> is requested, 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?
Need and demand	What is the demonstrated public need for the proposal? Does the location meet a need or demand which is not or could not be met in land already zoned? For example, is this a change of permitted use or an increase in density?
Neighbourhood	What is different or unique about the site to warrant rezoning, 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 Crime Prevention Through Environmental Design (CPTED) principles
Transportation	Does the project meet the vehicle and bicycle parking standards of Schedule C - Off-Street Parking Regulations ? 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 rezoning 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. A landscape plan is optional for a Rezoning Application; however, if your project requires a Development Permit, a landscape plan will be necessary. 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.
- 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	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.
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



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 (existing)	
Proposed zone or site specific zone If unsure, state "new zone"	
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	
Parking stalls (number) on site	
Bicycle parking number (Class 1 and Class 2)	
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-orientated units	
Minimum unit floor area (m ²)	
Total residential floor area (m ²)	



Digital Submissions

Digital files are required throughout the Rezoning 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 [Rezoning 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.

PowerPoint Presentation

In order for your application to proceed to City Council's Committee of the Whole, a PowerPoint presentation of your proposal is required no less than 20 business days prior to the scheduled COTW meeting. Prepare your presentation only **after** staff review your application and once any required changes are incorporated into the plans. Please contact your neighbourhood planner for a copy of the PowerPoint template.

Save the presentation in PowerPoint format and limit the file size to not more than 10MB. Do not add special effects or transitions and ensure editing options are maintained. Use only JPG files for graphics. Free software for creating a PowerPoint presentation is available at www.openoffice.org.

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.