

TOWN OF VIEW ROYAL

Development Services

45 View Royal Avenue, Victoria, BC V9B 1A6

Tel. (250) 479-6800 Fax: (250) 727-9551

<http://www.town.viewroyal.bc.ca>

Type 1 Secondary Suite Application

Date _____

Street Address: _____

Authorization:

Registered Owner's Signature		Date	Registered Owner's Signature		Date
Print Name			Print Name		
Mailing Address			Mailing Address		
City		Postal Code	City		Postal Code
Phone	Fax		Phone	Fax	

Any personal information provided above is collected for the purpose of administering the Local Government Act, the Community Charter and the bylaws of the Town of View Royal and under the authority of those enactments.

The owners of the subject property hereby appoint _____ as agent for the purposes of the submitted application.

Application Details:

Current Zoning _____ (Suites permitted only in residential single family buildings within R-1, R-1A, R-1B, R-1C, A-1 or A-3 zones.)

Property Size (m²) _____ (Minimum area requirement of 650 m².)

The home is occupied as a permanent residence by one of the registered owners? Yes No
(Suites are permitted only in owner-occupied residential single family buildings.)

Is there a home-based business operating on the parcel? Yes No
(Suites are not permitted on parcels with a home occupation use.)

Gross Floor Area of building (m²) _____ Gross Floor Area of secondary suite (m²) _____
(A secondary suite is limited to 90 m² or 40% of the gross floor area of the building in which the suite is located, whichever is the lesser area.)

No. of off-street parking spaces _____ Total area of parking spaces (m²) _____

- A minimum of three parking spaces must be provided on the parcel and spaces located within a garage must not be included in this parking count.
- The front yard area used for the required parking must not exceed 50 m², exclusive of the driveway leading to the parking area.
- Only one of the required parking spaces may be located in tandem with another parking space.
- For corner lots, parking spaces must be located at least six metres from the point of intersection of the abutting highways.
- If the additional parking space(s) is not located as a direct extension of the driveway, see details under "Permeable Surface/Landscape Screen Plan" on the reverse for additional application requirements.

Application Checklist:

Use this checklist to assist you in preparing the application and compiling the required accompanying documentation.

✓	Documents and Fees
	Copy of State of Title Certificate > A copy of a State of Title Certificate or a copy of a Certificate of Indefeasible Title, dated no more than thirty (30) days prior to submission of the application, as proof of ownership > Owners should be aware that covenants may be registered on your property title that prohibit the use of the property for secondary suites
	Statutory Declaration > Required to confirm that the home is occupied as a permanent residence by one of the registered owners > Signature may be witnessed by Town staff member designated as a Commissioner for Taking Affidavits in the Province of BC
	Fees > Permit fee: \$150 > This fee is non-refundable. If the application does not meet all of the requirements, no refund will be issued > The fee paid is not to be taken as a representation that the secondary suite to which such permit fee applies complies with any particular building standards
✓	Site Plan – it is not necessary to have the site plan prepared professionally
	Measurable scale (metric)
	Dimensions of property lines, covenant boundaries, rights-of-way, easements
	Building dimensions and setbacks
	Location and dimensions of access driveway(s)
	Location and dimensions of parking area (excluding garage)
✓	Permeable Surface/Landscape Screen Plan (required if additional parking space(s) is not located as a direct extension of primary driveway)
	Measurable scale (metric)
	Location and dimensions of additional parking area (excluding garage)
	Details of required permeable surface treatment > The use of concrete pavers or other surface treatments capable of being penetrated by water is required
	Location, type and height of landscape screen > A landscape screen of not less than 0.6 metres in height and not greater than the maximum height specified for the applicable zone in Land Use Bylaw No. 35, 1990 is required to screen the additional parking space(s) from adjacent residential property. A landscape screen means an opaque visual barrier formed by a row of shrubs or trees, wood fence, masonry wall or other suitable material or combination thereof
	Note: Additional parking space(s) to be accessed from a driveway existing at the time the secondary suite use commences

Additional Requirements:

Where a lot is not serviced by municipal sanitary sewer system, written confirmation from the applicable licensing body that the capacity of the on-site sewer system will not be compromised by the presence of a secondary suite is required.

A secondary suite is not subject to subdivision under the provisions of either the Land Title Act or the Strata Property Act.

Any person who contravenes any provision of Secondary Suites Permit Bylaw No. 601, 2005 commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$1,000.00 for a first offence and for each subsequent offence to a fine of not more than \$2,000.00. A separate offence is deemed to be committed on each day during which the contravention occurs or continues.

I hereby declare that I have read and understand the foregoing requirements to lawfully register a secondary suite on the subject property.

Signature(s) of Registered Owner(s): _____

Date: _____

Permit Issuance:

Based on the information provided in and with this secondary suite application, I hereby issue a Type 1 permit valid until December 31, 20__.

_____ Clerk

