

TOWN OF VIEW ROYAL

Development Services

45 View Royal Avenue, Victoria, BC V9B 1A6

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

<http://www.viewroyal.ca>

Type 1 Secondary Suite Application

Date _____

Street Address: _____

Owners Name		Owners 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.

Contact Ph. _____ Email: _____

Application Details:

Current Zoning _____ Property Size (m²) _____ *(Minimum area requirement of 600 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

Business Name: _____ Business Type: _____

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.)

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: _____

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
	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
✓	Parking 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)

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and pursuant to *Section 26 of the Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection, contact the Director of Planning, 45 View Royal Avenue, Victoria, BC, V9B 1A6. Ph. 250-479-6800.