

**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>

**Development Application**

- Rezoning Bylaw Text Amendment**
- OCP Amendment**
- Development Permit - Form and Character and/or Environment**
- Temporary Commercial Use Permit**
- Temporary Industrial Use Permit**

**Does your proposal contemplate Strata titling in any form?**      Yes      No

Please give a brief description: \_\_\_\_\_

Description of Property

**Civic Address** \_\_\_\_\_ **PID** \_\_\_\_\_

**Legal** Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Range \_\_\_\_\_ Plan \_\_\_\_\_

Contacts

**Applicant**

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

**Owner**

*If the applicant is NOT the owner complete "Owner's Authorization Form"*

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

**Office Use Only**

Date	Dev. File No.
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**Development Application**

**Authorization of Owner to make an Application**

Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

I/We \_\_\_\_\_

are the registered owner(s) of \_\_\_\_\_

I/We authorize \_\_\_\_\_

(please print name(s))

to apply for the following:

- Rezoning or Bylaw Text Amendment**
- OCP Amendment**
- Development Permit - Form and Character and/or Environment**
- Other \_\_\_\_\_**

on my/our behalf.

_____	_____	_____
Name	Signature of Owner	Date

_____	_____	_____
Name	Signature of Owner	Date

_____	_____	_____
Name	Signature of Owner	Date

_____	_____	_____
Name	Signature of Owner	Date

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.

***A Complete Application for Rezoning, OCP and or Development Permits Contains:***

- Fully completed application form
- Letter addressed to Mayor and Council explaining details of the proposal, rationale and justification (see attached sheet for details)
- Copy of current Certificate of Title (no older than 30 days) and copies of any title restrictions e.g. restrictive covenants, easements, rights of way
- Separate Site, Servicing and Landscape Plans all at the same scale (on as many sheets as necessary for clear communication)
- A Context Plan and Context Street Elevation showing subject property in relation to surrounding land uses and other features, including building footprints and rough elevations for buildings on adjacent parcels.
- BC Land Surveyors Certificate (BCLS) confirming current parcel size, location of existing and proposed buildings and if subdivision is proposed, the lot layout and sizes
- Floor Plans and elevations at a minimum scale of 1:100
- Statement of how the proposed development meets each of the development permit area guidelines, and a rationale for why any guideline is not being followed (for applications in Development Permit Areas only)."
- Tree Inventory and Tree Protection Plan (if applicable)
- One complete paper set of all plans, background reports and other supporting documentation submitted (unless otherwise directed by staff).
- One digital copy of all plans and submittal documents.
- Building Code Information (not required for a Development Variance Permit)
- Contaminated Sites Information (not required for a Development Permit or a Development Variance Permit if the activity which the permit allows does not involve any disturbance or excavation of soil)
- Application Fees (*Please contact Development Services to determine the total fees for your application*). The appropriate fees must be submitted at the time of application

**Supplementary Information** (to be determined based on the type, scale and location of the project)

- Archaeological Impact Assessment
- Rainwater Management Plan
- Environmental Overview Assessment
- Geotechnical Assessment
- Riparian Area Assessment
- Transportation Report ([Report Guidelines](#) available on the Town's website)
- Three-Dimensional Scale Model showing the massing and siting of the proposed development in relation to neighbouring buildings (only for larger residential or commercial buildings i.e. with 8 or more units).

<b>Plan Submission Details (all plans must be submitted in metric only)</b>	
<b>Site Plan Data Table</b>	
	<ul style="list-style-type: none"> <li>• owner/applicant's name,</li> <li>• civic and legal address,</li> <li>• project description,</li> <li>• site area and site coverage (net after dedication of road and park),</li> <li>• total floor area ratio (FAR/FSR), all setbacks,</li> <li>• number of units by type and size,</li> <li>• parking requirements and calculations,</li> <li>• height of building, total impervious surface area (building footprints, paved and covered areas),</li> <li>• ratio of open space to total site area; and</li> <li>• notation of any requested variances</li> </ul>
<b>Site and Servicing Plans (on as many sheets as necessary for clear communication)</b>	
	<ul style="list-style-type: none"> <li>• North arrow and scale</li> </ul>
	<ul style="list-style-type: none"> <li>• Dimensions of property lines, rights of way, easements,</li> </ul>
	<ul style="list-style-type: none"> <li>• Dimensions and setbacks of proposed and existing buildings and structures; separation to all buildings on and off site</li> </ul>
	<ul style="list-style-type: none"> <li>• Major topographical features (e.g. watercourse, outcrops) and required riparian and ocean setbacks</li> </ul>
	<ul style="list-style-type: none"> <li>• Projections/overhangs into setback areas</li> </ul>
	<ul style="list-style-type: none"> <li>• Location of existing and proposed access, sidewalks, curbs, boulevards, edge of pavement and transit stops at grade</li> </ul>
	<ul style="list-style-type: none"> <li>• Location, numbering and dimensions of all vehicle and bicycle parking, disabled persons' parking, maneuvering aisle, vehicle stops and loading at grade</li> </ul>
	<ul style="list-style-type: none"> <li>• Extent of underground parking shown in dashed line</li> </ul>
	<ul style="list-style-type: none"> <li>• Natural and finished grades of site at buildings and retaining walls (indicate source of grade data)</li> </ul>
	<ul style="list-style-type: none"> <li>• Existing and proposed contour intervals of 0.5 m</li> </ul>
	<ul style="list-style-type: none"> <li>• Elevations at parcel corners and spot elevations along property lines, at curb, at building corners and other key locations</li> </ul>
	<ul style="list-style-type: none"> <li>• Locate all existing water lines, wells, septic fields, sanitary sewer and storm drain facilities, including sizes</li> </ul>
	<ul style="list-style-type: none"> <li>• Location and dimensions of all free-standing signs</li> </ul>
	<ul style="list-style-type: none"> <li>• Existing and proposed covenant areas</li> </ul>
	<ul style="list-style-type: none"> <li>• Conceptual servicing both on and off-site (water, sewer, storm drains, rainwater hydro, telephone, cable, gas, including water flows according to Fire Underwriters Survey)</li> </ul>
	<ul style="list-style-type: none"> <li>• All site and boulevard trees within the area to be developed with numbers referencing numbered metal tree tags affixed to trees; show protected root zone or critical root zone</li> </ul>
<b>Floor Plans, Elevations and Sections (min. scale 1:100)</b>	
	<ul style="list-style-type: none"> <li>• Uses of spaces and building dimensions</li> </ul>
	<ul style="list-style-type: none"> <li>• Building finishes, materials and colours (including product numbers and sample colour chips of exterior finishes)</li> </ul>
	<ul style="list-style-type: none"> <li>• Natural, average and finished grades; finished floor(s) elevations, roof and building height elevations (Detailed elevations required for all Form &amp; Character Development Permits)</li> </ul>
	<ul style="list-style-type: none"> <li>• Locations and sizes of roof mechanical equipment, stairwells and elevator shafts that protrude above the roof line</li> </ul>
	<ul style="list-style-type: none"> <li>• Lighting and Illumination details (Form &amp; Character Development Permits only)</li> </ul>

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	<ul style="list-style-type: none"><li>• Building sign details (location, type, dimension, illumination) (Form &amp; Character DPs only)</li></ul>
	<ul style="list-style-type: none"><li>• Minimum of 2 sections of site and building (from curb/property line to curb, as applicable); in perpendicular directions (e.g. N-S, E-W)</li></ul>
	<ul style="list-style-type: none"><li>• Sections to include portions of building dedicated to vertical circulation of people and vehicles (e.g. stairwells, ramps etc.)</li></ul>
	<ul style="list-style-type: none"><li>• Location of sections to be shown on the Site and Servicing Plan</li></ul>
	<b>Landscape Plan (same scale as Site Plan)</b>
	<ul style="list-style-type: none"><li>• Conceptual Landscape plan showing location, size, species of proposed plantings and trees, and existing vegetation to be retained; (<i>Rezoning applications only</i>)</li></ul>
	<ul style="list-style-type: none"><li>• Detailed Landscape plan showing location, size, species of proposed plantings and trees, and existing vegetation to be retained; installation as per BCLNA/BCSLA standards noted on plans (<i>Development Permit applications only</i>)</li></ul>
	<ul style="list-style-type: none"><li>• Major topographical features (e.g. watercourse, outcrops) and required riparian and ocean setbacks</li></ul>
	<ul style="list-style-type: none"><li>• Surface storm water management features (rain gardens, swales, permeable paving); must be linked to viable storm water management program</li></ul>
	<ul style="list-style-type: none"><li>• Rare or endangered species or habitats</li></ul>
	<ul style="list-style-type: none"><li>• Existing and proposed covenant areas</li></ul>
	<ul style="list-style-type: none"><li>• All screening (garbage/refuse collection), paving, retaining walls, fencing and other details</li></ul>
	<ul style="list-style-type: none"><li>• Cost estimate for hard and soft landscaping</li></ul>
	<ul style="list-style-type: none"><li>• Contour intervals of 0.5 m</li></ul>
	<ul style="list-style-type: none"><li>• Elevations at parcel corners and spot elevations along property lines, at curb, at building corners and other key locations</li></ul>
	<ul style="list-style-type: none"><li>• Extent of underground parking shown in dashed line</li></ul>

## Contaminated Sites Information

Pursuant to the **Waste Management Act**, the Province of British Columbia requires an applicant to submit a Site Profile Form on properties that are or were used for commercial or industrial purposes as defined within the provincial regulations, i.e. Schedule 2 activities. Please indicate if the subject property qualifies for the following major exemptions for requiring a Site Profile:

- The property has only been used for residential purposes
- There will be no disturbance or excavation of soil involved as part of your proposal

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

If a major exemption does not apply, then please obtain the information package on the Site profiles from Planning Staff. More information is available at [www.gov.bc.ca/wlap](http://www.gov.bc.ca/wlap)

## Building Code Information

In order to reduce or eliminate costly design changes later in the development review process, please complete this form and attach a reduced site plan or key plan with a separate information sheet for each building in the project,

**Site Address:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Type of Work:** *(please circle)*

*New Building    Addition    Alterations    Tenant improvements*

**Equivalency Report:**    Yes    No    Description: \_\_\_\_\_

**Development Permit:**    Yes    No    \_\_\_\_\_

**BC Building Code (Current Edition)** \_\_\_\_\_    *Part 3*    *Part 9*

**Building Area (s) (as defined by the BC Building Code):**

**Existing Gross Floor Area:** \_\_\_\_\_ m2    **Proposed Gross Floor Area** \_\_\_\_\_ m2    **Number of Storey's** \_\_\_\_\_

**Fire Wall(s):**    Yes    No    **Rating of Firewall(s):** \_\_\_\_\_

**Number of Streets Facing:** \_\_\_\_\_

### Construction Requirements

**Major Occupancy Classifications:**    A-1    A-2    A-3    A-4    B-1    B-2    C    D    E    F-1    F-2    F-3

**Building Code Classification(s) (Articles 3.2.2.20 to 3.2.2.88 or Subsection 9.10.2.1)**

3.2.2 \_\_\_\_\_ or 9.10.8 \_\_\_\_\_

**Sprinklered**    Yes    No    **NFPA Standard** \_\_\_\_\_

(Please consult Town of View Royal Bylaw 500, a bylaw to provide for the regulation of sprinklering of buildings.)

**Fire resistance rating of Building Components:**

*Floors* \_\_\_\_\_    *Roofs* \_\_\_\_\_    *Mezzanines* \_\_\_\_\_    *Supporting Structure* \_\_\_\_\_

**Number of Suites:** \_\_\_\_\_    **Fire Resistance Rating between Suites:** \_\_\_\_\_

**Location of Access Routes complies with BCBC 3.2.5.5**    Yes    No

**Access Route Design complies with BCBC 3.2.5.6**    Yes    No

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<b>Spatial Separation (Subsection 3.2.3 or 9.10.14)</b>								
	Area of Exposed Building Face	Ratio L/H H/L	Limiting Distance (M)	Opening % Permitted	Opening % Proposed	Construction of Exposed Building Face		
						F.R.R.	Non-Combustible Construction	Non-Combustible Cladding
North								
South								
East								
West								

**Mezzanine:**                      *Yes*    *No*                      **Interconnected Floors:**                      *Yes*    *No*  
**Fire Alarm System:**                      *Yes*    *No*                      **Standpipe System:**                      *Yes*    *No*  
**Emergency Power:**                      *Yes*    *No*                      **Occupant Load:** (Subsection 3.1.17) \_\_\_\_\_  
**Explanatory Information:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Name of Coordinating Registered Professional (CRP)**  
**Phone:** \_\_\_\_\_                      **Address:** \_\_\_\_\_                      **Email:** \_\_\_\_\_                      **Fax:** \_\_\_\_\_  
**Form Completed By:** \_\_\_\_\_                      **Date:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_                      **Office:** \_\_\_\_\_                      **Cell:** \_\_\_\_\_

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A complete application includes a letter to Mayor and Council explaining details of the proposal which also provides a rationale and justification for the application. This is required to assist Council, staff and the community in the review of your proposal. The following questions are provided to guide you in the preparation of your letter (some or all may be applicable):

- Does the proposal conform to the recommendations of the Official Community Plan and any other relevant municipal policies?
- What are the economic, environmental and social/cultural benefits of your proposal e.g. increased tax base, number of jobs, housing affordability, sensitive area protection, etc? How does your proposal contribute to the long term sustainability goals of the Official Community Plan? How does your proposal support reduction of greenhouse gas emissions?
- What is the demonstrated public need or demand for the proposal? Does the location meet a demand or need which is not already met in this location?
- Is the public infrastructure (e.g. sewer, storm sewer, water, roads, sidewalks, parks etc.) adequate in this area to meet your proposal? If not how does your proposal address infrastructure and service requirements?
- Does your proposal complement or improve conditions in the surrounding area? What effects would this proposal have on the immediate neighbours? Consider traffic, noise, activity levels, odours, removal of natural landscape and trees, privacy, views etc? What mitigation is being provided?
- How well does the proposed development relate to the neighbourhood? Is the design in keeping with existing or anticipated development in the community? Consider building height, massing, orientation, setbacks and streetscape.

## Application Fees

Please contact Development Services to determine the total fees for your application. The appropriate fees must be submitted at the time of application.