TOWN OF VIEW ROYAL
Planning Department
45 View Royal Avenue, Victoria, BC V9B 1A6
Ph (250) 708-2254
E. planning@viewroyal.ca

Development Variance Application

☐ **Development Variance 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.
Received By	Folio No.
Receipt No.	Fees $

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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:

- ☐ **Development Variance Permit**
- ☐ **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. The name, phone number and email address identified as the applicant will be displayed on the Town's website and site signage should the public require further information about the application. If you have any questions about this collection, contact the Director of Planning, 45 View Royal Avenue, Victoria, BC, V9B 1A6. Ph. 250-708-2254

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A complete application for Development Variance Permit contains:

- ☐ Fully completed application form
- ☐ Letter addressed to Mayor and Council explaining details of the proposal, rationale and justification (see attached sheet for details)
- ☐ A Completed Sustainability Checklist
- ☐ 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
- ☐ Context Plan showing subject property in relation to surrounding land uses and other features
- ☐ Site Plan
- ☐ 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
- ☐ Elevations at a minimum scale of 1:100 (alternate scale may be appropriate, discuss with staff to determine if applicable)
- ☐ One complete sets of all plans submitted
- ☐ One digital copy of all plans and submittal documents.
- ☐ Building Code Information is not required for a Development Variance Permit
- ☐ Contaminated Sites Information (not required for 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
- ☐ Geotechnical Assessment
- ☐ Riparian Area Assessment
- ☐ Traffic/Transportation Impact Study
- ☐ Landscape Plan
- ☐ Tree Inventory and Tree Protection Plan (if applicable)
- ☐ Servicing Plan
- ☐ Sections
- ☐ Floor Plans
- ☐ Environmental Overview Assessment

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	Plan Submission Details (all plans must be submitted in metric only)
	Site Plan Data Table
	• owner/applicant's name, • civic and legal address, • project description, • site area and site coverage (net after dedication of road and park), • total floor area ratio (FAR/FSR), all setbacks, • number of units by type and size, • parking requirements and calculations, • height of building, total impervious surface area (building footprints, paved and covered areas), • ratio of open space to total site area; and • notation of any requested variances
	Site and Servicing Plans
	• North arrow and scale
	• Dimensions of property lines, rights of way, easements,
	• Dimensions and setbacks of proposed and existing buildings and structures; separation to all buildings on and off site
	• Major topographical features (e.g. watercourse, outcrops) and required riparian and ocean setbacks
	• Projections/overhangs into setback areas
	• Location of existing and proposed access, sidewalks, curbs, boulevards, edge of pavement and transit stops at grade
	• Location, numbering and dimensions of all vehicle and bicycle parking, disabled persons' parking, maneuvering aisle, vehicle stops and loading at grade
	• Extent of underground parking shown in dashed line
	• Natural and finished grades of site at buildings and retaining walls (indicate source of grade data)
	• Existing and proposed contour intervals of 0.5 m
	• Elevations at parcel corners and spot elevations along property lines, at curb, at building corners and other key locations
	• Locate all existing water lines, wells, septic fields, sanitary sewer and storm drain facilities, including sizes
	• Location and dimensions of all free-standing signs
	• Existing and proposed covenant areas
	• Conceptual servicing both on and off-site (water, sewer, storm drains, rainwater hydro, telephone, cable, gas, including water flows according to Fire Underwriters Survey)
	• 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
	Floor Plans, Elevations and Sections (min. scale 1:100)
	• Uses of spaces and building dimensions
	• Building finishes, materials and colours (including product numbers and sample colour chips of exterior finishes)
	• Natural, average and finished grades; finished floor(s) elevations, roof and building height elevations (Detailed elevations required for all Form & Character Development Permits)
	• Locations and sizes of roof mechanical equipment, stairwells and elevator shafts that protrude above the

	roof line
	• Lighting and Illumination details (Form & Character Development Permits only)
	• Building sign details (location, type, dimension, illumination) (Form & Character DPs only)
	• 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)
	• Sections to include portions of building dedicated to vertical circulation of people and vehicles (e.g. stairwells, ramps etc.)
	• Location of sections to be shown on the Site and Servicing Plan
	Landscape Plan (same scale as Site Plan)
	• Conceptual Landscape plan showing location, size, species of proposed plantings and trees, and existing vegetation to be retained; (*Rezoning applications only*)
	• 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 (*Development Permit applications only*)
	• Major topographical features (e.g. watercourse, outcrops) and required riparian and ocean setbacks
	• Surface storm water management features (rain gardens, swales, permeable paving); must be linked to viable storm water management program
	• Rare or endangered species or habitats
	• Existing and proposed covenant areas
	• All screening (garbage/refuse collection), paving, retaining walls, fencing and other details
	• Cost estimate for hard and soft landscaping
	• Contour intervals of 0.5 m
	• Elevations at parcel corners and spot elevations along property lines, at curb, at building corners and other key locations
	• Extent of underground parking shown in dashed line

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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**

Personal Information Release

The Town publishes active application information during the process for public viewing.
Do you consent to the release of your personal contact information (applicant's name, phone number, and email) to be included with the application information that is made available for public viewing, posting on the View Royal website and signage postings?

☐ Yes ☐ No

I hereby give my consent to the release and public disclosure of my personal contact information for the purposes of this application.

_____ _____

Owner/Applicant Signature Date

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Rationale for Your Proposal

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.