

# 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

This information is collected by the Town of View Royal under Section 26 of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of administering secondary suites.

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 (m<sup>2</sup>) \_\_\_\_\_ (Minimum area requirement of 600 m<sup>2</sup>.)

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 (m<sup>2</sup>) \_\_\_\_\_ Gross Floor Area of secondary suite (m<sup>2</sup>) \_\_\_\_\_  
(A secondary suite is limited to 90 m<sup>2</sup> 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 (m<sup>2</sup>) \_\_\_\_\_  
(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.

✓	<b>Documents and Fees</b>
	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
✓	<b>Parking Plan – it is not necessary to have the site plan prepared professionally</b>
	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)