

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.
Received By	Folio No.
Receipt No.	Fees \$

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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

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)
- Four (4) complete sets of all plans, background reports and other supporting documentation submitted (unless otherwise directed by staff).
- One complete set of plans reduced to 11 x 17 inch format
- CD containing digital copies of all plans
- 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

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- Environmental Overview Assessment
- Geotechnical Assessment
- Riparian Area Assessment
- Traffic/Transportation Impact Study
- 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).

Plan Submission Details (all plans must be submitted in metric only)	
Site Plan Data Table	
	<ul style="list-style-type: none"> • 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 (on as many sheets as necessary for clear communication)	
	<ul style="list-style-type: none"> • North arrow and scale
	<ul style="list-style-type: none"> • Dimensions of property lines, rights of way, easements,
	<ul style="list-style-type: none"> • Dimensions and setbacks of proposed and existing buildings and structures; separation to all buildings on and off site
	<ul style="list-style-type: none"> • Major topographical features (e.g. watercourse, outcrops) and required riparian and ocean setbacks
	<ul style="list-style-type: none"> • Projections/overhangs into setback areas
	<ul style="list-style-type: none"> • Location of existing and proposed access, sidewalks, curbs, boulevards, edge of pavement and transit stops at grade
	<ul style="list-style-type: none"> • Location, numbering and dimensions of all vehicle and bicycle parking, disabled persons' parking, maneuvering aisle, vehicle stops and loading at grade
	<ul style="list-style-type: none"> • Extent of underground parking shown in dashed line
	<ul style="list-style-type: none"> • Natural and finished grades of site at buildings and retaining walls (indicate source of grade data)
	<ul style="list-style-type: none"> • Existing and proposed contour intervals of 0.5 m
	<ul style="list-style-type: none"> • Elevations at parcel corners and spot elevations along property lines, at curb, at building corners and other key locations
	<ul style="list-style-type: none"> • Locate all existing water lines, wells, septic fields, sanitary sewer and storm drain facilities, including sizes
	<ul style="list-style-type: none"> • Location and dimensions of all free-standing signs
	<ul style="list-style-type: none"> • Existing and proposed covenant areas
	<ul style="list-style-type: none"> • Conceptual servicing both on and off-site (water, sewer, storm drains, rainwater hydro, telephone, cable, gas, including water flows according to Fire Underwriters Survey)
	<ul style="list-style-type: none"> • 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)	
	<ul style="list-style-type: none"> • Uses of spaces and building dimensions

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	<ul style="list-style-type: none"> • Building finishes, materials and colours (including product numbers and sample colour chips of exterior finishes)
	<ul style="list-style-type: none"> • Natural, average and finished grades; finished floor(s) elevations, roof and building height elevations (Detailed elevations required for all Form & Character Development Permits)
	<ul style="list-style-type: none"> • Locations and sizes of roof mechanical equipment, stairwells and elevator shafts that protrude above the roof line
	<ul style="list-style-type: none"> • Lighting and Illumination details (Form & Character Development Permits only)
	<ul style="list-style-type: none"> • Building sign details (location, type, dimension, illumination) (Form & Character DPs only)
	<ul style="list-style-type: none"> • 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)
	<ul style="list-style-type: none"> • Sections to include portions of building dedicated to vertical circulation of people and vehicles (e.g. stairwells, ramps etc.)
	<ul style="list-style-type: none"> • Location of sections to be shown on the Site and Servicing Plan
	<p>Landscape Plan (same scale as Site Plan)</p>
	<ul style="list-style-type: none"> • Conceptual Landscape plan showing location, size, species of proposed plantings and trees, and existing vegetation to be retained; (<i>Rezoning applications only</i>)
	<ul style="list-style-type: none"> • 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>)
	<ul style="list-style-type: none"> • Major topographical features (e.g. watercourse, outcrops) and required riparian and ocean setbacks
	<ul style="list-style-type: none"> • Surface storm water management features (rain gardens, swales, permeable paving); must be linked to viable storm water management program
	<ul style="list-style-type: none"> • Rare or endangered species or habitats
	<ul style="list-style-type: none"> • Existing and proposed covenant areas
	<ul style="list-style-type: none"> • All screening (garbage/refuse collection), paving, retaining walls, fencing and other details
	<ul style="list-style-type: none"> • Cost estimate for hard and soft landscaping
	<ul style="list-style-type: none"> • Contour intervals of 0.5 m
	<ul style="list-style-type: none"> • Elevations at parcel corners and spot elevations along property lines, at curb, at building corners and other key locations
	<ul style="list-style-type: none"> • Extent of underground parking shown in dashed line

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

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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Spatial Separation (Subsection 3.2.3 or 9.10.14)								
	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.

All new developments in View Royal should be designed to be sustainable. This checklist will be used by Staff and Council as part of your application. If you require further space feel free to attach additional information. If something does not apply simply indicate N/A (Not Applicable).

Key Elements	Yes	No	Description/Explanation
1. Economic Sustainability			
1.1 Comment on direct employment opportunities created by this project during construction: a. Number and duration of jobs (full time, part time): _____			a. Full-time and part-time: b. Full- time and part-time:
b. Types of jobs (e.g.- construction, design): _____			
1.2 Will the project provide permanent employment after the project is completed?			Describe:
1.3 Are there any other components of economic sustainability (e.g. suitability of units for live/work opportunities, secondary housing units) advanced by this proposal?			List:
2. Environmental Sustainability – Built Environment			
2.1 Walking distance to current and future transport-hubs as marked in the OCP: Distance to bus stop (in kilometres): _____			List:
or... any trails, greenways, cycling routes (in kilometres): _____			
2.2 Is the proposed development located within the Town’s Urban Containment Boundary (check with View Royal Planning Dept.)?			Describe where:
2.3 Does the project provide additional support for alternative transportation use? Check all that apply:			
<input type="checkbox"/> Was a variance granted to provide less parking than required? <input type="checkbox"/> Is there on-site bicycle storage? <input type="checkbox"/> Are there change rooms? <input type="checkbox"/> Is there designated parking for car-share spaces, high-occupancy vehicles (e.g., carpool, vanpool)? <input type="checkbox"/> Are there means for alternate transport/ power supplies? Describe: _____			
<input type="checkbox"/> If other, describe? _____			

Key Elements	Yes	No	Description/Explanation
2.4 Does the development meet or exceed the Town of View Royal Municipal Guidelines for the retention and cleaning of storm-water?			Describe:
2.5 Have you considered floodplain mitigation or ocean tidal-storm surges? How would this be managed?			Explain:
2.6 Will site remediation be part of the development process?			Explain:
2.7 Mitigation of light pollution (e.g., spill lighting , offsite glare and up lighting avoided)			Describe:
2.8 Will the project provide enhanced waste-diversion facilities such as: on-site recycling or on-site composting?			List and Describe:
3. Environmental Sustainability			
<p>3.1 Comment on the inclusion of the following water efficiency techniques:</p> <p>a. Water-efficient-landscaping such as: drought-resistant /native plantings; the use of non-potable, or reclaimed water for irrigation; the use of high efficiency irrigation; the use of rainwater cisterns for irrigation and Xeriscapes?</p> <p>b. Onsite grey-waste-water treatments?</p> <p>c. Indoor water-use-reduction measures (e.g. low consumption fixtures/appliances) that exceed bylaw requirements?</p>			<p>a. List and describe:</p> <p>b. List and describe:</p> <p>c. List and describe:</p>

Key Elements	Yes	No	Description/Explanation
<p>3.2 Comment on the inclusion of any of the following methods to reduce energy use and improve air quality:</p> <p>a. The Energy efficiency ratings of proposed structures and materials used such as: locating buildings to respond to daily sun/shade patterns; high-performance envelopes; passive solar gain; solar shading; natural ventilation; ground heating/cooling; high- efficiency fixtures; consideration of heat-island effects including landscaping, green roofs/walls etc.</p> <p>b. The use of renewable-energy alternatives (e.g. geothermal, solar, off-grid power or water supplies, BC Hydro Green Power).</p>			
<p>3.3 Comment on the following methods for sustainable-use (and reuse) of building materials and resources:</p> <p>a. The management of construction wastes (e.g. reuse of existing buildings or building materials during construction and/or demolition, having remade or recycled content):</p> <p>b. The use of environmentally-sensitive or recycled construction materials (e.g. high-volume, fly-ash concrete, non-toxic finishing materials³):</p> <p>c. The enhanced durability of construction materials (e.g. wall systems, roof materials):</p> <p>d. Is LEEDS, Built Green or other green standards certification being pursued for this project?</p>			
<p>3.4 Comment on the inclusion of any strategies to improve indoor environmental quality:</p> <p>a. Improved air quality through low-emitting materials (e.g. paint, carpets) and natural ventilation with windows that open.</p> <p>b. Design attempts to maximize exposure to natural light and passive solar heating/ light (i.e. through building orientation).</p>			

Key Elements	Yes	No	Description/Explanation
3.5 Does the street/boulevard layout and design encourage walking and cycling, while also providing for personal and commercial vehicle use?			
3.6 If new streets or lanes are constructed as part of the development, how are they designed to reduce storm-water runoff?			
3.7 If the property is adjacent to existing parking space, open space, paths or trails, is there a visual and pedestrian connection provided? Is it signed and accessible?			
<p>3.9 Is the proposed development within a ten-minute walk (approximately 800 metres) from:</p> <ul style="list-style-type: none"> <input type="checkbox"/> neighbourhood store or other shopping opportunities <input type="checkbox"/> schools <input type="checkbox"/> community services (e.g., library, community centre) <input type="checkbox"/> child care facility <input type="checkbox"/> health services (e.g., hospital, doctor's office) <input type="checkbox"/> parks or trails <input type="checkbox"/> bus stop <input type="checkbox"/> other alternative transport (park-and-ride, car pool) <input type="checkbox"/> other amenities 			Comments:
4. Natural Environment			
4.1 Is the proposed development in an environment-development permit area?			Describe:
4.2 Was an environmental assessment of the property completed prior to the commencement of design work?			When and by whom?

Key Elements	Yes	No	Description/Explanation
<p>4.3 Are any of the following environmental features present on the property?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Significant native and protected trees <input type="checkbox"/> Natural grassland areas <input type="checkbox"/> Riparian areas: estuaries, wetlands, tidal-creeks <input type="checkbox"/> Is it adjacent to Esquimalt Harbour or Portage Inlet <input type="checkbox"/> Wildlife (red or blue, listed species) <input type="checkbox"/> Wildlife habitat <input type="checkbox"/> Wildlife corridors <p>b) Has the preservation and/or enhancement of any the areas listed above been incorporated in the proposed project?</p>			<p>Describe:</p> <p>Explain how:</p>
<p>4.4 Provision of natural green space and trees on site (includes retention of existing trees).</p> <p>a) Amount of green space (area in m² and ft²): _____</p> <p>b) Amount of usable, open space (area in m² and ft²): _____</p> <p>c) Number and percentage of existing trees to be retained on site: _____</p> <p>d) Number of trees removed: _____</p> <p>e) Number of trees to be planted: _____</p> <p>f) Names of native species being planted: _____</p> <p>_____</p>			
<p>4.5 Are there any significant existing environmental features that are to be maintained or enhanced on the site (e.g., tree and/or shrub preservation, or day-lighting of a stream)?</p>			<p>List and describe:</p>
<p>5. Social Sustainability</p>			
<p>5.1 Anticipated price range of units (note the price ranges for both commercial and residential units, if applicable)</p> <p>_____</p> <p>Average price per square foot of cost and expected sale: _____//_____</p>			

Key Elements	Yes	No	Description/Explanation
5.2 Does the proposed development include non-market housing units (affordable housing)?			a) Number of units: b) As a percentage of total units: c) Ownership: rental, co-op, freehold d) Target population mix: seniors/family/singles?
5.3 Does the project include rental housing units of specific size?			Number of units: _____ Average rent for a one-bedroom unit \$_____/month Average rent for a two-bedroom unit \$_____/month
5.4 Does the project design incorporate Crime Prevention Through Environmental Design (CPTED) principles?			List and describe:
5.5 Does the project incorporate features to enhance adaptability and accessibility within and outside of the proposed housing units for people with disabilities (e.g. wider door openings, reinforced walls in bathrooms for future installation of grab bars, ground-oriented entrances)?			List and describe:
5.6 Actions proposed (indoor and outdoor) to mitigate noise from external sources such as traffic, railways, industry, commercial uses, patrons, etc.			Describe:
5.7 Does the project enhance local identity and character (e.g. through architectural style, landscaping, colours)?			Describe:
5.8 Describe the existing neighbourhood character (e.g. historic, single family, mixed use, etc.) and how the proposed development will enhance the adjacent neighbourhood.			

Key Elements	Yes	No	Description/Explanation
5.9 Does the project contain a mix of uses (e.g. residential, commercial) and/or introduce a new community-serving land use type to the neighbourhood (e.g. new housing-form, commercial service)?			Describe:
5.10 Does the project contribute to heritage revitalization through the reuse, relocation or rehabilitation of an existing structure or feature?			Describe:
5.11 Does the project involve provincial designation of a heritage building/features/trees?			Describe:
5.12 Are there any public amenities provided by, and maintained, with the development (check all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Public art <input type="checkbox"/> Child care facility <input type="checkbox"/> Walking/bike trails <input type="checkbox"/> Public Washrooms <input type="checkbox"/> Drinking Fountains <input type="checkbox"/> Other, Describe: _____ 			
5.13 How does the development create or enhance local food production and food securing?			Describe:
5.14 Does the development incorporate space for public gathering and activities (e.g. courtyards, communal gardens, play areas, benches, shaded areas)?			Describe:
5.15 How does the proposed development enhance the streetscape? Describe:			
5.16 How have residents and community stakeholders been involved in the planning and design process? Describe in detail:			
5.17 Is there something unique or innovative about your project that has not been addressed in this checklist (e.g., creation of a new zone, other descriptors)?			Describe:
5.18 Do any of the Town of View Royal policies or regulations currently prevent you from implementing sustainable initiatives?			Describe:

