



## **Development Variance Permit Application Package Sign Bylaw**

### ***When do I need a Development Variance Permit?***

If my proposed development does not meet the standards set out in the *Sign Bylaw*.

### ***How long will the process take?***

The Development Variance Permit process takes approximately 10 weeks from submission of a complete Development Variance Permit Application.

A “Development Variance Permit Process Flow Chart” is provided in this package. It is essential that all steps be followed. Permits & Inspections Staff will advise you of meeting dates.

### ***How much will the application cost?***

The base fee is \$500 for an application plus \$250 for each variance. A large project fee applies to projects over \$2 million in construction value.

A \$200 Public Hearing fee is required if the application proceeds to Public Hearing.

The fees are non-refundable.

### ***Who gets a say?***

Public consultation is part of the variance process involving neighbours and the Community Association Land Use Committee (CALUC). Once an application is received at the City, staff will mail it to the CALUC so they can decide whether they want to review it.

If Council decides to consider your application at a Public Hearing, the adjacent owners and occupiers will be notified by the City of the Public Hearing date.

The following groups will also provide input regarding your application:

- City staff
- Council

The “Development Variance Permit Process Flow Chart” outlines when consultation should take place and who is responsible for the various steps in the process.

To ensure the public is informed and consulted, notification signs and mail outs will be required at various stages of the process.

***Who decides whether my Development Variance Permit application is approved?***

The final decision on your application is made by City Council. Council has the power to deny your application at several stages, and in some cases the application may not proceed to Public Hearing. Council may also require special items before approving your Development Variance Permit.

***Who can answer my questions?***

Applicant services are provided by the Permits & Inspections staff. They will advise you on how to keep your application moving smoothly. Business hours are 8:00 am to 4:30 pm, Monday to Friday, except statutory holidays.

**City of Victoria**

Sustainable Planning and Community Development Department

Permits and Inspections Division

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Victoria, BC V8W 1P6

Phone: 250.361.0344

Email: [permits@victoria.ca](mailto:permits@victoria.ca)

## Development Variance Permit Process Flow Chart

The following outlines the sequence of events that can be expected during the development variance permit process. The order may vary slightly and some activities may occur concurrently. **Applicants are responsible for completing all tasks shown in bold.**

CALUC refers to the Community Association Land Use Committee

COTW refers to the Committee of the Whole (composed of a selection of City Councilors)

WHO is responsible	WHAT needs to be done
Applicant	<input type="checkbox"/> <b>Review your ideas with the Chief Building Inspector and Area Planner for initial comments and suggestions.</b> <input type="checkbox"/> <b>Contact City Engineering for traffic and servicing concerns.</b> <input type="checkbox"/> <b>Check with City Parks for tree protection requirements.</b> <input type="checkbox"/> <b>A meeting with adjacent neighbours and CALUC is recommended.</b> <input type="checkbox"/> <b>Make an appointment to submit your application. Please email <a href="mailto:signpermits@victoria.ca">signpermits@victoria.ca</a></b> <input type="checkbox"/> <b>Complete and submit your application form with all the supporting materials and fees.</b>
City	<input type="checkbox"/> Staff sends application to CALUC with list of variances after plan check is complete
CALUC	<input type="checkbox"/> CALUC has 30 days to provide comments, if a review is undertaken. CALUC sends comments to Mayor and Council, with a copy to Permits & Inspections.
City	<input type="checkbox"/> Review of application by City Staff.
Applicant	<input type="checkbox"/> <b>Changes to the application may be required as a result of Staff review. If changes occur, submit revised plans in accordance with the directions provided in the Application Review Summary.</b>
City	<input type="checkbox"/> Staff prepares a report for COTW and attaches any correspondence from CALUC.
Applicant	<input type="checkbox"/> <b>Seven working days prior to the COTW meeting, applicant must provide:</b> <b>- photos &amp; digital plans in Microsoft PowerPoint format.</b> <b>(See Section entitled Digital Plan and Copy Submission Requirements)</b> <input type="checkbox"/> <b>Attend the COTW meeting to answer any questions. Applicants may not make presentations at COTW unless requested by Council. CALUC and public may attend but only to observe.</b>
City	<input type="checkbox"/> COTW reviews application and may recommend changes, rejection, referral or advancing the application to a Public Hearing.
Applicant	<input type="checkbox"/> <b>If application is to proceed to Public Hearing, pay the \$200 Public Hearing fee at the Permits &amp; Inspections counter.</b> <input type="checkbox"/> <b>If the COTW recommendation is to decline, applicant can make a request to address Council at the meeting when the COTW recommendation is considered.</b>
City	<input type="checkbox"/> <b>Prepare Public Hearing sign.</b> <input type="checkbox"/> <b>Adjacent property owners and occupiers are notified of the Public Hearing. Anyone who feels their interest in property is affected may speak at the Public Hearing.</b>
Applicant	<input type="checkbox"/> <b>Post a hearing notice sign on the site at least 10 days prior to the Public Hearing. City provides the sign.</b>
City	<input type="checkbox"/> <b>Council has a Public Hearing on the application.</b> <input type="checkbox"/> <b>Council may approve or decline the application.</b> <input type="checkbox"/> <b>Mail the Public Hearing decision to applicant and CALUC.</b> <input type="checkbox"/> <b>Provide applicant with Customer Satisfaction Survey via email.</b>
Applicant	<input type="checkbox"/> <b>Please consider completing the Customer Satisfaction Survey.</b>

## Development Variance Permit Application

The following pages must be completed fully for acceptance of the application.

Address(es) of subject property: \_\_\_\_\_

**Ownership/Applicant Contact Information** (Note: For properties registered pursuant to the *Strata Property Act*, an application must be accompanied by a resolution passed by  $\frac{3}{4}$  vote at an annual or special general meeting authorizing the changes to the common property of limited common property as requested in this application).

**Applicant's Name:** \_\_\_\_\_

Address of Applicant \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

Address of Owner: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Key Contact:** Please identify the key contact for this application: \_\_\_\_\_

# Declaration of Complete Application

Please confirm that your application is complete by filling in the checklist below and signing the declaration. **Incomplete applications will not be accepted.**

## a. Owner's Authorization Form and Explanatory Letter

- Owner must sign Owner's Authorization Form allowing applicant to act on his/her behalf, if applicable.
- Letter addressed to Mayor and Council explaining details of your proposal and justification for any variances.

## General Requirements for the Site Plan and Landscape Plan and Building Plans

All applications will require the submission of a Site Plan. .

The following are the general requirements for both the Site Plan.

- The Site Plan is preferred to be 1:200 or 1:100 scale and dimensioned in metric.
- The standard is to include a north arrow, which should point to the top or right of the page.
- Include a title block that identifies the project name (if any), civic address, applicant and contact information, date of plans and space to indicate any plan revision dates.

## b. Site Plan – Existing Site

- Parcel size and dimensions showing all property lines
- Size and location of all existing buildings, signage locations and other structures on the property, clearly dimensioned and labeled

## c. Site Plan – Proposed Development

- Parcel size and dimensions showing all property lines
- Location of all proposed signage and structures, highlighting proposed variances
- Where applicable, illustrate compliance with *Tree Preservation Bylaw #05-106*, showing size, species and location of protected trees and measures to protect trees. Bylaw is available at <http://www.victoria.ca/EN/main/departments/parks-rec-culture/parks/urban-forest/tree-preservation-bylaw.html>. Please ensure that the drip line of all existing trees on the right-of-way and all protected trees on the lot are shown.

## d. Building plans and information showing:

- Elevations on all sides applicable to variance
- Photos or illustrations of buildings
- Any photographs to support your submission clearly identifying location and views

## e. Plan Submission Requirements

- Three sets of plans are required
- All plans are dated. Any revisions are to be bubbled and dated.

**f. Declaration**

- I hereby submit this Development Variance Permit Application with the supporting documents as required.
- I hereby acknowledge that all the information provided is considered public information and available for public viewing and distribution.
- I hereby submit the application fee as calculated below.
- I hereby declare that all the above statements and the information contained in the supporting documents are to the best of my belief true and correct in all respects.

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

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
Date

End of application – the next sections are for information purposes

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## Development Variance Permit Fees

The base fee is \$500 plus \$250 for each variance. A large project fee applies to projects over \$2 million in construction value.

A \$200 Public Hearing fee is required, if the application proceeds to Public Hearing.

The fees are non-refundable.

### General Information on fees:

- The application fees are set out in the *Land Use Procedures Bylaw*. See Bylaw for details.
- The fees are non-refundable.
- If an application is advanced to a Public Hearing, an additional fee of \$200 for advertising is required and payable at the Public Service Centre before setting a Public Hearing date.

## Digital Plan and Copy Submission Requirements

In order for your application to proceed to City Council's Committee of the Whole, a digital copy of your submission is required 7 working days prior to the scheduled meeting date. The information contained in your digital submission must be consistent with the plans provided to City Staff. **Only** prepare your digital submission after the staff review of your application and once any required changes are incorporated into the plans.

### Standards

- Provide a digital format (eg. email, CD)
- Label the disk with the project address
- Maximize the slide space (enlarge images) to ensure the slides are clear and legible
- Slide background to be kept white, descriptive text kept simple, use only Arial font and do not use any special effects or transitions

### Required Plan Information

Please provide the slides in the order shown below:

- photographs showing existing buildings, adjacent properties and any other relevant material that may support your proposal
- site plan showing buildings and locations of all signs
- landscape plan showing both existing trees and trees to be removed if applicable
- elevation plan showing all signs including dimensions