



# Delegated Development Permit & Delegated Heritage Alteration Permit Information and Application

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The [Official Community Plan](#) identifies areas that are within Development Permit Areas or Heritage Conservation Areas. In these areas, there are specific objectives and guidelines that are a consideration for development of a site. Refer to the relevant [Development Permit Area](#) or [Heritage Conservation Area](#) guidelines for your project.

Council approval is required for the issuance of a Development Permit or Heritage Alteration Permit. However, in some cases, these permits may be approved by City staff and are considered delegated permits.

## What is a delegated permit?

Council has delegated the approval for certain classes of development permits and heritage alteration permits to staff. This means that some development permits or heritage alteration permits do not require Council approval if they satisfy the conditions set out in the [Land Use Procedures Bylaw](#). The Land Use Procedure Bylaw also specifies the application process and the reconsideration process if an application is refused or if the applicant objects to a condition placed on a permit.

The most common types of delegated permits in all development permit areas are:

- Heritage Alteration Permits without variances for a single family dwelling or duplex (no fee applies)
- Development Permit or Heritage Alteration Permit for minor amendments to an approved Development Permit or Heritage Alteration Permit. For example, when construction drawings for a project are generated, changes are sometimes required that have not been anticipated in the Council approved Development Permit or Heritage Alteration Permit
- Renewal of a Development Permit or Heritage Alteration Permit that has not expired, provided there are no changes from the original permit and neither the policy nor the regulations have changed
- Replacement of exterior materials on existing buildings

Another common type of delegated permit is:

- Development Permit for new buildings, building additions, structures and equipment in Development Permit Area 10A Rock Bay and 10B Rock Bay Heritage and Development Permit Area 16 General Form and Character

In some Development Permit Areas, delegated approvals can be considered for:

- New buildings, additions, structures and equipment less than 100m<sup>2</sup> in floor area
- Accessory buildings in some of the Intensive Residential Development Permit Areas
- Temporary structures, including construction trailers and residential unit sales trailer

## Special Conditions

The applicant is responsible for ensuring compliance with the [BC Heritage Conservation Act](#), including steps to determine whether or not a site is an archeological site. It is against the law to alter an archeological site without first obtaining a permit from the Province of BC.

Information can be found at <https://www.for.gov.bc.ca/archaeology/>

The [Province of BC's Site Remediation](#) policies require a Site Disclosure Statement Form to be submitted for properties that have been used for non-residential purposes. Indicate if the subject property qualifies for the following exemptions:

- Property has always been used for residential purposes
- There will be no disturbance to soil involved with this application

## For More Information

For further information on delegated permit applications, please contact Development Services staff at the numbers below. The [area planner](#) or [heritage planner](#) will be able to advise you on the type of application you require and what supporting materials to provide with your submission.



# Delegated Permit Application

## Application

- Delegated Development Permit
- Delegated Heritage Alteration Permit

For property located at (civic address): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

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

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

*The collection of personal information is authorized under section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information is used for the purposes of processing this application. Information collected as part of a development permit application will be disclosed on the City's Development Tracker webpage pursuant to section 33(2)(b) of FIPPA. If you have any questions regarding the collection, storage, and use of your information, please email [privacy@victoria.ca](mailto:privacy@victoria.ca) or call 250.361.0571.*

### Details of Application

Property is located in Development Permit Area or Heritage Conservation Area: \_\_\_\_\_

Date Development Permit or Heritage Alteration Permit was issued (if applicable): \_\_\_\_\_

Is this an application to renew an approved Development Permit or Heritage Alteration Permit? \_\_\_\_\_

Has a building permit been applied for? If so, when? \_\_\_\_\_

### Submission Summary

The following information must be provided as documentation for your application (in PDF format). The intent of this information is to explain in detail all proposed changes, in both written and graphic format.

- Application filled out and signed
- Current Certificate of Title - dated not more than 30 days prior to submission
- Copy of any title restrictions, such as covenants, easements or a statutory right of way
- Letter of authorization from the registered owner
- Letter addressed to Development Services explaining the proposal
- One full-size set of plans in the applicable scale
- For amendments to approved Development Permits or Heritage Alteration Permits, provide a list describing proposed changes
- Photographs or a materials board to illustrate the proposed revisions
- A Site Disclosure Statement (contaminated sites) is completed for non-residential properties
- PDF format of the above listed items

### Declaration

- I hereby acknowledge that all the information provided is considered public information and available for public viewing and distribution.
- I hereby declare that all the information contained in this application supporting documents are to the best of my belief true and correct in all respects.

Signature of Applicant	(PRINT NAME)	Date
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Application received by \_\_\_\_\_ (staff) on \_\_\_\_\_ (date)

### Contact Information

Applicant services are provided by City of Victoria Development Services staff, located in the Development Centre on the 2nd floor of City Hall. Business hours are 8 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays.

City of Victoria  
 Sustainable Planning and Community Development  
 Development Services Division