

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

Brian McCall

(PRINT NAME)

January 30, 2019

Date

End of application – the next sections are for information purposes

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