

An application is submitted for one or more of the following:

- Rezoning/Bylaw Text Amendment
- OCP Amendment
- Strata Title Conversion
- Development Permit
- Development Variance Permit
- Temporary Use Permit

**Description of Property**

**Civic Address** \_\_\_\_\_ **PID** \_\_\_\_\_

**Legal** Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Range \_\_\_\_\_ Plan \_\_\_\_\_

**Contacts**

*Please print clearly.*

**Applicant**

|         |      |             |  |
|---------|------|-------------|--|
| Name    |      | Company     |  |
| Address |      | City        |  |
| Email   |      | Postal Code |  |
| Phone   | Cell | Fax         |  |

*The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.*

|                                  |      |
|----------------------------------|------|
| Applicant's Signature (required) | Date |
|----------------------------------|------|

**Owner**

*If the applicant is NOT the owner, complete Part 2*

|         |      |             |  |
|---------|------|-------------|--|
| Name    |      | Company     |  |
| Address |      | City        |  |
| Email   |      | Postal Code |  |
| Phone   | Cell | Fax         |  |

*Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.*

**Office Use Only**

|             |               |
|-------------|---------------|
| Date        | Dev. File No. |
| Received By | Folio No.     |
| Receipt No. | Fees<br>\$    |

### Authorization of Owner to make an Application

Date: \_\_\_\_\_

Development Services  
Corporation of the Township of Esquimalt  
1229 Esquimalt Road,  
Esquimalt, B.C., V9A 3P1

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

I / We \_\_\_\_\_

are the registered owner[s] of \_\_\_\_\_

I / We authorize \_\_\_\_\_  
(please print name)

to apply for one or more of the following:

- Rezoning/Bylaw Text Amendment
- OCP Amendment
- Development Permit
- Development Variance Permit
- Strata Title
- Other \_\_\_\_\_

on my/our behalf.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

### **MATERIALS WHICH MUST BE SUBMITTED WITH A DEVELOPMENT APPLICATION**

*The following items, with the exception of the model, are required in support of most Development Applications and must be submitted at the time of application. Please call Development Services [250-414-7108] if you are unfamiliar with these requirements or to clarify which of the following items are required for your application.*

Please provide 3 full-sized sets of the following plans plus 1 set of plans reduced to 11' x 17" [28 cm x 43 cm].

- **Site Plan drawn to Scale** showing dimensioned building setbacks, parking areas, drive-ways and gradients, location and footprint of all buildings, and geodetic elevations of the existing grade at each corner of the building. Plans must be in Metric measurements or show Metric equivalents for all dimensions.
- **Landscape Plan** prepared by a Registered Landscape Architect or Qualified Landscape Designer showing planting areas; proposed plant species; number and size of plants; existing and proposed trees; location of fences, decks, pathways, patios and other paved surfaces; and for multiple family residential projects, the location, and size of usable open space areas (as required by Zoning Bylaw 1992. No. 2050.)
- **Architectural Plans** showing the dimensions of all structures, basic floor plans and typical unit plans plus elevations of each face of each structure with natural and average grade indicated.

Please provide one of each of the following.

- ◆ **BC Land Surveyors Certificate [BCLS]** confirming the current parcel size, location of existing and proposed buildings, and if subdivision is proposed, the new lot configuration and lot sizes.
- ◆ **State of Title Certificate** from Land Title Office confirming the current registered owner of the property. If you are not the registered owner, complete and attach Page 2 of the Development Application - "Authorization of Owner to make an Application".
- ◆ **Building Summary** listing the site area, number of dwelling units proposed, floor area ratio, lot coverage, and number of parking spaces proposed.
- ◆ **Colour Board** with samples, photos, or descriptions of proposed exterior finishing materials and their colours.
- ◆ **Green Building and Development:** Applicants for rezoning and development permits are required to provide a list of green building features that will be incorporated into the development, e.g. features recognized under the Built Green or LEED rating system (endorsed by the Canada Green Building Council)
- ◆ **Three-Dimensional Scale Model** showing the massing and siting of the proposed development in relation to neighbouring buildings [only required for rezoning applications for residential projects of more than 14 units].

***IF ANY OF THE ABOVE ITEMS ARE MISSING FROM YOUR APPLICATION OR ARE INCOMPLETE, PROCESSING OF YOUR APPLICATION MAY BE DELAYED.***

**APPLICATION REVIEW:** Your application and plans may be reviewed by some or all of the following:

- Municipal Departments
- Advisory Planning Commission
- Neighbouring property owners and tenants
- Regional, Provincial and Federal government agencies
- Council
- Committee of the Whole
- Neighbourhood Associations

**APPLICATION FEES:** Please contact Development Services [250-414-7108] to determine the total fees for your application. The appropriate fees must be submitted at the time of application.

## SIGNAGE, ADVERTISING AND PUBLIC NOTIFICATION

This section applies only to  
Official Community Plan Amendments and Rezoning Applications.

### SIGNAGE

Once your application has been received by Development Services, you will be given a sign which is to be posted on the subject property in accordance with the following:

- The Sign must be placed at the front property line facing the street and if the subject property fronts onto more than one street a Sign must be placed on each street frontage;
- If the property frontage is greater than 50 metres [164 ft.] in length, one Sign will be required for every 50 metres;
- The Signs erected shall be those provided by the municipality for such purposes;
- The Sign shall be mounted on a post and be situated a minimum of 1 metre [3.3 ft.] above the ground but no higher than 2 metres [6.6 ft.] above the ground;
- The Sign must be maintained in good repair and defaced or stolen Signs must be replaced for the duration of the notification period;
- The Sign must be removed from the property immediately following Council's decision to approve or deny the application.

*If Signs are not displayed as described above, Council may consider cancelling the Public Hearing with the costs of cancellation being borne by the applicant.*

### ADVERTISING

Each application for Rezoning or an Amendment to the Official Community Plan must be given a Public Hearing. The costs involved in advertising the Public Hearing are borne by the applicant. To reach as many as possible of the individuals who may be affected by an application and to fulfill statutory notification requirements, the Municipal Council has directed that advertisements appear in two consecutive issues of the Victoria (Esquimalt) News.

The estimated cost for this advertising is currently \$1300. A deposit in that amount is required at the time of application. If actual advertising costs are less than the deposit, a refund will be issued; if the actual costs are greater, the applicant will be invoiced for the difference.

### PUBLIC NOTIFICATION

Applicants requesting an amendment to the Zoning Bylaw or Official Community Plan must consult with residents of the affected neighbourhood prior to the submission of a formal application. The purpose of this consultation is to solicit neighbourhood input and public opinion and where feasible address those suggestions in the final proposal.

Rezoning applications proposing an increase in the allowable residential density of a parcel will not be forwarded to a Public Hearing unless the applicant can demonstrate that they have conducted at least one public meeting and consulted with the affected neighbourhood in a fair and meaningful way. *See Council Policy PLAN-25 dated October 7, 1996*