

**From:** [Rob Bateman](#)  
**To:** [Mike Jones](#)  
**Subject:** Application Review Summary for REZ00861 and DPV00251 for 50 Government Street  
**Date:** October 24, 2023 5:10:00 PM  
**Attachments:** [image001.gif](#)  
[image002.png](#)  
[image003.gif](#)  
[image004.gif](#)  
[image005.gif](#)  
[50 Government St Zoning Plan Check - Sept 29, 2023.pdf](#)  
[50 Government St TRG Application Review Summary.pdf](#)

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Hello Mr. Jones,

Attached is the Application Review Summary for the above-noted property, along with the Zoning Plan Check. Once you have had a chance to review the comments, feel free to contact me (or the other contacts on the Application Review Summary) with any questions you may have. I can also arrange a meeting with several staff members if we need to discuss certain aspects as a group.

For questions regarding the comments on the Zoning Plan Check feel free to contact Samantha Cole, Zoning Technician, [scole@victoria.ca](mailto:scole@victoria.ca), directly.

Regards,

**Rob Bateman, MCIP, RPP**

Pronouns: he, him, his

Senior Planner

Sustainable Planning and Community Development

City of Victoria

1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0292 F 250.361.0557



**ZONING PLAN CHECK**

Address		Application number	Plan checker
<b>50 Government</b>		<b>REZ00861 / DPV00251</b>	<b>Samantha</b>
Legal description		DP Area	Date received
<b>LT 9 PL VIP229 SEC BF VICTORIA</b>		<b>16</b>	<b>September 26, 2023</b>
Current use	Zoning	Heritage	* Variance
<b>Vacant</b>	<b>R3-2)</b>	<b>No</b>	<b>Difference</b>
Proposed use	Proposed zone	Proposed scope of work	
<b>Multiple dwelling</b>	<b>Site Specific</b>	<b>Construct a multiple dwelling</b>	
Zoning Criteria	Proposal	Zone Standard ( R3-2)	Comment
Site area (m <sup>2</sup> ) (min.)	<b>586.28</b>	920.00	
Lot width (m) (min.)	<b>17.07</b>		
Total floor area (m <sup>2</sup> ) (max.)	<b>1114.30</b>		
Floor space ratio (ratio) (max.)	<b>1.90</b>	1.20	
Unit floor area (m <sup>2</sup> ) (min.)	<b>57.70</b>	33.00	
Avg Grade	<b>18.06 TBC</b>	n/a	See comment 1
Height (m) (max.)	<b>14.97</b>	18.50	
Storeys (max.)	<b>4.50</b>		loft is considered a half storey
<b>Setbacks (m) (min.)</b>			
Street Boundary	<b>4.79</b>	10.5 - 4 storey 12 - 5 storey	
Rear (NW)	<b>2.896 TBC</b>	1/2 bldg ht (7.49)	See comment 3
Side (NE)	<b>1.37</b>	1/2 bldg ht (7.49)	
Side (SW)	<b>1.37</b>	1/2 bldg ht (7.49)	
Eave projection	<b>0.00</b>	0.75	
Site coverage (%) (max.)	<b>59.19</b>	30 - 4 storeys 24 - 5 storeys	
Open site space - lot (%) (min.)	<b>Provide</b>	30.00	See comment 4
<b>Parking</b>			
Vehicle Parking	<b>1 * - Resident 0 * - Visitor 1 - Car Share</b>	<u>Schedule C - Other Area - Multiple Dwelling</u> 12 - Resident 1 - Visitor <b>13 - Total</b>	R3-2 has site specific parking requirements
Van accessible	<b>0 *</b>	1.00	
Accessible	<b>1 TBC</b>	0.00	See comment 5
Drive Aisle (m) (min.)	<b>&lt; 7.0 TBC *</b>	7.00	See comment 6
Bicycle storage			
Long Term	<b>32 TBC</b>	14.00	See comment 7
Short Term	<b>6 TBC</b>	6.00	See comment 8
Driveway/parking slope (%)	<b>Provide</b>	8.00	See comment 9
Driveway/parking materials	<b>Concrete TBC</b>	Asphalt? Concrete? Etc.	See comment 10
<b>Comments:</b>			
<p>1. Show the existing and proposed grade lines on the elevations. Ensure the lower of existing or proposed grade is used for each point in the average grade calculations.</p> <p>2. Confirm if the allowance for future road widening is a road dedication of SRW. If the property line is moving, please show and revise related project data.</p> <p>3. Confirm the rear yard setback. The northern corner of the back of the building appears to be closer than the dimension provided.</p> <p>4. Provide the Open Site Space as a percentage, as per Schedule A.</p> <p>5. The stall labelled as accessible does not meet the specifications in Schedule C for an accessible stall, including the aisle. Please revise.</p> <p>6. Both parking stalls do not have a full 7.0m clearance directly behind the stalls, as per Schedule C. Please revise.</p> <p>7. At least 50% of the required long term bicycle stalls must be ground mounted. Please revise.</p> <p>8. Dimension the short term bicycle parking stalls on the site plan, as per Schedule C.</p> <p>9. Denote the slope of the driveway on the site plan.</p> <p>10. Specific the type of parking surface on the site plan.</p>			



## Application Review Summary

**For:** 50 Government Street  
**Application:** REZ00861 and DPV00251  
**Submission Date:** September 26, 2023

**Applicant:** Mike Jones  
Oeza Developments

**Email:** [mike.jones@oezadevelopments.ca](mailto:mike.jones@oezadevelopments.ca)

City of Victoria staff have completed the technical review of your application with respect to the relevant land use policies, technical requirements and regulations. These comments are provided to the person named as applicant. It is your responsibility to provide these comments to the owner or consultant.

After your review of these comments, please feel free to contact your area planner if you require clarification of the information or wish to arrange a meeting to further discuss your application.

### Application Support

Revisions are required for consistency with policies and guidelines relevant to the property.

To successfully complete this application you must address all the requirements listed below. Other items are provided for the applicant's information at this time. Items listed under "Conditions to be met prior to approval" must be addressed following the Public Hearing or Opportunity for Public Comment and prior to final approval or permit issuance.

The Plan Check for this proposal is provided in a separate attachment. The Plan Check provides the technical analysis of the project data for compliance with the *Zoning Regulation Bylaw*.

Please note that revised submissions require technical review by staff and additional comments to the ones below may be provided to the applicant.

### REVISED SUBMISSION REQUIREMENTS

If changes to your plans are required as a result of this Application Review Summary or the Plan Check, you are required to submit revised plans. So that your application can be processed as efficiently as possible, please submit all changes at one time to [zoning@victoria.ca](mailto:zoning@victoria.ca).

### Plans & Written Material

The following are required for your resubmission (PDF format):

- a letter with itemized responses to each of the comments in this review summary (not required for comments listed under the heading "Information for Building Permit Application")
- full set of plans incorporating all changes to the previous submission
- full set of plans with revisions bubbled and numbered to identify all changes (bubbles indicate where changes have been made to the previously submitted plans, and each change is numbered)
- a list describing changes that have been made to the previous set of plans, relating to the 'bubbled' drawings preferably by a numerical reference
- any other supporting information.

## Sign Posting

It is your responsibility to check with Planning support staff at 250.361.0382 for further information on any sign posting requirements.

## Application Timing

All required zoning approvals and development permits must be approved in principle by Council before submitting your Building Permit application.

**Note:** If your application involves landscaping to satisfy Development Permit requirements, an estimate for the landscape will be required prior to the issuance of the development permit and the landscape security deposit will be required at the time of Building Permit application. A minimum landscape security deposit of \$2,000 is required.

**Further note:** A housing agreement, restrictive covenant, master development agreement or right-of-way requirements may apply to this development. If this is the case, then the applicant is advised to secure the services of the necessary professionals (lawyer, surveyor, engineer) as early in the process as possible to ensure timely processing of this application.

## Development Services Division Comments

Area Planner: Rob Bateman: 250.361.0292

- [The Official Community Plan \(OCP\)](#) designates this location as Urban Residential which envisions multi-unit residential, including townhouses and row-houses, low and mid-rise apartments, with a residential character public realm featuring landscaping and street tree planting. Heights may generally range from three to six storeys with total floor space ratios generally up to 1.2:1. Additional density may be considered in locations that support the growth management concept in the OCP, such as in proximity to Urban Villages, Town Centres and Transit Priority Corridors, where public benefit is provided consistent with the objectives of the OCP and other City policies (max of approximately 2:1 FSR). See Section 6 of the OCP for more information on Urban Place Designations.
  - Please reduce the density and/or increase the public benefit to help justify the proposed increase in density above 1.2:1 FSR.
  - You may wish to consider proposing smaller scale development that is more consistent with the Traditional Residential Urban Place Designation to help facilitate a design that meets the Development Permit Area 16 objectives and guidelines in this lower-density building form context (see Design Comments below).
  - Please review the [Inclusionary Housing and Community Amenity Policy](#) to determine the expected Community Amenity Contribution as indicated in that policy.
- The City has policy that supports the creation and retention of affordable and rental housing. Please consider incorporating affordable and/or rental housing on-site with this proposal (more information can be found in Section 13 of the OCP and in the [Housing Strategy](#)). Specifically, please indicate how your proposal will meet the following policy:
  - Section 13.23 of the OCP supports the retention of existing rental units in buildings of four units or more by considering higher density redevelopment proposals on these sites only if, as a voluntary amenity:
    - 13.23.1 The same number of rental self-contained dwelling units is maintained on-site, and the general rent level identified, through a housing agreement; or,

- 13.23.2 An equivalent cash in-lieu contribution is made to the City's Housing Fund.
- The [Tenant Assistance Policy](#) is applicable to rezoning applications to redevelop or demolish any building that will result in loss of existing residential rental units. For any renovation or redevelopment that requires relocation of existing tenants, the property owner must develop a Tenant Assistance Plan (TAP). If a TAP is required, please submit it to [housing@victoria.ca](mailto:housing@victoria.ca).
  - If you have questions, please contact Housing Planners at [housing@victoria.ca](mailto:housing@victoria.ca).
- The OCP encourages land assembly to meet plan objectives. Please consider exploring incorporating 44 Government Street into this proposal to allow more site area, larger setbacks, more area for greenspace, and less constrained site planning.
- Please indicate if you are willing to secure the sustainability features that you are proposing through legal agreements.
- Consistent with the [CALUC Procedures for Processing Development Applications](#) (page 4), it appears that the proposal will require a Second Community Consultation Phase because each of the north, south, and rear setbacks have decreased by more than 20% since the Pre-Application Consultation. Please contact the James Bay Neighbourhood CALUC, [caluc@jbna.org](mailto:caluc@jbna.org), to arrange this.

#### Design Comments

- Please revise the proposal to be more in line with the Development Permit Area 16: General Form and Character DPA's objectives and [guidelines](#). Specifically, please consider:
  - Improving the relationship of the proposal to the adjacent existing properties by:
    - Providing a transition in the proposed form and massing to the lower-density building forms surrounding it by reducing the height and increasing the setbacks.
    - Redesigning the development to reduce potential privacy and shading impacts.
  - Improving the relationship of the proposal to Government Street by:
    - Increasing the size of the front setback to the SRW to provide a larger public/private transition space.
    - Using architectural and/or landscaping features to provide a transition between the public SRW and the private space (e.g. porches, steps, alcoves).
    - Locating a dwelling unit on the east side of the building on the ground floor connecting to the public sidewalk.
    - Using features such as raised terraces, forecourts or landscaping to enhance main entrances.
    - Adding balconies facing the street on the upper storeys.
    - Note: the Zoning Plan Check includes comments which will require revisions to the driveway and parking to meet the Zoning Regulation Bylaw.
  - Providing more green space and on-site trees with the proposal to help protect and enhance the urban forest.

- Providing more usable outdoor space on site (e.g. patios and balconies).
- Revising the short-term bicycle parking (see Engineering Department comments below regarding moving the bike rack out of the SRW). It should be sheltered, in well-lit locations, and clearly visible from a main building entrance and/or public roads. Bicycle storage facilities should be well-lit, and placed in a location with high volumes of pedestrian traffic.
- Please provide:
  - A list indicating if/how each of the comments in this document has been addressed.
  - Information on what is being proposed in relation to accessible design (e.g. smooth routes throughout the site and to entrances).
  - All mechanical and utilities indicated on the plans (e.g. gas meters, PMTs, ventilation shafts, grates and other above-ground mechanical or site servicing equipment). These should be located to minimize negative impacts on public and common open spaces.
  - Information on the materials proposed on the visible undersides of building elements such as balconies and overhangs. They should be clad with exterior materials that result in a finished appearance and which complement the palette of exterior materials used on the rest of the building.
  - Design and materials of the proposed fencing (e.g. elevation). Fences are subject to [Schedule S – Fences](#) of the [Zoning Regulation Bylaw](#).
- **NOTE:** The Plan Check for the proposal has significant outstanding issues/ missing/ or incorrect information. Please ensure that your resubmission addresses these items. If you need clarification on any of the items contained in the Plan Check, please contact the Zoning Administration staff as noted on the Plan Check.

### **Engineering and Public Works Department Comments**

Review comments provided below are divided into sections: Land Development, Transportation, Underground Utilities and Stormwater Management

Items that are recommended for Council consideration as a condition of rezoning and secured in a legal agreement (whether involving Land Development, Underground, Transportation, or Stormwater Management) are contained in the Land development Review section.

#### **General**

**Letters of Engagement (Client-Engineer agreements):** Please provide to the City letters of engagement (or Client-Engineer) agreement for all disciplines involved in works within the right-of-way. This should include (at minimum) the Civil Engineering consultant, Landscape consultant, Electrical consultant and others as necessary. The consultants engaged should provide a letter (agreement) which fully outlines their scope of engagement, and may also include items for which they are not engaged. The developer is responsible to ensuring that the consultants provide this concurrent with the resubmission.

#### **Land Development Review**

Contact:

- Primary - Kevin Smitten, Sr. Engineering Technologist, at 250.361.0300, or email at [ksmitten@victoria.ca](mailto:ksmitten@victoria.ca) or

- Secondary – Brent Molnar, Supervisor of Land Development at 250.361.0300, or email at [bmolnar@victoria.ca](mailto:bmolnar@victoria.ca)
- General Engineering – 250.361.0300 Central email at [eng@victoria.ca](mailto:eng@victoria.ca)

#### Approving Officer

- No considerations for the AO at this time as the units will be rentals. If applicant wishes to strata the property in the future an application for a strata conversion will be required.

#### Conditions to be met prior to the Committee of the Whole:

- Please provide a preliminary civil/servicing plan. Please show all proposed and existing infrastructure and include all proposed 3rd party utility connections. Please show proposed service sizes and locations for city services dimensioned to the nearest property line.
- Clearly label SRW on all plans
- Please note that urban design related comments under Development Services review may influence frontage requirements

#### It is recommended that, as a condition of rezoning, and secured in a legal agreement which is registered prior to bylaw approval:

- 3.68m SRW along full frontage
- All TDM measures as requested by the Transportation Department to the satisfaction of the Director of Engineering
- The Requirements of the Sanitary Attenuation Report be secured (if necessary) and be registered in a legal agreement.

#### For Information prior to Building Permit Submission/Approval:

The applicant is financially responsible for frontage works to the centreline of the road to current City of Victoria standards (i.e., at the time of Building Permit), as per the *Victoria Subdivision and Development Servicing Bylaw*, and to the satisfaction of the Director of Engineering and Public Works.

- The Civil designer must show all existing survey monuments on all plan submissions (including 3<sup>rd</sup> party design / utility submissions) and is to note those monuments that will be impacted by the development and associated works. Any monument located within 0.5m of an area of works is to be considered destroyed. As per Bylaw 22-028; the City will charge the developer \$2,000 per impacted monument as a fee at the time of Building Permit (non-refundable). Please ensure that the Civil submission drawings include existing monument locations.

#### **Transportation Review**

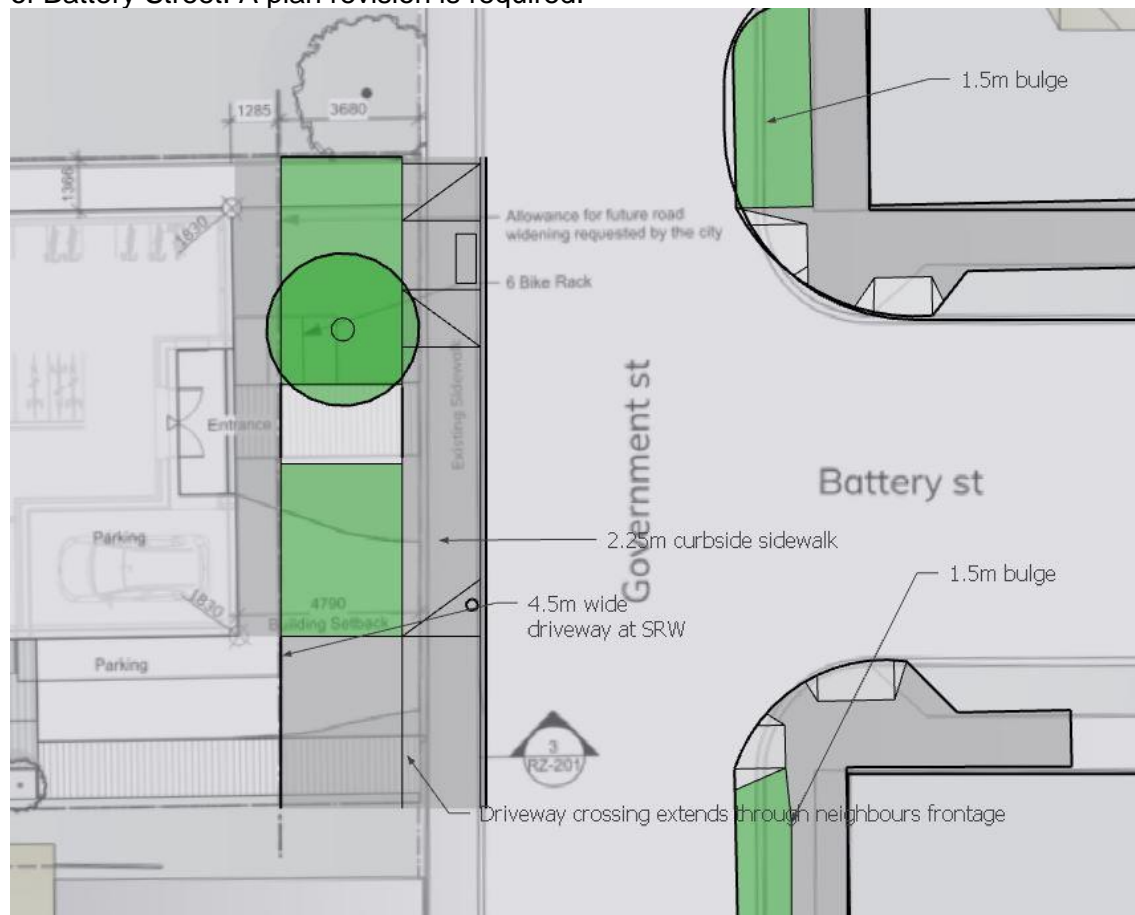
Contact: Fred Billingham, Transportation Planner at [fbillingham@victoria.ca](mailto:fbillingham@victoria.ca)

#### Conditions to be met prior to the Committee of the Whole:

- Thank you for showing a Statutory Right of Way (SRW) of 3.68 m on Government St on the submitted plans, labelled "allowance for future road widening requested by the

city" on the proposed site plan . Staff will recommend Council make the SRW a condition of rezoning to help fulfil Council approved Official Community Plan objectives such as pedestrian accessibility and boulevards which support the long term viability of street trees. Please label the designated area as "SRW" as part of the next plan revision.

- At time of review, no Civil Plan has been submitted. Please illustrate a crossing in compliance with the Highway Access Bylaw for this proposal. The crossing should be no wider than 4.5m at the SRW boundary. Please also illustrated the 3x3m site triangles on either side of crossing along the inner SRW and into the property. Please refer to the Highway Access Bylaw for more information.
- The minimum distance between a driveway crossing and a vertical obstruction such as a utility pole, street light pole, tree, or kiosk is 1.2m. A hydro pole is shown on the existing site plan, however it is not shown on the proposed site plan. Please add the hydro pole to the proposed site plan, as it may need to be relocated to accommodate the proposed driveway. Please see the Highway Access Bylaw for additional information. A plan revision is required.
- Please provide a Civil Plan showing frontage works that include a 2.25m wide curbside sidewalk, a boulevard and street tree at the back of sidewalk and curb drops to provide accessible links across Government Street to the sidewalks on both sides of Battery Street. A plan revision is required.



- The submitted Layout and Materials Plan shows a section of the sidewalk being installed in Feature Concrete Pavers, and the driveway installed as CIP Concrete Paving. The sidewalk and driveway crossing should be installed as brushed concrete. A plan revision is required.
- Please illustrate and provide metric dimensions for the long term bicycle parking in all proposed areas with bicycle rack placements as shown in the example illustrations for bicycle parking included within Schedule C of the Zoning Regulation Bylaw rather than in individual boxes. Unfortunately, when illustrated in individual boxes as shown,



there is sometimes a misunderstanding that individual lockers are acceptable. A plan revision is required.

- Please dimension all car share and accessible parking stalls to ensure they comply with Schedule C requirements. A plan revision is required.
- The proposed short term bicycle parking to the front of the building is located within the proposed SRW area. Please revise the plans so that the short term bike parking is entirely within the development site, and does not extend into the SRW. A plan revision is required.
- Thank you for providing details of the proposed TDM program. Staff will recommend the following Transportation Demand Management (TDM) program be secured as a condition of Rezoning:
  - Car share memberships and usage credits for all residential units
  - An electric car share vehicle and dedicated stall with access to electrical vehicle charger, including a security of \$55,000 towards the purchase of the vehicle.
  - 4 long-term bicycle parking to accommodate oversized bicycles
  - 50% of required long-term bicycle parking has access to an electrical outlet
  - A bicycle maintenance station
- More details on the above TDM measures are required (see related comments).

For Information prior to Building Permit Submission/Approval:

- Building Permit conditions will include requirements that the applicant is financially responsible for frontage restoration of damaged curb, gutter, sidewalk, street lighting, drainage, asphalt, and boulevard to current City of Victoria standards.
- Building Permit conditions will include requirements that the applicant is financially responsible for the removal and replacement of redundant driveway crossings with full height curb, gutter, boulevard, and sidewalk.

**Underground Utilities Review**

Contact: Anhad Jolly, Utility Planning Technologist, at 250.361.0263 or [ajolly@victoria.ca](mailto:ajolly@victoria.ca)

Conditions to be met prior to the Committee of the Whole:

- Please provide a preliminary civil/servicing plan. Please show all proposed and existing infrastructure and include all proposed 3rd party utility connections. Please show proposed service sizes and locations for city services dimensioned to the nearest property line.
- A sanitary attenuation report is required. If attenuation is required, it must be shown on the plans prior to Committee of the Whole and staff will recommend that Council secure the commitment to attenuation through a legal agreement registered on title prior to final approval of the rezoning.

For Information prior to Building Permit Submission/Approval:

- The details of the approved Sanitary Attenuation report will be required to be met.
- Detailed servicing review to occur at BP
- the applicant is required to retain the services of a Qualified Professional for any project requiring excavation and disposal of any volume of soil for the purpose of characterizing

the soil and determining a suitable disposal facility. The soil assessment must include samples from proposed service trench locations, **with a report to be provided to the City**. This is required to allow the City to provide the most accurate estimate and to install the new services most efficiently. Additionally, soil from a property with a current or former BC CSR Schedule 2 Activity must comply with provincial soil relocation requirements, including the one-week notification period prior to soil relocation.

- A [Street Occupancy Permit](#) from Transportation Engineering will be required for work in the roadway.
- Prior to commencement of excavation or soil relocation, contractors shall be registered under Bylaw 14-071, *Schedule G: Code of Practice for Construction and Development Activities*. Contact Adam Steele, Stormwater Management Specialist, at 250.361.0318 or [asteele@victoria.ca](mailto:asteele@victoria.ca) to register.

### **Stormwater Management Review**

Contact: Brianne Tenk, Stormwater Management Specialist, at 250.361.0443 or [btenk@victoria.ca](mailto:btenk@victoria.ca)

#### For Information prior to Building Permit Submission/Approval:

- Please show the locations of all proposed on-site drains and their connection to the City storm drain main on the Building Permit plan submission.
- If permeable pavers will be used, please include product specifications on the Building Permit plan submission.
- Indicate on the Building Permit plan submission, in square metres, the:
  - permeable surface areas
  - rainwater management areas

### **Parks Division Comments**

Contact: Simon Vis, Email: [svis@victoria.ca](mailto:svis@victoria.ca)

#### Conditions to be met prior to the Committee of the Whole:

##### **All Plans:**

- Please clearly label the SRW.
- Please add a new boulevard tree within the SRW sited in accordance with the Victoria Subdivision and Development Servicing Bylaw No. 12-042.
- Please show the required boulevard improvements as per transportations comments.

##### **Arborist Report:**

Instead of an Arborist Report and Tree Management Plan for this application, Parks will only require a memo detailing the following:

- Tree protection measures required for neighbouring trees (fencing, ground protection, arborist supervision etc.) during construction.

- Please provide a drawing showing the location of any proposed tree protection fencing, ground protection, or arborist supervision for neighbouring trees.

The memo must be prepared by an International Society of Arboriculture (ISA) Certified Arborist with Tree Risk Assessment Qualification (TRAQ).

**Tree Minimum:**

- The scope of work triggers the requirement to meet the tree minimum as outlined in Schedule “F” of the Tree Protection Bylaw 21-035. According to the Zoning Plan Check, the lot area of this property is 586.28 m<sup>2</sup>; therefore, 3 Bylaw protected trees are required on this property. Replacement trees will have to be planted to achieve the tree minimum. Replacement trees will become Bylaw protected.

**Replacement Trees:**

Please provide a Replacement Tree Plan. The Plan must meet the requirements outlined in Schedule “E” of the Tree Protection Bylaw 21-035. The Replacement Tree Plan must meet Part 4 requirements for siting, soil volume, and size of stock.

- Remember to show the defined planting areas for your replacement trees as defined in schedule “E” 2(f) of the bylaw.
- Remember to include a table showing calculations for the estimated soil volume that will be provided for each planting Area. An example of the table to be used is under Schedule “E” 2(g).
- Unless it is clearly demonstrated that it is not possible to plant replacement trees of species described in Part 1 of Schedule “E” of the bylaw on site (ex. due to grade, topography, tree location, soil depth, or other requirements) Replacement trees planted on site must first be selected from Part 1 of Schedule “E” of the bylaw.
- Please indicate on the plan which newly planted trees will be chosen as replacement trees.

**Landscape Plan:**

- Only low growing, compact plants may be planted within 45 cm of property line along the SRW.
- All proposed landscape plants within the SRW will **not** be accepted. Please show a grass boulevard within the SRW.
- Please indicate how 30% vegetation proposed on private property is composed of native plants, food-bearing plants or provides pollinator habitat as outlined in the *Design Guidelines for: Multi-Unit Residential, Commercial, and Industrial*.
- Please show the required boulevard improvements as per transportations comments.

Boulevard tree installation:

- Please add a new boulevard tree within the SRW sited in accordance with the Victoria Subdivision and Development Servicing Bylaw No. 12-042. Parks will provide additional comments once the tree is added.
- Please add Tree Planting in Boulevard Detail SD P4. Contact [svis@victoria.ca](mailto:svis@victoria.ca) if a copy of the detail is required.

- Please indicate that new street trees shall be procured planted by the applicant; species to be determined by Parks at the BP stage.
- The boulevard tree will not count towards Tree Minimum.
- Please add the following street tree inspection notes:

#### Street Trees

Proposed Street Trees must comply to City of Victoria Supplementary Specifications for Street Trees and Irrigation Schedule C, Bylaw 12-042, Subdivision Bylaw and the current version of the Canadian Landscape Standard. Planting details can be found in Schedule B3-4 **or on the approved landscape plan**. The following tree inspections by Parks Staff are required by Schedule C. To schedule an inspection please contact Rob Hughes, [rhughes@victoria.ca](mailto:rhughes@victoria.ca) and also copy [treepermits@victoria.ca](mailto:treepermits@victoria.ca) 48 hours prior to the required inspection time.

#### Tree Planting Inspections

1. Excavated tree pits, soil cells, root barriers
2. Trees prior to planting. (Parks staff can inspect trees prior to shipping at local nurseries. Photos can be provided from up-island and mainland nurseries. Tree must meet the spec upon delivery.)
3. Completed planting – tree planting, grate/guard, stakes etc.

#### **Site Servicing Plan:**

- Please provide a preliminary Site Servicing Plan. The Site Servicing Plan must show existing and proposed locations of hardscape surfaces and utility services: sanitary sewer, storm drain, and water, as well as existing and proposed third-party utilities (such as hydro, phone, cable, internet, gas) associated with the property.
- It is strongly recommended that the developer contact the relevant utility companies well in advance of submitting civil plans for the building permit to determine detailed underground or overhead third-party servicing and how connections will be made to the property if upgrades are required.
- Proposed services should be consolidated with other services or adjacent to driveway crossing to avoid potential future conflict with municipal trees.
- All servicing including third party servicing shall take into consideration the siting requirements of proposed boulevard trees.

For Information prior to Building Permit Submission/Approval:

#### **Tree Permits**

- Various tree permits will be required including a work in the protected root zone permit. As part of the work in the protected root zone permit, securities for retained trees will be required at a minimum of \$2,500 per tree.
- A permit to plant trees to meet the tree minimum is free and will be required following BP approval. Please submit a completed Tree Permit Application Form to [Treepermits@victoria.ca](mailto:Treepermits@victoria.ca) indicating that Tree Minimum is the reason for applying. If

planting within an existing PRZ this should be indicated in your application for PRZ tree permit.

### **Permits and Inspections Division Comments**

#### Conditions to be met prior to the Committee of the Whole:

- The cover sheet on the plans notes “To be updated” Please provide all changes in one submission for review.
- The plans speak to a 6 storey building. The plans show a 4 storey building.
- It appears that the exterior stair will need to be protected as set out in 3.2.3.13.(2).
- The corridor is an interior corridor for the purposes of the BCBC as it is not open at least 50% open to the exterior.
- Show on plans how the egress from the top floor in the 4th floor units meets the requirements of 3.3.4.4. Egress from Dwelling Units in the BCBC.
- Please ensure all items are shown addressed on plans.

### **Fire Department Comments**

Contact: Megan Sabell, Telephone: 250.920.3362 or at [MSabell@victoria.ca](mailto:MSabell@victoria.ca)

#### Conditions to be met prior to the Committee of the Whole:

- Fire department connection must be on the address side of the building, within 45 meters of a hydrant, and positioned in such a way so as to not created a tripping hazard on access or egress.

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You will be notified by staff if any other requirements arise.