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| Why Do I need a Development Permit? | All GVHA properties are subject to City of Victoria planning and development regulations with no exception. When an area is designated a Development Permit and/or Heritage Alteration Permit Area then a Development Permit or a Heritage Alteration Permit must be obtained.  Fishermen’s Wharf falls within Development Permit Area 11: James Bay and Outer Harbour. There is no Heritage Alteration Permit,(HAP). Information on this can be found in the Official Community Plan (OCP):  <http://www.victoria.ca/EN/main/residents/planning-development/community-planning/official-community-plan.html>  and;  <http://www.victoria.ca/assets/Departments/Planning~Development/Community~Planning/OCP/Replaced/OCP_AppendixA_Jul2017_web.pdf>  The Fisherman’s Wharf Design Guidelines can be found at:  <http://www.victoria.ca/assets/Departments/Planning~Development/Development~Services/Documents/Fishermans%20Wharf%20Plan%20Design%20Guidelines%20(Jan.%202014).pdf>  The Zoning Regulation for Fisherman’s Wharf can be found at:  <http://www.victoria.ca/assets/Departments/Planning~Development/Development~Services/Zoning/Bylaws/7.54.pdf>  The entire Zoning Bylaw is found at:  <http://www.victoria.ca/EN/main/residents/planning-development/development-services/zoning.html>  Note: the Zoning Bylaw will be subject to update in 2017.  Applicants are also encouraged to review the following:  <http://www.victoria.ca/assets/Departments/Planning~Development/Development~Services/Documents/neighbourhoods-james-bay-plan.pdf>  Note: subject to update in 2018-19.  The City Development Permit application requirements are to be found at:  **Development Permit Application** <http://www.victoria.ca/assets/Departments/Planning~Development/Development~Services/Applications/Development%20Permit%20Application.pdf>  **Development Permit Variance Application**  <http://www.victoria.ca/assets/Departments/Planning~Development/Development~Services/Applications/Development%20Variance%20Permit%20Application.pdf\>  **Delegated Development Permit Application**  <http://www.victoria.ca/assets/Departments/Planning~Development/Development~Services/Applications/Delegated%20Development%20Permit%20Information%20and%20Application.pdf> |
| When Do I need a Development Permit? | A Development Permit will be required for:   * Any new building or structure * Expansion to an existing building * Changes of Use * Changes to Exterior Materials, Colour and Fenestration |
| How long is a Development Permit valid? | A Development permit is generally valid for two (2) years from the date of approval (unless a different time period has been approved by Council).  (Construction must be substantially started, otherwise the permit will lapse) |
| When am I exempt from a Development Permit | Development Permits are not required for:   * Interior Renovation of buildings * Normal upkeep and repairs to the existing building |
| What is the process for applying for a Development Permit at Fisherman’s’ Wharf? | Prior to submission to the City of Victoria all development permit applications must be reviewed and approved by the GVHA. In addition the Applicant is required to:   1. In most cases, meet and present the proposed project to the Fisherman’s Wharf Community Association 2. In all cases meet and present the proposed project to the James Bay Neighbourhood Association (JBNA) Development Review Committee (DRC) |

| **KEY STEPS (Subject to Revision/Update)** | |
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| **Step 1** | Download or obtain a [GVHA Development Permit Pre-screening Form](http://www.gvha.ca/marinas-facilities/marinas/fishermans-wharf/fishermans-wharf-development-permitting). |
| **Step 2** | Submit the completed form to the GVHA.  **Note: No applications will be reviewed or approved if the applicant is found to be in arrears or has not submitted mandatory documentation as required under their agreements with the GVHA.**  Please allow 1 -2 weeks for GVHA review. |
| **Step 3** | The applicant will be contacted by the GVHA to set up an informal meeting to review the proposed development application and review next steps.  In this process the GVHA will review with the applicant the Fisherman’s’ Wharf Design Guidelines and the City submission requirements, and the process and requirements for meeting with the FWCA and JBNA. |
| **Step 4** | If approved to proceed with preparing a development permit application for the City of Victoria, GVHA staff will contact City Planning staff to advise them of the pending application. The applicant is also able to discuss with the City what type of Development permit will be required. In some cases only a designated or minor development permit may be required. This will be determined as early as possible in this process and will be subject to City approval. |
| **Step 5** | Once **draft** application drawings and summary are completed the applicant will arrange a meeting with GVHA staff to review. In this review the GVHA will provide input on the proposed plans and summary and outline next steps for presentation to the FWCA and the JBNA. |
| **Step 6** | GVHA Staff will contact both the FWCA and/or the JBNA to arrange timing for presentation. The applicant will be notified of the time and date once confirmed.  The applicant is strongly encouraged to obtain additional information on the [JBNA website](http://www.jbna.org/Development%20Review%20Fact%20Sheet%202007%20(revised%20NOV%202015).pdf) for guidance on presenting to the Development Review Committee (DRC). |
| **Step 6** | The applicant will send a digital copy of the proposed plans and summary to the GVHA for review prior to meeting with the FWCA/JBNA |
| **Step 7** | GVHA staff will be present at the FWCA and/or JBNA to introduce the proposed applicant and plans. Both the FWCA and the JBNA are to provide comments to the GVHA and the City of Victoria within 30 days of the meetings. The applicant may be asked to make revisions to plans and summary pending on the outcome of the review. |
| **Step 8** | The applicant will provide the GVHA with a final set of plans and summary. Upon review and approval the GVHA will provide the applicant with a letter to approve application to the City of Victoria. |
| **Step 9** | The applicant will at their own cost make application for a development permit. At this stage the formal City process will take place.  **The applicant is strongly encouraged to review and understand all conditions and requirements of the City of Victoria Development Permit process to ensure that all information is provided and consequences of non-compliance are understood.** |
| **Step 10** | Upon issue of written development permit from the City of Victoria the applicant will notify the GVHA of proposed construction period, and coordinate any assistance required from GVHA, through the Property Coordinator minimum one week prior to commencement of work.  **NOTE: During the construction process any changes to the design layout, materials or colour of the project may be required to be submitted to the City as an amendment to the existing development permit, which may cause delay in the applicant schedule. In the event that any changes are made contrary to the approved Development Permit, the applicant shall notify both the GVHA and the City of Victoria within 5 business days of the proposed changes to confirm if amendments are required. Failure to do** **so may result in significant delays in completion or final acceptance of the project by the GVHA or the City of Victoria.** |
| Step 11 | Notify the GVHA one week prior to completion of project to arrange final review and conformation of hookups and placement. The project shadow area (See document: [Illustration of Shadow Areas](http://www.gvha.ca/marinas-facilities/marinas/fishermans-wharf/fishermans-wharf-development-permitting)) will be measured by the GVHA or its agents. This information will then be processed by the GVHA team and the applicant’s account updated. All insurance and marine survey requirements as per the licence agreement shall be provided by the applicant to the GVHA property Coordinator within ten business days without exception. |

**Notes:**

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