# Introduction

This worksheet is to be used as a checklist for the applicant in preparation of their submission for a development permit with the City of Victoria. Development permit applications must be submitted with written approval by the Greater Victoria Harbour Authority. The worksheet does not replace any of the City of Victoria Development Permit requirements. The GVHA will contact the City to determine what type of Development Permit stream the applicant will need to follow.

The applicant should read the [2014 Fisherman’s Wharf Design Guidelines](http://www.victoria.ca/assets/Departments/Planning~Development/Development~Services/Documents/Fishermans%20Wharf%20Plan%20Design%20Guidelines%20%28Jan.%202014%29.pdf) and use the worksheet below, which applies to fixed or floating commercial and float home units.

**Recommendations for preparing materials, sketches, and plans for your submission.**

While not mandatory, the applicant is encouraged to retain the services of a professional draftsperson or registered architect to prepare materials to a legible and high standard of graphic presentation for the GVHA and City of Victoria.

1. Include a cover sheet that contains a site plan locating the project, legal and civic address, statistics about the project i.e. area, height etc.) Provide 3D sketches or renderings in colour of the proposed project taken form key viewpoints. The applicant may wish to create a separate sheet of renderings.
2. Provide a site plan shadow study illustrating how your project impacts adjacent buildings during the morning and afternoon of the solstice times of the year. Indicate the location of existing windows in adjacent structures.
3. Prepare a streetscape elevation of adjacent structures at least three structures in either direction to demonstrate height and scale of the proposed project.
4. Prepare floor plans indicating as much detail on doors windows, interior partitions etc.
5. Consider providing a cross section taken through a key part of the structure to best illustrate height, floors and relation to the dock and water levels.
6. Prepare coloured north, south east west elevations indicating floor levels and height of structure. (Note that structure height should be measured in accordance with the latest Zoning Regulation Bylaw.) Indicate type of materials and colours of siding, door and window trim and other features of the project. Show exterior lighting locations, vents, or other projections.

# guidelines WOrksheet

The following Worksheet can be used as a guide by the applicant to prepare submissions for review by the GVHA, City of Victoria, FWCA (if required) and the JBNA. This should be accompanied by a brief letter describing the project in detail and how it complies with the zoning requirements for Fisherman’s Wharf.

| **Guidelines Heading**  | **Applicant Commentary – how does the proposed project address the guideline?** |
| --- | --- |
| **Organization and Purpose** |  |
| Organizing Principles*(TIP: Describe how the project supports the relevant principles outlined in the guidelines)* |  |
| **General Building Design** |  |
| *Form Mass and Scale* *(TIP: Focus on describing how the massing of the project is addressed with neighbouring structures. How are views and permitted heights maintained? Provide a shadow study on a site plan that indicates morning and afternoon shadow of the project next to existing structures, at key solstice times of the year.)* |  |
| * Fixed Structures
 |  |
| * Floating Structures
 |  |
| Roof Forms  |  |
| *Materials & Colours**( TIP: The applicant should clearly indicate all colours and materials of their drawings either annotated or using a legend)*  |  |
| * Roof Finishes
 |  |
| * Exterior Walls & Finishes
 |  |
| * Colours
 |  |
| **Environmental Considerations***(Tip: Describe any approaches to the project that are environmentally friendly)* |  |
| **Safety & Security** *(Tip: does the project contribute to the overall safety and security of the community – does not block sight lines or create dark spaces)* |  |
| **Circulation, Connectivity, Paths and Parking** |  |
| **Lighting** |  |
| **Signage**  |  |
| **Outdoor Space & Landscaping**  |  |