

# DEVELOPMENT PROPOSAL

## COMMUNITY MEETING NOTICE

ADDRESS: \_\_\_\_\_

Map to be inserted by City Staff

You are receiving this notice because you live or own property within the City of Victoria property within:

- 100 metres** of a proposed development or land use change
- 200 metres** of a proposed development or land use change that also involves an amendment to the Official Community Plan (Land Use Designation or Development Permit Area or Heritage Conservation Area guidelines).

You are invited to a Community Meeting to hear more about the proposed development and to discuss your concerns, if any, about how the proposed development may affect you.

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### THE COMMUNITY MEETING

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_(YYYY/MM/DD)

Time: \_\_\_\_  AM  PM

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

Hosted By: \_\_\_\_\_

Land Use Committee Chair name: \_\_\_\_\_

Land Use Committee Chair email: \_\_\_\_\_

Land Use Committee Chair phone: \_\_\_\_\_

Land Use Committee Chair or Designate (initials): \_\_\_\_\_

**PLEASE TURN PAGE OVER FOR MORE DETAILS ABOUT THE PROPOSED DEVELOPMENT**

# THE PROPOSAL

This proposal is to change the current land use, description and zone:

From: \_\_\_\_\_

To: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Phone: \_\_\_\_\_

Briefly explain your proposal: \_\_\_\_\_

Changes are proposed that affect the following: *(check all that apply)*

- |  |  |
|--|--|
| <input type="checkbox"/> Official Community Plan Amendment       | <input type="checkbox"/> New zone being requested          |
| <input type="checkbox"/> Remove or demolish existing building(s) | <input type="checkbox"/> Use of land or buildings          |
| <input type="checkbox"/> Renovate existing building(s)           | <input type="checkbox"/> Number of units/residences        |
| <input type="checkbox"/> Number of buildings on the property     | <input type="checkbox"/> Basement with separate entrance   |
| <input type="checkbox"/> Height                                  | <input type="checkbox"/> Garage in yard                    |
| <input type="checkbox"/> Number of storeys                       | <input type="checkbox"/> Blasting                          |
| <input type="checkbox"/> Floor area                              | <input type="checkbox"/> Green space/open space            |
| <input type="checkbox"/> Site coverage (%)                       | <input type="checkbox"/> Existing trees                    |
| <input type="checkbox"/> Strata subdivision                      | <input type="checkbox"/> Views from surrounding properties |
| <input type="checkbox"/> Number of rental units                  | <input type="checkbox"/> Heritage values                   |

Variances(s) being requested:

- |   |  |   |
|---|--|---|
| Setbacks on: <input type="checkbox"/> Street frontage | Parking on site: <input type="checkbox"/> Number of spaces | Traffic: <input type="checkbox"/> Volumes |
| <input type="checkbox"/> One or both sides            | <input type="checkbox"/> Location on site                  | <input type="checkbox"/> Patterns         |
| <input type="checkbox"/> Rear                         | <input type="checkbox"/> Underground parking               |   |

## HOW THE PROCESS WORKS

- STEP 1** This Community Meeting is the first step in the process and is required by the City of Victoria.
- STEP 2** Applicant and Land Use Committee Chair agree on meeting date, time and location. Chair to review and initial this notice.
- STEP 3** The City of Victoria mails out this Community Meeting Notice to the neighbours (owners and occupiers) approximately two weeks prior to the meeting.
- STEP 4** The applicant will consider the feedback received at the Community Meeting and may revise the application before formally submitting it to the City.
- STEP 5** The applicant submits their rezoning application to the City.
- STEP 6** The application is then reviewed by City staff and presented to Council at a Committee Meeting. At this point Council will decide to either decline, refer or advance the application for consideration at a public hearing.
- STEP 7** If the application advances to a public hearing, the public is invited to speak at the hearing. After the hearing, Council usually makes their decision to support or decline the application.

## ABOUT THE COMMUNITY MEETING

Community Meetings are hosted by volunteers from your Community Association Land Use Committee. The Land Use Committee is a voluntary organization not affiliated with the applicant or the City.

At this meeting, the applicant will present information about the proposal and will answer questions.

Volunteers will make notes and will provide comments to the City. If you have strong feelings about the proposal, you should also provide a written submission to the City.