

Planning & Development  
City of Victoria  
1 Centennial Square  
Victoria, B.C.  
V8X 1P6

April 22nd., 2026

**Re:** Delegated Development Permit Application  
REZ00890 - 600 Dallas Road

TRG Letter

Response & Sheet  
Number

**Note:** Only conditions to be met prior to DDP issuance are listed  
and referenced here-in

**1.0 Land Development Review**

1.1 For Information: In their letter dated March 3, 2026 the applicant has  
indicated they will provide the TDM programs as noted by staff. These  
TDM programs will be secured prior to issuance of the development permit.

Owner will address

**2.0 Transportation Review**

2.1 Refer to comments in 1.1 above

**3.0 Engineering Structures Review**

No conditions to be met prior to DDP issuance.

**4.0 Underground Utilities Review**

No conditions to be met prior to DDP issuance.

TRG Letter (Cont.'d)

Response & Sheet  
Number

**5.0 Stormwater Management Review**

No conditions to be met prior to DDP issuance.

End of TRG Application Review Comments Response  
See Zoning Plan Check Response Below

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Zoning Plan Check Comments

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**a-1** Update parking calculation to reflect strata residential (0.85) vs. rental (0.70) as per Part 5.

calculations updated, no rental use provided, see Dwng. SK-1

**a-2.** No conditions to be met prior to DDP issuance.

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

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

### **1.0 Land Development Review**

Contact:

- Primary – Kevin Smitten, Supervisor of Land Development, at 250.361.0300, or email at [ksmitten@victoria.ca](mailto:ksmitten@victoria.ca) or
- Secondary – Brent Molnar, Manager of Land Development, at 250.361.0300, or email at [bmolnar@victoria.ca](mailto:bmolnar@victoria.ca) or
- Raoul Jain, Senior Land Development Technologist, at 250.361.0507, or email at [rjain@victoria.ca](mailto:rjain@victoria.ca)
- General Engineering – 250.361.0300 Central email at [eng@victoria.ca](mailto:eng@victoria.ca)

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

1.1

- **For Information: In their letter dated March 3, 2026 the applicant has indicated they will provide the TDM programs as noted by staff. These TDM programs will be secured prior to issuance of the development permit.**

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.
- 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 first drawing submission.

- All third-party utility servicing shall be shown on the Civil drawing set and have sign-off from the corresponding Designer/Utility Provider Representative.
  - Note that BC Hydro now utilizes a sign-off document instead of signing the third-party utility table typically shown on the Civil drawing set. Ensure that this document is requested from the Hydro Designer when they provide their design to the Civil Engineer.
  - Ensure that all third-party utilities shown on the Civil drawing set approved through the Building Permit review, are accurately depicted on the plan submitted with their corresponding Utility Permit application when submitted for review.
- **Please see the following link for design and construction considerations near Hydro infrastructure:**

[BC Hydro's guide to utility clearance requirements](#)

- Civil Engineer of Record to provide cost estimate for off-site work.
  - The Owner is to enter into the "Subdivision and Development Servicing Agreement" based on the approved cost estimate provided by the Civil Engineer of Record.
  - A refundable New Works Deposit based on the cost estimate x 120% for off-site works will be included as part of the Servicing Agreement.
  - A copy of the Servicing Agreement will be forwarded to the owner for signature once the scope of off-site work is confirmed.

## 2.0 Transportation Review

Contact:

- Primary - Steve Hutchison, Transportation Planner at 250.361.0338 or email at [shutchison@victoria.ca](mailto:shutchison@victoria.ca)
- Secondary - Bronwyn Crowder, Transportation Planner at 250.361.0302 or email at [bcrowder@victoria.ca](mailto:bcrowder@victoria.ca)

Conditions to be met prior to Development Permit approval:

2.1

- **For Information: In their letter dated March 3, 2026 the applicant has indicated they will provide the TDM programs as noted by staff. These TDM programs will be secured prior to issuance of the development permit.**

## Electrical Review

Contact:

- Primary – Adam Lange, Electrical Design Supervisor at 250.361.0403 or email at [alange@victoria.ca](mailto:alange@victoria.ca)
- Secondary – Alana Higgins, Electrical Design Technologist at 250-532-2796 or email at [ahiggins@victoria.ca](mailto:ahiggins@victoria.ca)

For Information prior to Building Permit Submission/Approval:

- The City will be installing a new service to the existing pole on the SW corner of development frontage at Dallas and Government to facilitate servicing for a current development project west of the subject property. Please have the Electrical Consultant contact Adam Lange for details and design coordination.
- Please provide a dedicated set of off-site electrical drawings including lighting calculations for review.

### 3.0 Engineering Structures Review

Contact:

- Primary - Deb Becelaere, Bridges and Structures Specialist, at 250.361.0355 or email at [dbecelaere@victoria.ca](mailto:dbecelaere@victoria.ca)

For Information prior to Building Permit Submission/Approval:

- Previous comment regarding naming the existing kiosk, “Utility Kiosk” has not been addressed on the Civil plans, please ensure this has been updated when the plans are submitted for Building Permit.
- The drawings indicate that the new retaining wall on private property along the Government Street frontage will be 1.2 metres in height in certain sections. Note that for walls over 1.2 metres in height, the City requires a signed and sealed design by a Professional Engineer specializing in structural wall design. If applicable, the wall footing must be installed entirely on private property.

### 4.0 Underground Utilities Review

Contact:

- Primary - Marcin Jedynak, Supervisor - Infrastructure Planning & Underground Utilities, at 250.361.0550 or email at [mjedynak@victoria.ca](mailto:mjedynak@victoria.ca)

For Information prior to Building Permit Submission/Approval:

- Due to proximity to archeological areas, the Applicant will need to contact BC Archeological branch and retain services of an archeologist for the purpose of any excavation on the property, as well as for the new services by the City. A report will be required at BP prior to City installation of the proposed services.
- 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 Borehole Permit from Land Development will be required for soil characterization work on City property as per the above requirement.

- Please see [Borehole Memo](#) for more information.
- An application can be made here: [Borehole Permit](#)
- A [Street Occupancy Permit](#) from Transportation Engineering will be required for work in the roadway.
  - An application can be made here: [Street Occupancy Permit](#)

## 5.0 Stormwater Review

Contact:

- Primary – Taryn Fournie, Stormwater Management Analyst at 250.361.0642 or email at [TFournie@victoria.ca](mailto:TFournie@victoria.ca)
- Secondary – Louise Wilkin, Stormwater Management Analyst at 236.464.0813 or email at [lwilkin@victoria.ca](mailto:lwilkin@victoria.ca)

For Information prior to Building Permit Submission/Approval:

- **Please review Part D, Section 4.43.3 of the Engineering Standards and Specifications (ESS) Manual (Schedule A of the Works and Services Bylaw) for details on what should be included in the Rainwater Management Plan (RWMP) to be submitted at the time of Building Permit.**
- **Please review Part G, Section 4.53, of the ESS Manual for erosion and sediment control (ESC) requirements at the time of Building Permit.**
- Please review Schedule "G" of the City's Codes of Practice for Construction and Development Activities and submit a signed Codes of Practice registration form. Information can be found at [www.victoria.ca/stormwater](http://www.victoria.ca/stormwater).