



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

January 27th., 2026

Re: Delegated Development Permit Application  
REZ00890 - 600 Dallas Road

Application Review Response #3 - List of Revisions

**Sheet Number  
Of Response**

<b>1 Building Inspection Review</b> (Contact: Ray Berkeley, Senior Building & Plumbing Inspector, <a href="mailto:rberkeley@victoria.ca">rberkeley@victoria.ca</a> , 250.880.1758) The plans were reviewed with the 2024 BCBC for items that may alter the appearance of the building only. <b>1.1</b> • Please provide the spatial separation calculations as per 3.2.3. of the BCBC on the elevation plans. <b>1.2</b> • Designer to review 3.3.4.7. of the BCBC for height of windows. The windows appear not to comply with 9.8. Of the BCBC. <b>1.3</b> • Provide plans scaled to the City requirements when resubmitting. <b>1.4</b> • Please demonstrate the travel distance from the roof including the service space in accordance with 3.3. and 3.4. Of the BCBC and include the proposed occupant load. <b>1.5</b> • Please show the fire hydrant on the site service plan as per 3.2.5.15. of the BCBC within 45 m and is unobstructed. <b>1.6</b> • Please show the exit door from the parkade	1.1 - SK-4.1/SK-4.2  1.2 - SK-4.1/SK-4.2  1.3 - All Drawings  1.4 - SK-2.5  1.5 - SK-1  1.6 - SK-2.1
<b>2 Zoning Review</b> (Contact: Nicole McKay, Planning Technician, <a href="mailto:nmckay@victoria.ca">nmckay@victoria.ca</a> , 778.746.7503) See the Zoning Plan Check document attached <b>2.1</b> • Confirm Landscape Area as per definition in ZB2018. Dimension on site plan a single contiguous landscape area, minimum 6m sq, with no structures above or below, set back at least 1m from all property lines and any underground structures (including foundations). If this cannot be achieved, a variance will be required. <b>2.2</b> • Setbacks - labeling on data table for orientations do not match plans. i.e. West is Government Street, and labelling shows West on data table as the side yard setback (East). West setback appears to be 0m post road dedication. Please correct on data table and plans. <b>2.3</b> • South corner portion of 'Lobby' rooftop structure requires setback dimension. A variance will be required. <b>2.4</b> • Note driveway grade on plan. <b>2.5</b> • Dimension bike parking stall width for long term stalls, all dimensions for short term bike parking stalls as per Part 5. Note: <b>2.6</b> • Legal agreement required for projection into City property. After Road Dedication, setback is 0m on Government Street frontage. Eave overhangs into setback onto City property. <b>2.7</b> • EV chargers must not project into minimum stall dimensions. Show on plans at BP stage.	2.1 - SK-1  2.2 - SK-0 - SK-1  2.3 - SK-2.5  2.4 - SK-1  2.5 - SK-2.1  2.6 - Forthcoming By Owner  2.7 - To Be Shown at BP Stage
<b>3 Engineering Review</b> - see attached engineering comment document for outstanding items to be addressed prior to issuance.	
<b>4 Parks Review</b> - see attached parks comment document for outstanding items to be addressed prior to issuance.	

See Following pages for Items 3 & 4

## 3.0 Engineering and Public Works Department Comments

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

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

For Information prior to Building Permit Submission/Approval:

3.1

- 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.

Understood

3.2

- 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.

Refer to attached Dwngs.  
From J.E. Anderson &  
Associates

3.3

- 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.

See Letters Attached

- 3.4 ○ All third-party utility servicing shall be shown on the Civil drawing set and have sign-off from the corresponding Designer/Utility Provider Representative.
- 3.5 ○ 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.
- 3.6 ○ 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.
- 3.7 ○ Civil Engineer of Record to provide cost estimate for off-site work.
- 3.8 ○ 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.
- 3.9 ○ 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.
- 3.10 ○ A copy of the Servicing Agreement will be forwarded to the owner for signature once the scope of off-site work is confirmed.

Refer to attached Dwngs.  
From J.E. Anderson &  
Associates

Understood

### 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)

### 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:

- 3.11 ○ 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.
- 3.12 ○ Please provide a dedicated set of off-site electrical drawings including lighting calculations for review.

To Be Addressed  
at BP Stage

To Be Addressed  
at BP Stage

## 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:

- 3.13
  - 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.
- 3.14
  - 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

To Be Addressed  
at BP Stage

To Be Addressed  
at BP Stage

## 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)

Conditions to be met prior to Development Permit approval:

- 3.15
  - Storm drain and sanitary sewer services to be capped by Developer. Water service to be capped by the City at the Developer's expense. Please update servicing notes accordingly.
- 3.16
  - Proposed storm drain service is depicted being connected to a sanitary sewer main. Please revise the plan accordingly.
- 3.17
  - Proposed storm drain and sanitary sewer services should depict sizes and nominal depth at property line. Please revise the plan accordingly.

Please provide the proposed water meter size and City standard drawing number for the configuration assembly. For example, SD W2f . Please revise the plan accordingly.

For Information prior to Building Permit Submission/Approval:

- 3.18
  - 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.
- 3.19
  - 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.
- 3.20
  - 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.
- 3.21
  - 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](#)

Refer to attached Dwngs.  
From J.E. Anderson &  
Associates

To Be Addressed  
at BP Stage

## 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)

Conditions to be met prior to Development Permit approval:

- 3.22
- The 'Preliminary Site Servicing' plan proposes a detention tank to be used for onsite stormwater management and mentions it will act as green stormwater infrastructure (GSI). The proposed detention tank can only be classified as GSI if the collected water is reused onsite (e.g., for irrigation or other non-potable uses). Otherwise, the detention tank is only providing a rate reduction prior to release to the City's storm drain system. The intent of the City's rainwater management target is primarily to provide water quality treatment of runoff and subsurface infiltration for groundwater recharge. Therefore, stormwater management systems should prioritize retention methods that infiltrate, evaporate, transpire, or reuse runoff whenever possible. For example, an infiltration chamber system or permeable pavers with a reservoir could be incorporated into the driveway.
- 3.23
- If infiltration is not possible on this site due to significant site constraints, onsite stormwater management should prioritize water quality treatment. To do this, the proposed green roof could be expanded and/or some of the proposed planters on slab could be converted to flow through rain gardens. Flow through rain gardens are rain garden planters on slab without infiltration and with an underdrain that discharges to the City's storm drain. Roof runoff would be directed to the surface of the planters and be treated through percolation of the runoff through the bioretention soil media. These systems provide a water quality benefit to the City's storm drain and support other co-benefits from the surface plantings. As per the City's Rainwater Management Standards, flow-through rain gardens should be sized using a 5% sizing factor.
- 3.24
- For this site, a combination of GSI approaches could be combined to achieve the City's rainwater management target. For example, the combination of the proposed green roof areas, a rain garden planter, and infiltration system beneath the driveway to manage the roof and hardscape runoff.

Refer to attached Dwngs.  
From J.E. Anderson &  
Associates

The property owner may be eligible for financial incentives if the designs meet requirements as per the City's *Rainwater Management Standards*. Please note that an onsite detention system is not considered to be green stormwater infrastructure and would not be eligible for incentives. Visit [www.victoria.ca/stormwater](http://www.victoria.ca/stormwater) for more information.

For Information prior to Building Permit Submission/Approval:

- 3.25
- Please include a rainwater management plan with design details, sections, and product specifications for site rainwater management, demonstrating how the design meets the City of Victoria Rainwater Management Standards, and achieves the rainwater management target.
- 3.26
- 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.
- 3.27
- Delineate on the building permit plan submission, dimensioned in square metres, the:
- 3.28
- site impervious areas (i.e., building roof areas/hardscape)
- 3.29
- rainwater management areas (e.g., infiltration system)
- 3.30
- landscaped areas
- 3.31
- 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).

To Be Addressed  
at BP Stage

4.0 Parks Comments – 600 Dallas Rd (REZ00890) – December 11, 2025 – Contact Simon Vis ([svis@victoria.ca](mailto:svis@victoria.ca)) 778.746.653

#### Arborist Report

- 4.1
- Please provide the Tree Management Plan and Replacement Tree Plan in a Vector PDF format so the plans can remain clear when scaled and zoomed in on programs such as Bluebeam.
- 4.2
- Because of where the bike parking is proposed, tree planting area will have to be split into two areas. Please update the soil volume calculation table under Appendix 6 as well to show two sperate planting areas.

Refer To Attached Report

#### Landscape Layout (SKL.01)

- 4.3
- For the four new trees proposed in the back of property, please mark each individually tree as a "Replacement Tree". This is so Parks can track the trees in the future.
- 4.4
- Please show the location of the water vault, fire hydrant, storm line, sewer line and the new power pole with anchor within the boulevard.
- 4.5
- Please mark the new boulevard trees as TBD. Parks will give the species of tree to be planted at the BP stage.
- 4.6
- 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.

Refer To Attached Landscape Dwngs.

#### Street Trees

- 4.7
- 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 Ross Wilkinson, [wilkinson@victoria.ca](mailto:wilkinson@victoria.ca) and also copy [treepermits@victoria.ca](mailto:treepermits@victoria.ca) 48 hours prior to the required inspection time.

#### Tree Planting Inspections

- 4.8
1. Excavated tree pits, soil cells, root barriers
- 4.9
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.)
- 4.10
3. Completed planting – tree planting, grate/guard, stakes etc.

To Be Addressed At Construction Stage

#### Civil Plan

- 4.11
- Please show the proposed boulevard tree to be planted along Dallas Road. Please reference the landscape plan for the location if required.
- 4.12
- Please show a separate water service on the civil plan for irrigation of the proposed boulevard trees. Installation of the water service to be at the expense of the applicant. Please show irrigation sleeves where necessary.
- 4.13
- **Please add the following irrigation inspections notes to plan:**
    - Irrigation Systems on City property shall comply to City of Victoria Supplementary Specifications for Street Trees and Irrigation Schedule C, Bylaw 12-042, Subdivision Bylaw. Irrigation drawings must be submitted to Parks Division for

Refer to attached Dwngs. From J.E. Anderson & Associates

Refer To Attached Landscape Dwngs.



- 4.14 ○ Irrigation Inspection Requirements
- 4.15 ○ The irrigation system and sleeving inspection requirements can be found in Schedule C of the Victoria Subdivision and Development Servicing Bylaw No. 12-042.
- 4.16 ○ Irrigation Sleeving prior to backfilling\*
- 4.17 ○ Open trench Main Line and Pressure Test
- 4.18 ○ Open trench Lateral Line
- 4.19 ○ Irrigation system, Controller, Coverage test, Backflow Preventer Assembly Test Report required, Backflow Assembly is to have an inspection tag completed and attached.
- 4.20 ○ Please Note: Parks is now requesting that 100mm SDR 28 pipe be used for irrigation sleeving under hard surfaces. Installations where a 90-degree bend is required should be installed using 100mm SDR 28 GSX (22.5 degree) long sweeps. Please install at 400mm depth.

#### Site Plan

- 4.21 · Please show the location of the water vault, fire hydrant, storm line, sewer line and the new power pole with anchor within the boulevard.
- 

Refer To Attached  
Landscape

## 5.0 Refer to Zoning Plan Check Comments Sheet

Confirm Landscape Area as per definition in ZB2018. Dimension on site plan a single contiguous landscape area, minimum 6m sq, with no structures above or below, set back at least 1m from all property lines and any underground structures (including foundations). If this cannot be achieved, a variance will be required.

- Setbacks - labelling on data table for orientations do not match plans. i.e. West is Government Street, and labelling shows West on data table as the side yard setback (East). West setback appears to be 0m post road dedication. Please correct on data table and plans.
- South corner portion of 'Lobby' rooftop structure requires setback dimension. A variance will be required.

Note driveway grade on plan

Dimension bike parking stall width for long term stalls, all dimensions for short term bike parking stalls as per Part 5.

Note:

Legal agreement required for projection into City property. After Road Dedication, setback is 0m on Government Street frontage. Eave overhangs into setback onto City property.

EV chargers must not project into minimum stall dimensions. Show on plans at BP stage.

Refer to Comments On

## End Of Comments