

FAQ: Land Use Applications

Who May Apply?

The registered owner of land or an authorized agent who has the owner's written permission may apply for a land use application (Development Permit, Development Variance Permit, Temporary Use Permit, Rezoning, OCP Amendment).

What Information is Required for a Complete Application?

- Completed application form
- Payment of application fee
- Title search of the property, dated within five days of the application
- Written description of the present and proposed use of the site and the reasons for the request
- Preliminary plans that outline the proposed new use or development
- Site disclosure statement, if applicable

Staff may request additional information on specific details of a proposal during the processing of the application. **Please note that work will not begin on incomplete applications until all outstanding items have been submitted.**

What is the Application Fee?

Staff will calculate the fees when the application is submitted. All fees are payable at the time of application. For a breakdown of costs, please review the fee schedule on our [website](#).

Are there other fees to consider?

Yes. In addition to the application fee, other fees may be required once you proceed to building permit application. These may include building permit fees, plumbing permit fees, Development Cost Charge fees, sewer connection fees, amenity contributions, etc. Please check with the Building and Engineering Departments to ascertain the fees applicable to your project.

What if I cancel my application or the proposal is denied?

Only the public hearing fees are returned to the applicant if the applicant withdraws the rezoning or OCP amendment application or if the application is rejected by Council Resolution before a Public Hearing is scheduled. As application fees are subject to change, the applicant should consult with the Planning Department prior to submitting a formal application.

What is a title search?

All Applications must be accompanied by the title search dated no more than five days prior to the date of the application. The purpose of this requirement is to confirm property ownership, ensure that the legal description used for permits and bylaws is accurate, and identify any encumbrances.

Title searches may be obtained from the [Land Title Survey Authority Website](#) or directly from the Land Title Office:

Victoria Land Title Office
200 – 1321 Blanshard Street
Victoria, BC V8W 9J3
Phone: 1-877-577-LTSA

t 250.478.7882
e planning@langford.ca

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