



Development Guidelines

Land Use Guidelines
June 2024

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VICTORIA INTERNATIONAL AIRPORT

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The Victoria International Airport is located on the homelands of the WSÁNEĆ People whose historical relationship to the land continues to this day.

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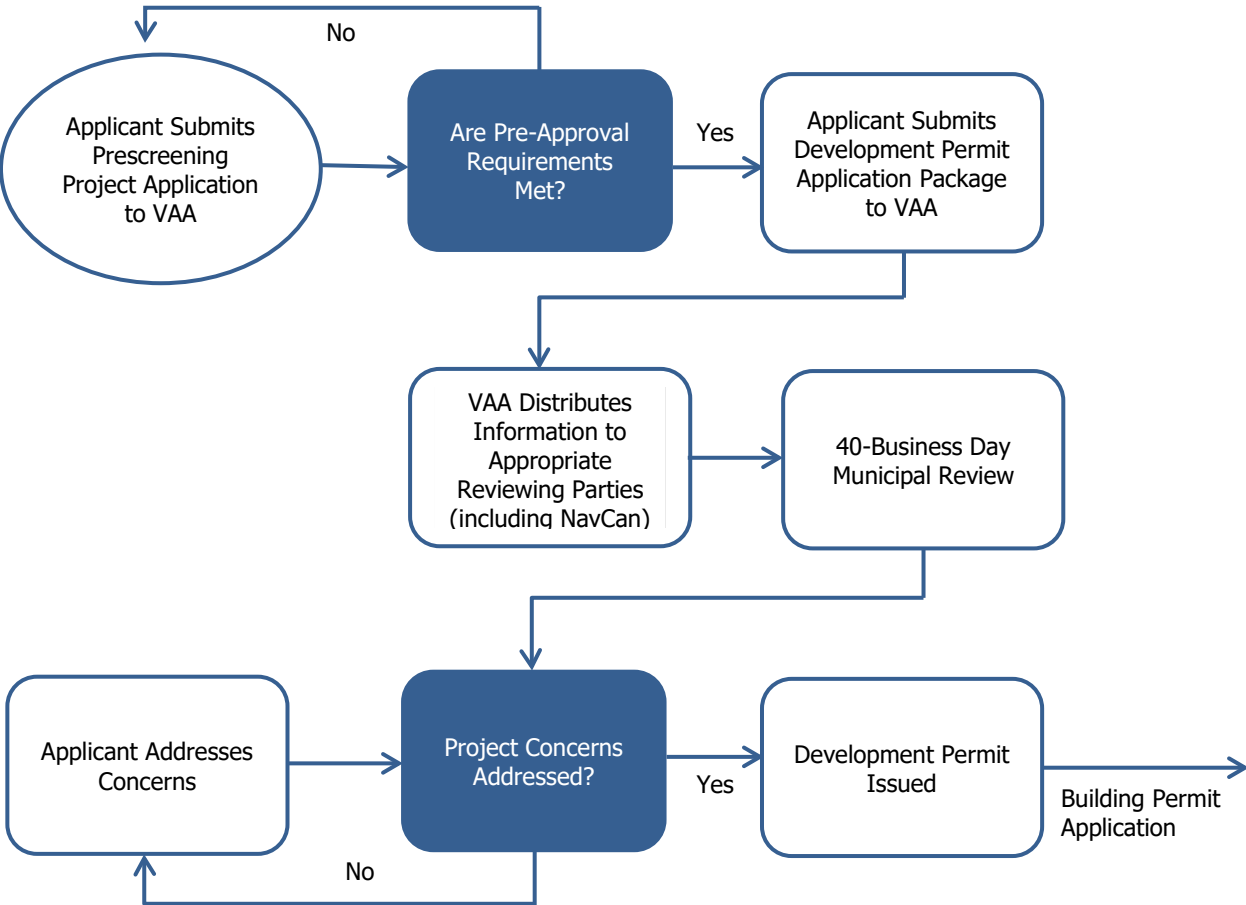
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1.0 DEVELOPMENT PROCEDURES

1.1 OVERVIEW OF THE LAND SUBLEASE AND DEVELOPMENT APPLICATION PROCESS

VAA operates its own Development Application Process. All construction projects on Airport lands, including the alteration or modification of existing structures, must comply with VAA’s Development Guidelines. Developers and contractors (“Applicant”) should ensure they have a current copy of the Development Guidelines and application process for the Airport prior to the completion of a Land Sublease and Development Proposal Submission. The process is summarized as follows:



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1.2 EXPRESSION OF INTEREST / CONCEPTUAL APPROVAL

- Initial discussions to take place with VAA’s Director, Business Development and Community Relations, to determine if the scope and character of the development fit with the Airport objectives and current Land Use Plan.
- Proponent submits a Prescreening Application Form (attached herewith) and a general development concept plan in colour.
- Discussions take place regarding the terms and conditions of a sublease agreement.
- If VAA supports the basic concept, the proponent is to complete and submit a Project Application Form and Development Permit Application Checklist (attached herewith).

1.3 DEVELOPMENT PERMIT APPLICATION SUBMISSION

- The Applicant submits the Project Application Form and Development Permit Application Checklist (*attached herewith*).
- Airport staff from an operational, engineering, and environmental perspective reviews the Facility Permit Project Application Form.
- The District of North Saanich and/or the Town of Sidney then review the submission within 40 business days to identify any possible impacts on Municipal infrastructure, provide comments on the compatibility of the proposed development on the surrounding community and to provide other comments and suggestions as appropriate within a reasonable time.
- The Applicant will make revisions to submitted plans addressing any Airport and Municipal concerns that have been provided in writing to the Applicant.
- Revised plans will be reviewed by VAA.
- VAA will prepare a sublease for signature by the Applicant when the Land Sublease and Development Proposal requirements have been met. The sublease agreement is to be completed and the Applicant may submit a Building Permit Application when the sublease has been executed by VAA.
- Prior to application for **Building Permit** the Applicant shall submit construction plans to VAA/Independent Professional for verification of compliance with the **Development Permit** requirements.

1.4 PERMITTING PROCESS

Refer to Appendix B–VAA–Permitting Process Road Map for a detailed flow chart.

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2.0 GENERAL DEVELOPMENT INFORMATION

General information related to all development at the Victoria International Airport (Airport) is listed below. The **Development Submission** application shall meet the following technical design standards as well as specific guidelines by land use type and designated areas within the Airport.

2.1 DEFINITIONS

All words or phrases shall have their normal or common meaning except where this is changed, modified or expanded (as indicated by bold text) by the definitions set forth in this Section:

2.1.1 Administration

Development Permit: allows a specific type of development on a specific **parcel** of land within the Victoria International Airport (Airport) Boundary to proceed in accordance with the zoning and development requirements of Victoria Airport Authority (VAA). A **Development Permit** may stipulate some of the following conditions: the allowed use of the property, intensity of that use, **building height**, **building** site coverage, setbacks from **property lines** and other **buildings** and parking requirements.

Building Permit: allows construction of **buildings** or structure to proceed on condition of compliance with the British Columbia **Building Code** which addresses **building** and fire safety. A **Building Permit** is required for the construction, alteration, repair, relocation, demolition, or change of use of a **building**.

Environmental Protection Plan (EPP): Developments determined to be a project under the **Federal Assessment Act** will require an **Environmental Protection Plan (EPP)** created by a qualified Environmental Professional, as part of the **Building Permit Application** process.

Federal Impact Assessment Act: Developments on VAA lands may be subjected to the **Federal Impact Assessment Act**. All projects will be reviewed by VAA to determine if they are designated as a project under the **Act**. The purpose of the **Act** is the prevention of significant adverse environmental effects.

QEP: A **QEP** (Qualified Environmental Professional) is an applied scientist or technologist who is registered and in good standing with an appropriate B.C. professional organization constituted under an Act. The **QEP** must be acting under that association’s code of ethics, and subject to the organization’s disciplinary action.

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2.1.2 Lots & Parcels

Frontage: means that length of a **parcel** boundary which abuts a **street** at the **front lot line**.

Lot: means the same as **parcel**.

Lot coverage: means the horizontal area in which land is held or into which it is subdivided, but does not include a highway.

Parcel: means any **lot**, block or other area in which land is held or into which it is subdivided, but does not include a highway.

Street: includes a highway, road, path, land, walkway, trail, bridge, viaduct, thoroughfare and any other way, but specifically excludes private rights of way on private property.

Yard: means a portion of a **parcel** that may not be built upon as defined by the minimum *setback* requirements.

2.1.3 Buildings & Use

Accessory building and accessory: means a **building** or structure located on a **parcel**, the use of which **building** or structure is incidental or ancillary to the principal permitted use of the land, **buildings** or structures located on the same **parcel**.

Building: means any structure or portion thereof, including mechanical devices, that are used or intended to be used for the purpose of supporting or sheltering any use or occupancy.

Building Face: means the exterior face of a building upon which a sign is to be located

Business Frontage: means an area allocated for signs located on the ground floor building face of a building adjacent to the street.

Business Premise: means that part of a building or parcel owned or occupied for the conducting of a business or service.

Principal building: means the **building** for the **principal use** of the **lot** as defined under the permitted uses of the sublease.

Principal use: means the primary use of land, **buildings** or structures as defined under the permitted uses of the sublease.

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2.1.4 Yards & Setbacks

Allowable encroachments: roof overhangs may extend into a setback a distance of 600mm.

Stairs may extend into a setback: Front/Rear Exterior side: 1.5 metres
Side **Yard:** 1.0 metres

Corner lot: means a **lot** which abuts two or more roads where the interior angle of the intersection is less than 135 degrees.

Exterior lot line: means any side **yard** that abuts a **street**.

Front lot line: means the **yard** area between the **property line** and the **building** face. In the case of a **corner lot**, it may be either of the exterior **yards**.

Side lot line: means any side **yard** that does not abut a **street**.

Rear lot line: the **lot** line opposite to the **front lot line**.

Natural boundary: as established by a British Columbia Land Surveyor, the high water mark in the case of tidal waters and includes the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and unusual and so long continued in all ordinary years, as to mark upon the soil of the bed of the lake, river, stream or other body of water other than tidal water, a character distinct from that of the banks thereof, in respect of the vegetation, as well in respect of the nature of the soil itself.

Property line: means **lot** line.

Setback: means the horizontal distance measured from the **lot** line or **natural boundary** to any **building** or structure.

2.1.5 Use & Density

Floor area ratio: means the figure obtained when the floor area of all **buildings** on a **parcel** is divided by the area of the **parcel**.

Gross floor area: means the total area of all floors designated for tenant occupancy.

Lot width: means the mean distance between **side lot lines**, excluding access strips of panhandle **lots**.

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2.1.6 Height & Grade

Finished grade: means for the purpose of determining maximum *height* of a *building* or structure, the average elevation of **natural grade** calculated from the four corners of the smallest rectangle that will encompass the **building** or structure.

Height: means the vertical distance of a structure measured from **finished grade** to the highest point of a structure of a flat roof; to the deck line of a mansard roof; and to the mean level between the eaves and ridge of all gables, hip gambrel or other sloping roof. In the case of a structure without a roof, **height** will be measured to the highest point of the structure. Where a structure incorporates a roof exceeding a **pitch of 12:12** (45 degree slope), **height** shall be measured to the highest point of the structure. The measurement of the **height** shall exclude the projection of chimneys, vents, stacks, heating and ventilation, air conditioning equipment, stairwells and elevator lifting devices which protrude above the surrounding roofline (See also “**building height**” General Development Guidelines, Section 3.0).

Natural grade: means the elevation of the ground surface of a site prior to the commencement of any development excavation, filling or relocation of on-site materials.

2.1.7 Signs

Animated copy: means a **sign** or portion of a **sign** that includes action, motion or rotation, flashing, or colour changes, but does not include displays of time and temperature.

Automated changeable copy: means a **changeable copy sign** capable of displaying words, symbols, figures or images that can be electronically or mechanically changed by remote or automatic means.

Awning sign: means a **sign** painted on, attached to, or constructed in or on the surface of an awning supported entirely from the exterior wall of a **building** and composed of non-rigid materials except for the supporting framework.

Banner sign: means a **sign** composed of fabric or similar material which may be secured or mounted to allow movement of the **sign** caused by air movement.

Canopy sign: means a **sign** which is painted, attached or constructed on the surface of an unenclosed permanent roofed structure.

Changeable copy: means a **sign** or portion of a **sign** in or on which the information that is displayed can be changed through the use of attachable letters, numerals and pictorial panels or electronic switching of lamps or illuminated tubes.

Copy: means letters, characters, numbers, symbols, logo or graphics on a sign.

Digital Sign: means any **sign** the **copy** of which can be remotely changed on or off site and has a varying message duration. **Digital signs** incorporate a technology or method allowing the **sign** to change **copy** without having to **physically** or mechanically replace the **sign** face or its components.

Digital signs may include moving effects, electronic moving **copy**, message transition effects, and video images.

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Directional sign: means a **sign** indicating the direction only, of a business, parking area, product, service or event for the purpose of directing pedestrian or vehicular traffic.

Directory sign: means a **sign** that lists only name and unit number of businesses or tenants located in a shared **building** or on a common **parcel** of land.

Fascia sign: means a **sign** which is painted on or attached to and supported by an exterior wall or fascia of a **building** provided the face of the **sign** is parallel to the wall and does not project more than 0.31 m (1 ft.) beyond the wall surface.

Flashing Sign: means a **sign** containing an intermittent or flashing light source, but does not include an automatic **changeable copy sign**.

Freestanding sign: means any **sign** wholly supported from the ground by a structural member or members, independently of and visibly separated from any **building** or other structure and permanently fixed to the ground.

Hanging sign: means a **sign** suspended under a canopy, awning, eaves or portico.

Portable sign: means a moveable **temporary sign** not permanently attached to the ground or a building.

Projecting sign: means any **sign** other than an **awning sign**, **canopy sign** or **fascia sign** which is attached to and projects more than 0.31 m (1 ft.) from the face or wall of a **building** where the copy is perpendicular to the face or wall.

Roof sign: means a **sign** placed or erected on or above the roof of a **building**, in the air space above a roof, or painted or marked on the roof of a **building**, but specifically excludes mansard **roof sign**.

Seasonal decoration: means temporary ornaments and displays erected in conjunction with seasonal or holiday activities such as Christmas or Canada Day, where such ornaments and displays contain no advertising of commercial services, merchandise, or entertainment.

Sign: means any structure, device, advertisement, advertising device or visual representation that is visible from any **street**, highway, lane or from any property other than the one on which it is located, and that is intended to advertise, identify, or communicate information or attract the attention of the public for any purpose and without limiting the generality of the foregoing includes any symbols, letters, figures, illustrations or painted forms, but specifically excludes **seasonal decorations**, murals, window coverings or interior window displays of merchandise.

Sign area: means the total surface area of a **sign** within the outer edge of the **sign** frame or **sign** border but where a **sign** has no frame or boarder, means the area contained within the smallest square or rectangle that will enclose all of the copy of the sign. In the case of a double-face or multi-face **sign** only half of the total area of all **sign** faces will be counted

Temporary sign: means a **sign** displayed for a limited period of time.

Third-party sign: means a **sign** advertising or identifying anything other than a business, product or service being conducted or offered on a **parcel** where the **sign** is located.

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Vehicle sign: means a **sign** which is erected on or attached to any vehicle or trailer parked where the principal purpose of the vehicle is to serve as a **sign** or a **sign** support structure.

Wall sign: means a **sign** painted, pasted, or otherwise affixed to or inscribed directly upon any wall or other integral part of a building or structure, but does not include a mural.

Wind activated sign: means a **wind activated sign** or device designed to attract the attention of the public with movement, including **flag signs**.

Window sign: means a **sign** which is painted on, attached to or installed on or inside a window that faces the outside and is intended to be seen from the outside of the building.

2.1.8 Landscaping & Surfacing

Hardscaping: means a durable ground surface, constructed of asphalt, concrete, brick or concrete unit pavers, turfstone, stone, or similar materials but specifically excludes sand, gravel, and clay.

Landscaping: means the preservation or modification of the natural features of a site through the placement or addition of any or a combination of the following:

- (A) Vegetation, including trees, shrubs, grasses or ornamental plantings;
- (B) Decorative hardscaping with permeable elements, such as brick or concrete pavers, turfstone, or stone;
- (C) Concrete and asphalt in the form of patios, walkways, and paths, and;
- (D) Architectural elements such as fencing, walls or sculptures.

2.2 VISIBILITY OBSTRUCTIONS AT INTERSECTIONS

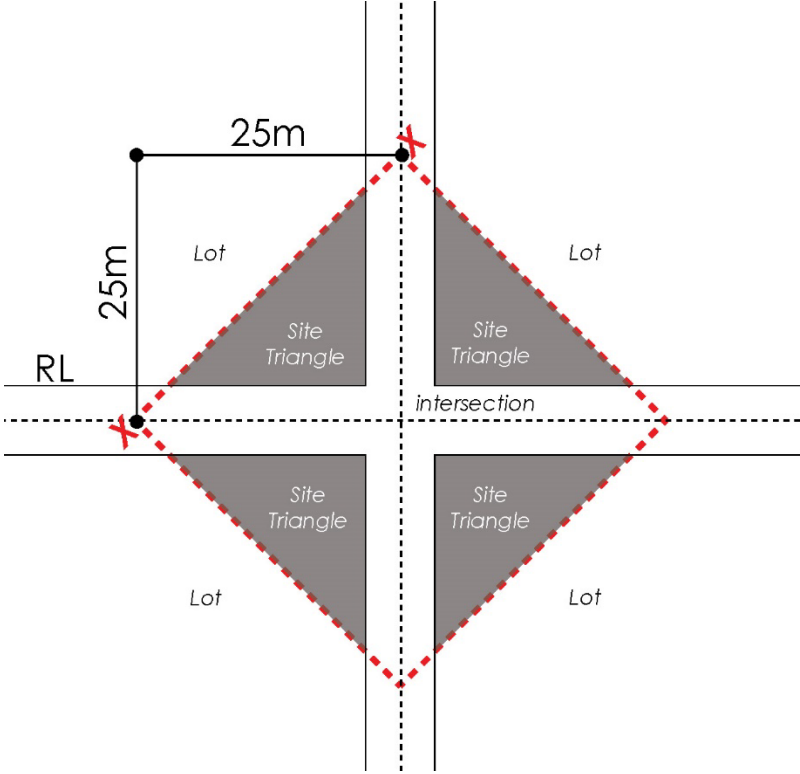
- (A) On a corner **parcel** there shall be no obstruction to the line of vision above the **height** of **0.5 metres** of the established grade of a **street** within the sight triangle.

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2.3 SITE TRIANGLE

(A) A corner of a **lot** located between abutting **streets** and a line connecting points on the center lines of intersecting **streets** abutting the **lot** located **25.0 metres** from the intersection of said centre lines, as indicated by shading in the following sketch.



2.4 LINE OF SIGHT

For line of site requirements refer to Appendix A-NAV Canada Site Requirements.

2.5 FIRE PROTECTION

The Applicant will be required to provide an approved water supply to meet firefighting needs.

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2.6 GRADING AND STORM WATER MANAGEMENT

- (A) Applicants are required to grade the site in such a way that it will complement the Airport drainage system.
- (B) Grading, drainage and storm water management design must be part of the **Development Submission** and shall be in conformance with Airport and neighbouring municipal standards.
- (C) Development must be designed so as to maintain the quality of any storm water flowing toward or into identified water features. Any detrimental effects on the environment from effluent or storm water discharge must be avoided.
- (D) Proposed development must be designed to avoid any increase in volume or peak flow of runoff.
- (E) Controls are required on surface-water drainage to prevent pollutants from entering water features including aquifers.
- (F) Any development must be designed to avoid storm water runoff that could destabilize the slope or cause damage to neighbouring properties.

2.7 UTILITIES

- (A) The Applicant is responsible to determine the existing infrastructure, locate all existing underground and overhead utilities, confirm capacity is adequate for the planned development and comply with VAA standards and to municipal standards when connecting directly to municipal utilities.
- (B) Sewer and water flow calculations are to be included in the **Development Permit** submission.
- (C) The Applicant is responsible to install all applicable metering systems including an accessible remote meter for a water meter. The installed meter shall be a Sensus Water Meter with a Sensus Touch Puck. The Applicant is responsible for informing VAA of the serial number of the water meter and the date of activation.
- (D) Underground servicing (i.e. hydro/telephone) should be considered in all development areas but may be an operational requirement for some sites.
- (E) Servicing arrangements must meet the applicable standards for the type of occupancy to the satisfaction of VAA.
- (F) Servicing arrangements will also require consultation with the District of North Saanich and/or the Town of Sidney.
- (G) Final connections to all services will be inspected by a representative of VAA and the applicable municipal authority.

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3.0 GENERAL EXEMPTIONS

The following activities are exempt from the **Development Guidelines** and therefore do not require a **Development Proposal Submission**:

- (A) Farm Operations as defined under the Farm Practices Protection (Right to Farm) Act on properties with Farm Status pursuant to the BC Assessment Act where such activity is carried on in accordance with normal farm practices as defined under that Act;
- (B) Hydroelectric facilities licensed by the Province;
- (C) Public works and services (such as construction, repair and maintenance) performed by VAA or its authorized agents and contractors, as long as these works and services meet or exceed the applicable guidelines;
- (D) Stream enhancement and fish and wildlife habitat restoration works that are approved by the provincial ministry responsible for the environment and approved by the federal department responsible for fisheries and oceans where notification is given to VAA.
- (E) Removal of hazardous trees that present an immediate danger to the safety of persons or will potentially damage public or private property, as determined by an arborist accredited as a Certified Tree Risk Assessor through the International Society of Arboriculture (ISA).
- (F) Minor alterations not in contravention to the guidelines to an approved **Development Proposal** upon written approval of VAA;
- (G) Construction within a **building** that does not require exterior alterations, or any additional parking.
- (H) Landscape maintenance that does not alter the general concept of the approved **Development Proposal** landscaping or existing natural landscaping;
- (I) Replacement of exterior finishes that match an approved **Development Proposal**;

New **signs** or alterations to existing **signs** is exempt from a **Development Proposal**, however a **Sign Permit** is required.

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4.0 GENERAL DEVELOPMENT GUIDELINES

The following guidelines represent the minimum design standards of VAA. In the spirit of cooperation, applications should wherever possible align form and character design approaches with the relevant bylaws of the local government jurisdictions of the District of North Saanich or the Town of Sidney. Relevant Local government jurisdiction and bylaws are listed by land use for reference purposes only as they are subject to change over time. It is the responsibility of the Applicant to contact the relevant local government to ensure that they have the most current municipal bylaw and development guideline reference information. In the absence of applicable Municipal Zoning Bylaw requirements and/or Development Permit Area Guidelines, VAA Development Guidelines shall take precedence.

Refer to Section 4.0 Development Guidelines by Land Use for technical and design guidelines for individual land uses and relevant Local Government documents.

General **Development Guidelines** are applicable to all development at the Airport. Compliance with the following **Development Guidelines** shall be clearly illustrated in the **Development Permit Submission**:

4.1 BUILDINGS

- (A) All **buildings** shall be designed to present an attractive appearance to adjacent residential areas and public **streets** as agreed upon by VAA and the applicable local municipality during the development review process.
- (B) Engage registered professionals pursuant to the Province of British Columbia *Architect's Act* and *Engineers and Geoscientists Act*.
- (C) All buildings shall be designed and constructed with the intention of being permanent structures. Approval for modular, pre-fabricated, or alternative use (e.g. Sea-can) building structures will be reviewed on a case by case basis. Fabric covered structures are strictly prohibited in Aviation Services and will be deemed as temporary structures (to a maximum of 2 years upon review and approval by the Airport) in all other land use zones.

4.1.1 Building Height

- (A) The **height** of any **building**, including any **building** equipment, shall comply with Aviation Zoning Regulations;
- (B) For all **buildings** that are not directly related to core airport functions (Nav Aid, Runway Systems, Terminal **Buildings** etc.), **building heights** stipulated in municipal zoning bylaws apply.
- (C) In the case that a development requires **heights** that vary from the relevant municipal bylaw, but do not exceed airport zoning, applications may still be considered in consultation with the local municipality.

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4.1.2 Roof Top Screening

Rooftop, mechanical, and electrical equipment shall be screened from view from and public streets or adjacent property at grade. Roof top screening shall be designed to present an attractive appearance to adjacent residential areas and public streets as agreed upon by VAA and the applicable local municipality during the development review process.

4.2 ENVIRONMENTAL COMPLIANCE AND ARCHAEOLOGICAL ASSESSMENT

- (A) A complete Environmental Checklist is a requirement of the Development Submission and Building Permit Application. **Please note: Underground storage tanks for fuel and deleterious substances are not permitted at Victoria International Airport.**
- (B) Some projects may require additional environmental evaluation or archaeological assessment, which is to be performed by a qualified professional hired by the Applicant;
- (C) An Environmental Construction Surveillance Program must be undertaken by the Applicant through the construction period.
- (D) If the development is designated as a project under the **Federal Impact Assessment Act**, an **Environmental Protection Plan** created by a **QEP** will be required.

4.3 LANDSCAPING

All properties will incorporate landscaping in accordance with an approved landscaping plan to enhance the appearance of each development.

4.3.1 General Criteria for Landscaping

- (A) Areas of a site not covered by **buildings**, or used for designated outside storage (including laydown areas), off-street parking and loading spaces, and vehicle circulation must be landscaped;
- (B) Landscape development and work shall be approved by VAA;
- (C) Ongoing maintenance of landscaping is the responsibility of the Applicant;
- (D) The quality and extent of landscaping initially established on any site shall be considered the minimum standard that is to be maintained on the site for the life of the development;
- (E) Efficient underground Irrigation systems are required complete with an automated 'smart' irrigation controller;
- (F) The landscaping should endeavour to utilize native plant species and water conservation measures;
- (G) Maximize the amount of landscaped areas and minimize the amount of impervious paved

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surfaces to increase the natural absorption of rainwater on a site.

- (H) Energy efficiency and conservation should be considered in the design of landscaped areas and in the selection of plant material. This can be accomplished through:
 - a. Using native and/or drought-resistant species;
 - b. Designing the landscaping to moderate the effect of wind;
 - c. Providing shade in summer;
 - d. Allowing natural drainage to occur throughout the site;
 - e. Allowing daylight into **buildings**; and
 - f. Redirecting water from rooftop runoff and downspouts into vegetated areas or rain barrels for later irrigation use.

4.3.2 Species

- (A) When choosing plant material, select species that are capable of sustaining healthy growth in the Victoria region and which do not intentionally attract birds, cause excessive debris or otherwise conflict with Airport operations. Fruit bearing trees are not permitted. The species of trees and shrubs that are to be planted must be shown on the proposed landscape plan and will require approval from VAA.

4.3.3 Trees and Shrubs

- (A) Fifty per cent of the trees at the time of planting should be larger trees as defined below;
- (B) The minimum size for deciduous trees shall be:
 - a. For smaller deciduous trees, **5.0 centimeter diameter at breast height (DBH)**;
 - b. For larger deciduous trees, **9.0 centimeter DBH**.
- (C) The minimum size for coniferous trees shall be a **height of 2.0 metres**;
- (D) No fruit bearing trees are permitted;
- (E) Trees should be planted in groups;
- (F) Mature trees shall be preserved and, where possible, integrated with new landscaping. The planting of trees is strongly encouraged;
- (G) In development areas where existing woodland areas may be retained, the applicant will be expected to adhere to tree protection measures and practices during the construction process;
- (H) The Tenant is responsible to keep all tree **heights** below the obstacle limitation surface.

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4.3.4 Landscaping Plan:

- (A) A registered landscape architect or certified designer who is a member of the BC Society of Landscape Architects (MBCSLA) or certified designer must prepare all landscaping plans for new developments. All plant material and contractor's work must meet or exceed the standards of the B.C. Nursery Trades Association or the B.C. Society of Landscape Architects;
- (B) The existing topography with the vegetation that is to be retained and tree protection measure to be undertaken during construction;
- (C) The layout of soft and hard landscaping, pedestrian circulation and open space, screening, berms, slopes and retaining walls;
- (D) The types, sizes and numbers of plant material and the types of hard landscaping.

4.4 PARKING

- (A) All parking will be accommodated on the leasehold area;
- (B) Unless otherwise directed by VAA, the formula to calculate parking shall be based upon 100% of **gross floor area**, but excluding common utility rooms (electrical, mechanical, telephone, elevator/escalator);
- (C) When different uses are located on the same **lot**, the total parking and loading space requirement is the sum of all of the various uses computed separately and rounded up to the nearest whole number;
- (D) Unless otherwise approved, parking areas are to be located a minimum distance of 2.0 metres from any **front lot line** or **lot** adjacent to a **street**. (Otherwise, 1.0 metre from the **lot** line);
- (E) Parking areas are to incorporate landscaping. Hedging, fencing or a combination thereof should not be less than 0.6 metres in **height** and not more than 1.2 metres above **finished grade**;
- (F) Consider incorporating rain gardens and vegetated swales into parking **lot** landscaping to increase the natural absorption of rainwater runoff from paved areas into the ground.

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4.4.1 Calculation by use is as follows:

Aircraft Service, Hangars, Warehouses, and Industrial/Manufacturing	1 space per 90 m ²
Offices	1 space per 28 m ²
Restaurant	1 space per every three seats
Kitchen	1 space per employee

4.4.2 Minimum dimensions for parking spaces are:

	Length	Width
Standard Space	5.8 metres	2.7 metres
Small Space (15% max)	5.0 metres	2.5 metres
Parallel Space	7.3 metres	1.0 metres

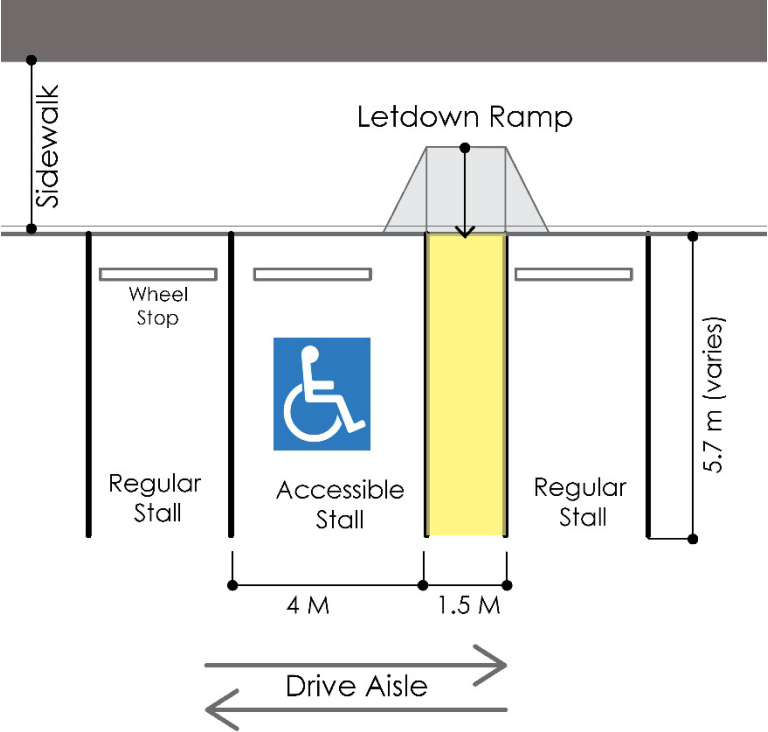
4.4.3 Accessible Parking

There must be a minimum of one accessible parking stall 4 metre wide with an accompanying 1.5 metre wide accessible aisle, clearly designated and located close to the **building** entrances.

Fifty or more stalls require 5% to be designated accessible.

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4.5 LOADING AREAS AND SPACES

- (A) Loading spaces must be designed and located so that all vehicles using those spaces can be parked and maneuvered entirely within the bounds of the site before moving onto adjacent **streets**;
- (B) Access to the site, including minimum turning radius diagrams for all loading vehicles shall be illustrated on the site plan and confirmed by the Project Engineer. Minimum turning radius shall be accommodated within a single vehicle lane and avoid contact with medians and sidewalks;
- (C) Loading areas are to be located a minimum distance of 7.5 metres from the **property line**;
- (D) The perimeter of loading areas must incorporate some form of screening. Materials can include hedging, fencing or a combination thereof. **Height** of the screening is not to be less than 0.6 metres.

4.5.1 Clear minimum dimensions for loading spaces are:

Length	9.0 metres
Width	3.0 metres
Vertical Clearance	1.3 metres

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4.5.2 Calculation for loading spaces are:

Hangars, Warehouses, and Industrial/Manufacturing	1 space per 1,860 m ² of gross floor space
Aircraft Service & Offices	1 space per 9,300 m ² of gross floor space
Restaurant	1 space per 9,300 m ² of gross floor space
Retail	1 space per 9,300 m ² of gross floor space

4.6 EXTERIOR LIGHTING

- (A) All exterior lighting should be 'dark sky' compliant and must be located, orientated and shielded so as to not adversely affect adjacent sites, or interfere with Airport operations. Specific fixture designs or shielding may be required to prevent conflict with Airport operations or roadway traffic;
- (B) Install outdoor lighting which is of low intensity and pedestrian-oriented which is directed down and away from surrounding residential areas so as to minimize glare into the environment.

4.7 ACCESS AISLES

4.7.1 In parking and loading areas, access aisle dimensions are:

		Minimum Width
Parking Areas	One-way travel	3.8 metres
	Two-way travel	5.5 metres
Loading Areas	One-way travel	Equal to width of largest loading space
	Two-way travel	Equal to double the width of largest loading space

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4.8 MANEUVERING AISLES

4.8.1 In parking areas, maneuvering aisle dimensions are:

Parking Angle in degrees	Width of 2-way aisle	Width of 1-way aisle
90	7.5 metres	7.5 metres
60	5.5 metres	5.5 metres
45 and less	5.5 metres	1.6 METRES

4.9 SURFACING

- (A) Areas of a site used for designated outdoor storage (including laydown areas), off-street parking and loading spaces, and vehicle circulation must be:
 - i. Hardscaped with 50 mm of asphalt or an equivalent concrete finish to provide a durable clean surface; and,
 - ii. Graded and drained to properly dispose of all surface water.

4.10 OUTDOOR STORAGE AND REFUSE AREAS

- (A) All proposed developments must minimize the visual impact of their outdoor storage and/or refuse area;
- (B) In general, these areas should be located within a **principal building**, or to the side or rear of a **principal building**, provided that it is not in a required minimum **yard** or in a required parking or loading space;
- (C) Landscape screening in the form of a fence, hedge, or both no less than 1.8 metres above **finished grade** shall be incorporated around the area;
- (D) Garbage containers, garbage compounds, loading, unloading and storage areas will be located a minimum of 3 metres from any security fence, orientated and designed to minimize their effect on adjacent properties and views from the **street** and Highways.

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4.11 SIGNS

4.11.1 Prohibited Signs

The following **signs** shall not be permitted:

- (A) **Animated Copy**
- (B) **Automated Changeable Copy;**
- (C) Balloon **Signs;**
- (D) Communications Dish **Signs;**
- (E) **Flashing Signs;**
- (F) **Roof Signs;**
- (G) **Third-Party Signs;**
- (H) **Wind Activated Signs;**
- (I) **Vehicle Signs.**

4.11.2 General Requirements

VAA is the approving authority for all new signage or alteration of existing signage. A **sign** may not be erected, altered, rebuilt, enlarged, extended, or relocated, and no change can be made to any part of the supporting structures, surrounding framework, illumination, colour or copy until VAA approval has been obtained.

- (A) All **signs** and their supporting structures shall be continuously maintained so that they are structurally sound and free from all hazards.
- (B) All **signs, sign** backgrounds, copy and lighting shall be maintained in readable and clean **condition.**
- (C) All wiring and conduits for electrical power shall be either placed below grade or otherwise concealed.
- (D) No **sign** or its supports shall be erected, placed or maintained in such a manner as to contact or interfere with any source of electric light, power line, communications line or their supports.
- (E) No **sign** or its supports may interfere or otherwise obstruct traffic control devices, or in any way interfere with vehicular traffic visibility from a **street** or intersection or the use of any access or means of egress.

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4.11.3 General Design Considerations for All Signs:

- (A) **Signs** should be integrated into the overall design of the **building** and should not conflict with the general character of the surrounding **streetscape** or adjacent **buildings**.
- (B) If any trees are removed or damaged during **sign** installation, new trees must be planted or landscaping improved.
- (C) **Signs** should be integrated into the **building** facade or landscaping;
- (D) **Signs** should be unobtrusive and in scale with their surroundings;
- (E) **Building** canopies and awnings should be coordinated with **building** signage;
- (F) **Signs** should be orientated away from residentially designated land;
- (G) **Signs** should not interfere with the residential nature of on-site and adjacent residential uses.

4.11.4 Number of Signs

- (A) A maximum of two(2) **signs** per business **frontage** of the following **sign** types are permitted per business:
 - i. One (1) **fascia sign, awning sign** or **canopy sign**;
 - ii. One (1) **hanging sign**.
- (B) In addition to the **signs** allowed under Section 3.11.4(A), subject to VAA approval, VAA will consider one of the following **signs**:
 - i. One (1) **freestanding sign**;
 - ii. One (1) **directory sign**.
- (C) One (1) **sign** per road **frontage** permitted within either Section 3.11.4(A) or 3.11.4(B) may contain **changeable copy**.

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4.11.5 Sign Type Regulations

The types of **signs** permitted are subject to the following regulations:

- (A) **Fascia, Awning and Canopy Signs:**
 - i. Maximum **sign area** shall not exceed 0.46 m² per linear metre of wall length of the business **frontage**, awning, or canopy to which the **sign** is affixed;
 - ii. The **sign** shall only be located on the portion of the **building** containing the business premises to which the **sign** refers;
 - iii. Where more than one (1) business occupies a **building** the **fascia sign** for each such business shall be limited to the portion of the business **frontage** containing the business premises to which it refers;
 - iv. Copy shall be permitted only on the exterior front or side face of an awning or canopy.
- (B) **Hanging Signs:**
 - i. Maximum **sign area** shall not exceed 0.56 square metres;
- (C) **Freestanding Signs:**
 - i. Shall be setback a minimum of 3m from and **parcel lot** line, and outside of established site triangles;
 - ii. Maximum **height** shall not exceed 2.0 metres;
 - iii. Maximum **sign area** shall not exceed 2.0 square metres except where four (4) or more businesses share a **sign** then a total **sign area** not exceeding 4.0 square metres is permitted;

4.11.6 Removal of Signs

When a business vacates a **parcel** or premises, all **signs** and their supporting structures on the **parcel** or premises which relate to that business shall be removed within thirty (30) days by the owner of the **sign** or the leaseholder of the **parcel** or within seven (7) days of being so notified by VAA.

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4.12 COMMERCIAL SIGNAGE GUIDELINES

The following signage guidelines apply specifically to commercial development taking place on airport lands.

4.12.1 General

Notwithstanding Sections 3.11.1 – 3.11.3 and 3.11.6, the following sign guidelines apply to the commercial signage area.

4.12.2 Number of Signs

The maximum number of signage permitted in this area shall be determined but either **business frontage** or **parcel**.

- (A) A maximum of two (2) per **business frontage** of the following **sign** types are permitted per business;
 - i. One (1) **fascia sign, awning sign, wall sign, window or canopy sign** subject to Section 3.12.3(A);
 - ii. One (1) **window sign** subject to Section 3.12.3(B);
 - iii. One (1) **hanging sign** subject to Section 3.12.3(B).
- (B) In addition to the **signs** allowed under Section 3.12.2(A), the following additional **signs** are permitted per parcel for parcels over 0.8 hectares (2 acres) in area;
 - i. One (1) **freestanding sign** adjacent to each road frontage abutting the parcel, subject to Section 3.12.3(C);
 - ii. One (1) **directional sign** per entrance and exit to the parcel, subject to Section 3.12.3(D).
- (C) A maximum of one (1) of the following types of **temporary signs** are permitted per **business premise** subject to Section 3.12.3(E)
 - i. One (1) **banner sign**;
 - ii. One (1) **portable sign**.
- (D) One (1) **sign** per road frontage permitted within either Section 3.12.2(A) of 3.12.3(B) may contain **changeable copy**.

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- (E) If a **business frontage** exceeds 25 m they may be permitted one (1) additional **sign** under Section 3.12.2(A) or up to five (5) permanent **banner signs** mounted adjacent to one another on a building face without an external street frontage.

- (F) **Digital signs** may be permitted at the discretion of the **development authority**.

4.12.3 Sign Type Regulations

The types of **signs** permitted are subject to the following;

- (A) **Fascia, awning, wall, window and canopy signs:**
 - i. Maximum **sign** area shall not exceed 0.75m² per linear metre of **building face** length of the **business frontage, awning or canopy** to which the sign is affixed, up to a maximum **sign** area of 14.0 m² per **business frontage**;
 - ii. A **fascia sign** may include a logo as long as it meets the requirements of Section 3.12.3(A)(i);
 - iii. The sign shall only be located on the portion of the building containing the business premises to which the sign refers;
 - iv. Where more than one (1) business occupies a building, the signage for each such business shall be limited to the portion of the **business frontage** containing the business premises to which it refers;
 - v. **Copy** shall only be permitted on the exterior front or side face of an awning or canopy.

- (B) **Hanging and Banner Signs:**
 - i. Maximum sign area shall not exceed 0.56 metres;
 - ii. **Hanging and Banner signs** shall be attached to a building;
 - iii. No **sign** shall be higher than 4.0 metres, nor lower than 2.2 metres from the ground directly beneath.

- (C) **Freestanding Signs;**
 - i. Shall be setback a minimum of 3.0 metres from a parcel lot line and outside of established site triangles;

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- ii. Maximum height shall not exceed 6.1 metres including podium from grade, except when abutting a highway then a total height not exceeding 9.15 metres is permitted;
- iii. Maximum sign area shall not exceed 4.0 square metres except where four (4) or more businesses share a sign in which case a total sign area not exceeding 18.0 square metres is permitted.

(D) Directional Signs;

- i. Shall be setback a minimum of 3.0 metres from a parcel lot line and outside of established site triangles;
- ii. Maximum height shall not exceed 1.5 metres including podium from grade;
- iii. Maximum sign area shall not exceed 1.0 square metre.

(E) Temporary Signs;

- i. A **temporary sign** shall be displayed for no more than ten (10) consecutive days and not more than thirty (30) days in a calendar year and on not more than three (3) separate occasions;
- ii. **Temporary signs** shall not be displayed on building faces with road frontage;
- iii. No **temporary signs** shall be located less than 3.0 metres from any lot line or driveway;
- iv. A **temporary banner sign** shall not exceed a **sign area** of 4.0 m²;
- v. A **temporary portable sign** shall not exceed a **sign area** of 0.75 m²;
- vi. **Temporary signs** shall not be illuminated.

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5.0 DEVELOPMENT GUIDELINES BY LAND USE

5.1 Aviation Services

Relevant Local Government Bylaws (including subsequent versions and amendments)

Town of Sidney Zoning: U2 – Regional Transport

District of North Saanich: AP-1 Airport

Objective

To ensure that aviation service areas are developed in a manner that is compatible with airport operations.

Setbacks

- Front:** Minimum 7.5 metres
- Rear:** Minimum 6.0 metres (from the lease line except where the rear of the **building** is adjacent to an apron, in which case there is no rear **yard** requirement)
- Side:** Minimum 1.5 metres
- Exterior:** Minimum 7.5 metres

Building Height

- All Buildings:** Maximum: 10.0 metres

* **NOTE:** Fabric hangars are **NOT** permitted at Victoria International Airport.

In all cases, Aviation Zoning Regulations apply.

Lot Coverage

Maximum allowable **lot coverage** is **50%**.

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5.2 BUSINESS PARK- INDUSTRIAL & HIGH-TECH

Relevant Local Government Bylaws (including subsequent versions and amendments)

District of North Saanich

Zoning: AP-1 Airport Authority

Objective

To ensure that commercial and industrial areas are developed in a manner that is compatible with airport operations, adjacent land uses, and respects the rural character of the community.

Development Guidelines

In addition to Section 3.0 General Development Guidelines, the following guidelines apply.

Setbacks

Front:	Minimum 7.5 metres
Rear:	Minimum 6.0 metres
Side:	Minimum 1.5 metres
Exterior:	Minimum 7.5 metres

Building Height

Principal Building:	Maximum:	15 metres
Accessory Building:	Maximum:	21 metres (i.e. Hangers)
Exception:	Building heights in excess of 15.0 metres may be allowed as determined by VAA.	

In all cases, Aviation Zoning Regulations apply.

Lot Coverage

Maximum allowable **lot coverage** is **50%**

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5.2.1 Building Guidelines

- (A) Design **buildings** to take advantage of natural contours and features of the landscape so that **buildings** and structures fit into the natural surroundings.
- (B) Cluster **buildings** to minimize disturbance of natural vegetation.
- (A) **Buildings** shall be designed to present an attractive appearance toward public **streets**. Where a **building** face, other than the front of a **building** is visible from a **street** or road, a visually attractive appearance shall be provided to a standard similar to that of the front of the **building**.

5.2.2 Landscaped Areas

- (A) Landscaped, well-lit and attractively surfaced pedestrian connections shall be provided from the **street frontages** to the **building's** main entry.
- (B) Fences or retaining walls along the public **street frontage** should be avoided. Where fences or walls are provided, they should be no more than 10 metres long without a break or jog.
- (C) Landscaping of the public boulevard is encouraged in order to integrate the development with the design of the **street** and with neighbouring properties.

5.2.3 Mills Road

This area is directly adjacent to a residential area and any development proposal will be strictly reviewed by VAA. **Buildings** will require extensive design considerations and will be scaled and detailed with respect to adjacent residence(s).

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5.3 COMMERCIAL

Relevant Local Government Bylaws (including subsequent versions and amendments)

Town of Sidney

Development Permit Area: West Sidney Commercial

District of North Saanich

Zoning: AP-1 Airport Authority

Objective

To ensure consistency and coordination of architectural form, massing and siting of new commercial development and establish a high standard of cohesive design for commercial areas area in keeping with land use policies of the Town of Sidney and District of North Saanich.

Guidelines

In addition to Section 3.0 General Development Guidelines, the following guidelines apply.

Setbacks

- Front:** Minimum 7.5 metres
- Rear:** Minimum 2.5 metres
- Side:** Minimum 1.5 metres
- Exterior:** Minimum 7.5 metres

Lot Coverage

Maximum allowable **lot coverage** is **50%**

Building Height

- Principal Building:** Maximum: 10 metres
- Accessory Building:** Maximum: 21 metres (68.9 ft.) (i.e. Hangers)
- Exception:** **Building heights** in excess of 10.0 metres may be allowed as determined by VAA.

In all cases, Aviation Zoning Regulations apply.

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5.3.1 Buildings

- (A) Design **buildings** to take advantage of natural contours and features of the landscape so that **buildings** and structures fit into the natural surroundings;
- (B) Cluster **buildings** to minimize disturbance of natural vegetation;
- (C) **Buildings** shall be designed to present an attractive appearance toward public **streets**. Where a **building** face, other than the front of a **building** is visible from a **street** or road, a visually attractive appearance shall be provided to a standard similar to that of the front of the **building**;
- (D) The design of **buildings** should be compatible with adjacent **buildings** to promote visual harmony;
- (E) **Building** elevations that are visible from the **street** or a Highway should be treated as front elevations for the purpose of ensuring that **buildings** do not turn their backs upon the **street** or Highway 17;
- (F) Pedestrian-scale **building(s)** shall be densely clustered around an outdoor plaza space. The physical form created by this integration of **buildings** and structures may be that of a vibrant, pedestrian oriented mixed-use urban village;
- (G) **Buildings** adjacent to walkways, **courtyards** or surface parking areas should have side elevations reflecting the design and scale of the front face of the **building**. Blank or monotonous walls lacking **building** details will not be considered acceptable;
- (H) Roof parapets or other forms of solid screening should enclose unsightly roof elements, including mechanical equipment and vents;
- (I) Weather protection, including awnings, structural canopies, covered arcades, colonnades and built overhangs, should be provided at the first storey of **buildings**. All weather protection should be architecturally integrated into the **building**;
- (J) Large facades should be broken down into smaller elements to create an appearance of a series of smaller **buildings**;
- (K) Developments that abut an area designated for residential use or are adjacent to a **street** containing residential uses, shall meet the following additional guidelines:
 - i. The scale, size, massing, shape, siting, roofline and exterior finish of **buildings** should be compatible with the areas designated for residential use;
 - ii. Vehicle access and egress will, where feasible, be from **streets** that do not abut an area designated for residential use.

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5.3.2 Landscaped Areas

- (A) Landscaped, well-lit and attractively surfaced pedestrian connections shall be provided from the **street frontages** to the **building's** main entry;
- (B) Fences or retaining walls along the public **street frontage** should be avoided. Where fences or walls are provided, they should be no more than 10 metres long without a break or jog;
- (C) Landscaping of the public boulevard is encouraged in order to integrate the development with the design of the **street** and with neighbouring properties;
- (D) On-site pedestrian walkways and public sidewalks should be surfaced with interlocking brick or other appropriate surfacing materials;
- (E) Unless enclosed, on-site hard surfaced areas should be surfaced with materials that avoid a monotonous appearance;
- (F) Landscaping, **street** furniture, and lighting on private and public property should promote an interesting **streetscape** while fostering a pedestrian environment;
- (G) Landscaping should be used to create a tree canopy over public sidewalks and on-site pedestrian walkways.

5.3.3 Canora Road

This area is directly adjacent to a residential area and any development proposal will be strictly reviewed by VAA. **Buildings** will require extensive design considerations and will be scaled and detailed with respect to adjacent residence(s).

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5.4 INDUSTRIAL

Relevant Local Government Bylaws (including subsequent versions and amendments)

Town of Sidney

- Zoning: M1 – Industrial
- OCP Land Use Designation: IND Industrial
- Development Permit Area: Industrial

Objectives

To facilitate a high standard of architectural design and site landscaping and to encourage coordination of the siting, form and volume of new industrial **buildings** and site development, while controlling the interface between industrial and other uses in the area.

Guidelines

In addition to Section 3.0 General Development Guidelines, the following guidelines apply.

Setbacks

- Front:** Minimum 7.5 metres
Minimum 10.0 metres on property south of Henry Avenue abutting Galaran Road
- Rear:** Minimum 6.0 metres
- Side:** Minimum 1.5 metres
- Exterior:** Minimum 7.5 metres

Lot Coverage

Maximum allowable **lot coverage** is **50%**

Building Height

- Principal Building:** Maximum: 15 metres
- Exception:** **Building heights** in excess of 15metres may be allowed as determined by VAA.

In all cases, Aviation Zoning Regulations apply.

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5.4.1 Buildings

- (A) New **buildings** should be designed to exhibit a cohesive appearance and architectural character. Consideration should be given to the use of architectural elements, materials, finishes, glazing and textured surfaces in order to achieve quality **building** design;
- (B) Offices, reception and other public use areas should be located at the front of **buildings** to face **streets**. Facades should be designed so that these are easily identifiable and visible from roads;
- (C) Main entries should be located and designed to be clearly identifiable from **streets** or entry driveways;
- (D) Service doors (i.e. an overhead door at a loading dock) should not be located on a **building** façade that faces a **street**. Design service doors to fit with the overall design of the **building**;
- (E) Ancillary or secondary **buildings** on a site, including those constructed for the purpose of storing materials and shipping containers, should be designed and finished in a manner consistent with the **principal building**;
- (F) **Developments which are adjacent to lands zoned for residential use should meet the following additional guidelines:**
 - i. **Building** design, rooflines and exterior finish should be sympathetic with the residentially zoned land;
 - ii. Roof parapets or other forms of solid screening should enclose unsightly roof elements, including mechanical equipment and vents;
 - iii. On the exterior of **buildings**, architectural details should be used to avoid visual monotony caused by large expanses of any one material.

5.4.2 Landscaped Areas

- (A) Along Galaran, Mills and McDonald Park Road **frontages**, a 3 metre wide landscaped strip is required. Along other **street frontages**, a 1.5 metre wide landscaped strip is required. The landscaped strip will extend the entire length of the **street frontages**;
- (B) Fences should be integrated into the landscaping, with adequate planting provided in front of the fence, particularly on sites adjoining or across from residential sites;
- (C) Chain link fences should be avoided, particularly along **street frontages**. If a chain link fence is unavoidable, a dense landscaped material such as a hedge must be provided on the outside of the fence.

5.4.3 Galaran Road

This area is directly adjacent to a residential area and any development proposal will be strictly reviewed by VAA. **Buildings** will require extensive design considerations and will be scaled and detailed with respect to adjacent residence(s).

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5.5 AIRPORT RESERVE

Relevant Local Government Bylaws (including subsequent versions and amendments)

Town of Sidney

Zoning: U2 – Regional Transportation (Land)
OCP Land Use Designation: INS Institutional

District of North Saanich

Zoning: AP-1 Airport Authority
OCP Land Use Designation: Agricultural / Victoria International Airport / Parks

Guidelines

In addition to Section 3.0 General Development Guidelines, the following guidelines apply.

Setbacks

Front: Minimum 7.5 metres

Landscaped Areas

Landscaping is required throughout any leased area. Although specific landscaping density may vary depending on the use, the basic landscaping requirements stated in the Section 3.0 General Development Guidelines still apply.

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5.6 AIR TERMINAL RESERVE

Relevant Local Government Bylaws (including subsequent versions and amendments)

District of North Saanich

Zoning: AP-1 Airport Authority

Setbacks

- Front:** Minimum 7.5 metres
- Rear:** Minimum 1.5 metres from lease line except where the rear of the **building** is adjacent to apron, in which case there is no **yard** requirement
- Side:** Minimum 1.5 metres
- Exterior:** Minimum 7.5 metres
- Exception:** Minimum 6.0 metres where a side **yard** is used to provide vehicle access

Buildings Height

- Principal Building:** Maximum: 15 metres
- Exception:** **Building heights** in excess of 15 metres may be allowed as determined by VAA.

In all cases, Aviation Zoning Regulations apply.

Lot Coverage

Maximum allowable **lot coverage** is **50%**.

Landscaped Areas

Landscaping is required throughout any leased area. Although specific landscaping density may vary depending on the use, the basic landscaping requirements stated in the Section 3.0 General Development Guidelines still apply.

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5.7 ENVIRONMENTAL PROTECTION ZONES

Relevant Local Government Bylaws (including subsequent versions and amendments)

District of North Saanich

Zoning:	AP-1 Airport Authority
Development Permit Area:	DPA No.2 Creeks, Wetlands, Riparian Areas, and Significant Watercourses

Objective

To regulate development in these areas in a manner such that natural watercourses are conserved and protected, erosion into watercourses is limited, wetlands are preserved in their natural state and the significant water resources are not negatively impacted by the development.

Guidelines

- (A) The Applicant/Proponent must provide a baseline environmental assessment as part of the lease agreement, at their cost that illustrates compliance with federal Fisheries Act, the Canadian Environmental Protection Act, the Canadian Environmental Assessment Act, the federal Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, and other federal legislation.
- (B) Development in environmental protection zones must not proceed unless the requirements of the Provincial Riparian Area Regulation (RAR) have been satisfied as determined by a qualified environmental professional with demonstrated expertise with RAR Regulations.
- (C) No habitable **buildings** or other structures requiring foundations will be constructed.
- (D) Modification of channels, banks or shores which could result in environmental harm or significantly alter local hydrological conditions will not be permitted.
- (E) Development must be designed to maintain the quality of any storm water flowing toward or into identified water features. Any detrimental effects on the environment from effluent or storm water discharge must be avoided.
- (F) Controls are required on surface-water drainage to prevent pollutants from entering water features including aquifers.
- (G) Intensively landscaped areas associated with the new development should be sited so as to prevent nutrient-rich water from entering natural water features.
- (H) Vegetation appropriate to the site, preferably indigenous, may be required to be planted on the site to reduce erosion risk, restore the natural character of the site, improve water quality, or stabilize slopes and banks.
- (I) Development approvals issued with regard to road and driveway construction in these areas will ensure that:
 - i. Watercourse crossings are located so as to minimize disturbance of water feature banks, channels, shores, and existing vegetation.

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- ii. Wherever possible, bridges are used instead of culverts for crossings of fish-bearing watercourses.
 - iii. Culverts are sited to allow unrestricted movement of fish in both directions.
 - iv. Where desirable, culverts may be designed to retard low flows and encourage in-stream storage of water.
- (J) Applicants must provide a site plan certified by a qualified environmental professional with relevant expertise showing:
- i. Natural features including watercourses, both permanent and non-permanent, significant water resources, riparian areas and wetlands; and
 - ii. Details of the proposed development including the proposed location of the **principal building** and other structures, wells, sewage disposal systems, driveways, parking areas, impermeable surfaces; and the direction and quantity of any surface-water runoff before and after the proposed development.
 - iii. For Riparian Areas and Wetland Ecosystems, a report prepared by a Qualified Professional based on the methodology prescribed by the Riparian Area Regulation.
- (K) Drainage into these areas will be designed and constructed so that there is no increase or decrease in the amount of surface-water drainage discharging into wetlands and watercourses.
- (L) The principle of “no net loss” will be applied on a case-by-case basis.

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FORMS

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DP-1 PRESCREENING PROJECT APPLICATION FORM

Project Prescreening Form

For Office Use
Only

Received By:

Date:

Approved

Reviewed By:

Date:

Rejected

Applicant Legal Name (Company Name):

Mailing Address:

Tel No.:

Fax No.:

Cell No.:

Website Address:

Contact Name:

Title:

Tel No.:

Fax No.:

Cell No.:

Email Address:

Legal Structure of Company:

Year Established:

Joint Venture:

Corporation:

Partnership:

Sole Proprietor:

Other:

Names and Titles of Officers, Partners, Principal:

Name:

Title:

Location of Proposed Development:

Proposed Land Use(s) and Brief Project Description (please attach description if more space is required):

Project Logistics:	
Estimated cost of construction:	
Proposed Start Date:	
Proposed Completion Date:	

Prescreening Checklist				
ITEM	INFORMATION REQUIRED Please attach descriptions if more space is required.	SUBMITTED (✓) or NOT APPLICABLE (NA)		COMMENTS
Use and Operation of Proposed Site			Yes	No
a	Will the site include aircraft storage?			
b	Will the site include maintenance or refurbishing of aircraft?			
If Yes, please outline the type of storage and/or maintenance that will occur at the Site:				
c	Will the Site encompass painting &/or stripping of paint from aircraft?			
* If yes, please indicate what measures will be taken to ensure compliance with all regulations pertaining to the safe use of the facility.				
d	Will de-icing or anti icing of aircraft occur at the Site?			
If yes, describe what type of de-icer will be stored and used at the Site.				
e	Will maintenance of equipment occur at the Site?			
If yes, please indicate what type of equipment will be housed at the Site and what type of maintenance will occur:				

Prescreening Checklist				
ITEM	INFORMATION REQUIRED Please attach descriptions if more space is required.	SUBMITTED (✓) or NOT APPLICABLE (NA)		COMMENTS
f	Will hazardous materials be used at the Site?			
g	Will hazardous materials be stored at the Site?			
h	Will hazardous by-product(s) be produced as a result of use of hazardous materials at the Site?			
If yes to any of the above, please indicate what type and quantity of hazardous materials will be used, what type of storage tank will be used and whether the storage tanks are proposed to be aboveground (underground tanks are not permitted) and what type of hazardous by-product(s) will be produced at the Site:				
i	Will fuel be used &/or stored at the Site?			
* If yes, please describe facility and indicate what type and quantity of fuel to be used &/or stored at the Site:				
j	Will the Site house a wash bay(s)?			
If yes, please indicate what the wash bay(s) will be used for on Site (i.e. equipment, vehicles, etc.)				
k	Will sewage hook-up be required at the Site?			
If yes, please indicate whether other substances besides domestic waste will be discharged into the sanitary sewer: If no, please explain how sanitary will be handled:				
l	Will waste generation occur at the site?			
If yes, please indicate the type of waste:				
m	Will Halocarbons be used at the Site?			
If yes, please indicate what type and quantity of halocarbon will be used at the Site:				
n	Are there any other operations proposed for the Site that have not been identified above?			

Prescreening Checklist			
ITEM	INFORMATION REQUIRED Please attach descriptions if more space is required.	SUBMITTED (✓) or NOT APPLICABLE (NA)	COMMENTS
If yes, please indicate operations:			
APPLICATION CERTIFICATION:			
"I certify that the information given in this <i>Project Prescreening Form</i> is true to the best of my knowledge and belief."			

Signature		Print Name	

Title		Date	

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DP-2 DEVELOPMENT PERMIT APPLICATION CHECKLIST

For Office Use Only

Received By:

Date:

PROPOSED DEVELOPMENT:			
ITEM	INFORMATION PROVIDED BY VAA	PROVIDED (✓) or NOT APPLICABLE (NA)	COMMENTS (VAA USE ONLY)
1	LOCATION PLAN at a scale of 1:1250 or 1:2500 with the application site delineated		
2	LEGAL INFORMATION: Including copies of the current certificate of title, copies of all statutory rights-of-way, covenants, and other charges on title		
3	NAV CANADA LINE OF SITE RESTRICTIONS AIRPORT ZONING REGULATIONS ELECTRONIC ZONING RESTRICTIONS		
4	KNOWN SERVICE INFORMATION		
5	LEGAL PLAN & SITE SURVEY PLAN: Prepared by a BC Land Surveyor (in metric dimensions)		
6	ARCHAEOLOGICAL ASSESSMENT OF THE VICTORIA INTERNATIONAL AIRPORT (1994) for information purposes only ARCHAEOLOGICAL IMPACT ASSESSMENT RELATING TO THE VICTORIA INTERNATIONAL AIRPORT LANDS DURING THE PERIOD OF APRIL TO OCTOBER 2000 (2000) for information purposes only		
7	GEOTECHNICAL STABILITY ASSESSMENT		

NOTE: Nav Canada Land Use

Prior to proceeding with a completed Development Permit Application, the applicant must have an approved Nav Canada Land Use submission.

ITEM	INFORMATION REQUIRED	SUBMITTED (✓) or NOT APPLICABLE (NA)	COMMENTS
8	A COMPLETED PROJECT APPLICATION FORM		
9	APPROVED NAV CANADA LAND USE SUBMISSION		
10	LETTER OF AUTHORIZATION from owner, if application is being made by an agent		
11	LETTER: Detailed project description, including information about site constraints that influenced site planning and design rationale based on Development Guidelines		
12	PRESENTATION MATERIALS: Detailed coloured site plan, floor plans, elevation plans, colour landscaping plan, material board of finishes, and perspective drawings or renderings, including electronic copies		
SITE DEVELOPMENT PLAN: (Prepared by a Civil Engineer in metric dimensions)			
(1) Set of full-size plans - Electronic Version - PDF			
13	Signage and Lighting Locations		
14	Site area, Site coverage, Floor Space Ratio, Total Floor Area and Building Height		
15	Dimensioned Setbacks for Yards, Buildings and Other Structures (From All Lot Lines)		
16	Site Access Points – Road & Taxiway, Off-Street Parking and Loading Requirements (Including bicycle facilities)		
17	Permitted Encroachments & Requested Variances (If Any)		
18	Location of Existing and Proposed Wells, or Detention Ponds		
19	Location of security fencing (existing & proposed)		
20	Show Water Bodies, Watercourses and Other Significant Natural Features Including Culverts and Crossings;		
GRADING AND DRAINAGE PLANS (Prepared by a Civil Engineer in metric dimensions)			
(1) Set of full-size plans - Electronic Version - PDF			
21	Grading Sections (from property line to property line showing landscaping, building elevations, Sections through foundations and grade implications to adjacent properties.)		
22	Drainage Schematic: Swale Centreline and Perimeter Elevations, Catch Basin, Man Hole, Lawn Drain and Planter Drain Locations		
23	Size and Locations of LID / Storm Water Management Facilities (pervious paving, rain gardens and infiltration swales, ect.)		
BUILDING PLANS (Prepared by a Registered Architect or Certified Building Designer in metric dimensions)			
(1) Set of full-size plans - Electronic Version - PDF			
24	Elevation Plans, including full exterior finishing schedule		
25	Conceptual Floor Plans		

ITEM	INFORMATION REQUIRED	SUBMITTED (✓) or NOT APPLICABLE (NA)	COMMENTS
26	Building Height, including floor to floor geodetic elevations (metric), roof eave line height(s), overall building height and roof slopes		
27	Building Exterior Lighting Plan & Details including proposed fixtures		
28	Materials Board, Including Façade Detailing, Roofing, Windows and Doors		
LANDSCAPE PLANS (Prepared by a BC Landscape Architect or Certified Designer in metric dimensions) (1) Set of full-size plans - Electronic Version - PDF			
29	Detailed Planting Plan & Details including plant species, size, quantity and locations		
30	Exterior Lighting Plan & Details including proposed fixtures		
31	Irrigation Plans & Details including system layout, equipment legend, and details		
32	Cost Estimate for bonding purposes, including supply and installation of plants, growing medium, topsoil, compost, irrigation system, and one year maintenance allowance.		
SERVICING INFORMATION (*Optional, see note below): Engineering Pre-Design as prepared by a Civil Engineer			
33	Existing and Proposed Water & Sewer Service		
34	Sewer and Water Flow Calculations		
35	Transportation Study, including traffic patterns, Flows and Parking Study, IF REQUIRED		
36	Infrastructure Analysis, including evaluation of local infrastructure capacity		
DETAILS OF SIGNAGE			
37	Size and Locations		
38	Details including appearance and materials		
ENVIRONMENTAL INFORMATION: To be prepared by a Qualified Professional (Rp.Bio, ISA, QEP) *Note that an Environmental Protection Plan completed by an Environmental Professional will be required in the Building Permit process.			
39	Riparian area assessment or other environmental assessment report, including inventories of native vegetation, wildlife and habitat, and evaluation of potential impacts		
40	Tree Management Plan including trees to be removed or retained and protection measures.		
41	A minimum of a Phase 1 Environmental Assessment is required. The applicant is required to satisfy themselves of any environmental concerns of the subject property.		
42	Applicant to perform independent Archaeological Assessment if applicant deems necessary.		

ITEM	INFORMATION REQUIRED	SUBMITTED (✓) or NOT APPLICABLE (NA)	COMMENTS
FEDERAL IMPACT ASSESSMENT ACT: If it is determined by VAA that the project falls under the Impact Assessment Act, the following must be completed.			
43	Provide a project description in English and French to be posted on the Public Registry by VAA.		

Contact Information for Registered professionals (Provide at the time of Development Permit Application):		
Architect (AIBC) / Firm Name:		
Mailing Address:		
Contact Name:		
Tel No.:	Fax No.:	Cell No.:
Email Address:		
Civil Engineer (APEG) / Firm Name:		
Mailing Address:		
Contact Name:		
Tel No.:	Fax No.:	Cell No.:
Email Address:		
Landscape Architect / Firm Name:		
Mailing Address:		
Contact Name:		
Tel No.:	Fax No.:	Cell No.:
Email Address:		
Engineer (other) / Firm Name:		
Mailing Address:		
Contact Name:		
Tel No.:	Fax No.:	Cell No.:
Email Address:		

Qualified Environmental Professional (QEP):		
Mailing Address:		
Contact Name:		
Tel No.:	Fax No.:	Cell No.:
Email Address:		
APPLICATION CERTIFICATION:		
<p>"I certify that the information given in this <i>Development Permit Application</i> is true to the best of my knowledge and belief."</p>		
<i>Signature</i>	Print Name	
Title	Date	

***Note:** The Applicant is not required to submit engineering pre-design information as a condition of issuance of a Development Permit. However, the Applicant is encouraged to forward as much engineering pre-design information as possible to minimize delays at the subsequent stages of the project. Also, this information may assist VAA Staff in early identification of significant project challenges.

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APPENDIX A NAV CANADA SITE REQUIREMENTS



The Airport Operational Facility (AOF) line-of-sight requirements apply to all new construction, including NAV CANADA facilities, and are effective immediately. Current structures are exempt, however any future renovations which may increase the size of the building envelope (footprint or height) of these structures will require approval:

- *Requirement - unobstructed line-of-sight* from the AOF cab to the *mandatory viewing area*:
 - *line-of-sight* is defined as a straight line from the cab eye-level, 4 ft/1.22 m above the cab floor, to any object in the mandatory viewing area;
 - line-of-sight shall not be obstructed by structures or any associated glare, light pollution or obscuring phenomena (exhaust gases, steam) emanating from the structures, surrounding terrain/landscaping, parked aircraft and large vehicles.
- *Mandatory viewing area* - that surface of an aerodrome, and that portion of the surrounding airspace, which shall be visible from the cab, including:
 - *aerodrome manoeuvring surfaces*;
 - *approach and departure path areas*; and
 - *airborne traffic patterns*.
- *Aerodrome manoeuvring surfaces* include all *runway zones* and all taxiway surfaces. A *runway zone* is a rectangular area which extends 60 m beyond the ends of the runway surface and 60 m plus half the width of the runway surface on each side of the extended runway centre line. Also, the first 150 m of fire routes and service roads to these areas should be visible. Although there is no specific requirement to view aerodrome aprons, it can be operationally advantageous to do so, particularly the areas leading into or out of the taxiway structure. Note that the requirement to see clearways has been removed.

Rationale: Defining a runway zone instead of the runway surface ensures that potential hazards nearing the runway will be visible as well as runway undershoot/overshoot areas. Dimensions used are similar to TP312 except the width which is a compromise (TP312 specifies 30/45/75/150 m) and they also correspond to the minimum taxi holding position distance.

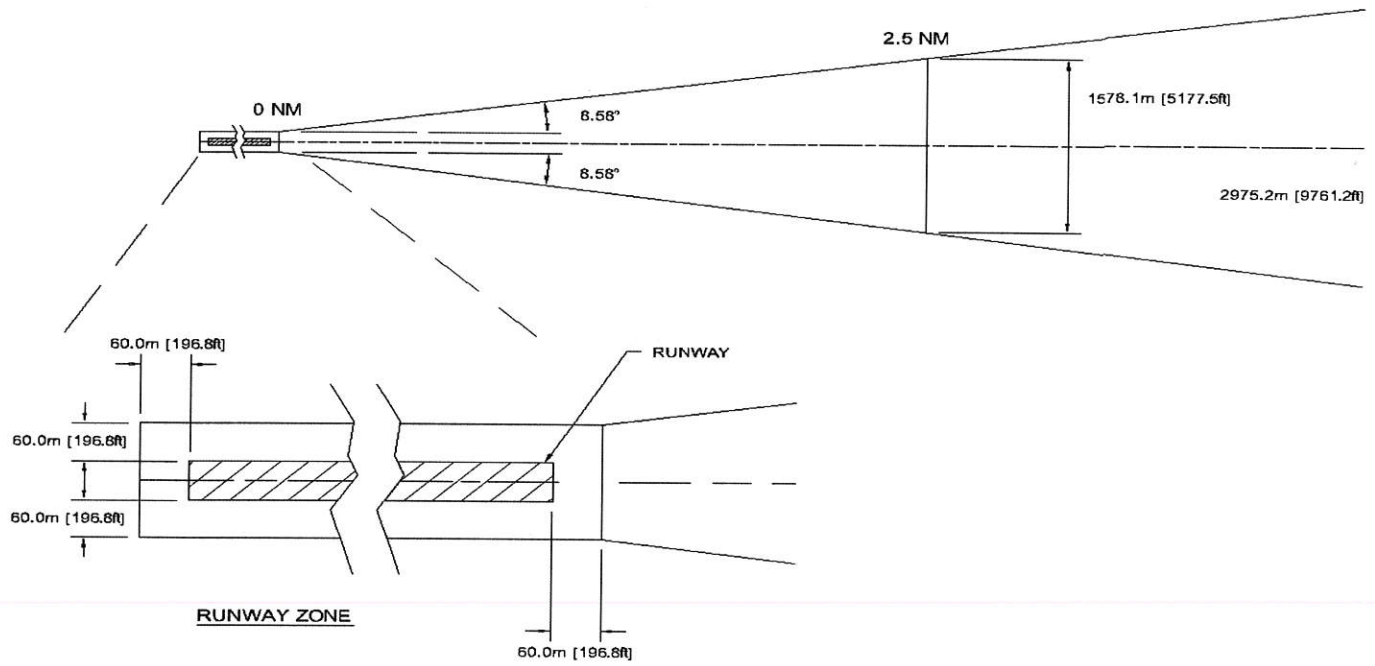
- *Approach and departure path areas* start at the ends of the runway zone. The lower limit rises symmetrically along the extended runway centreline at a slope of 1:40 (1.43° or 2.5%) to a distance of 5 NM (9260 m). The width at the inner edge is the width of the runway zone, the sides then diverge outward by 8.58° (15%) from the track of the centreline as depicted in the diagram in Appendix A.

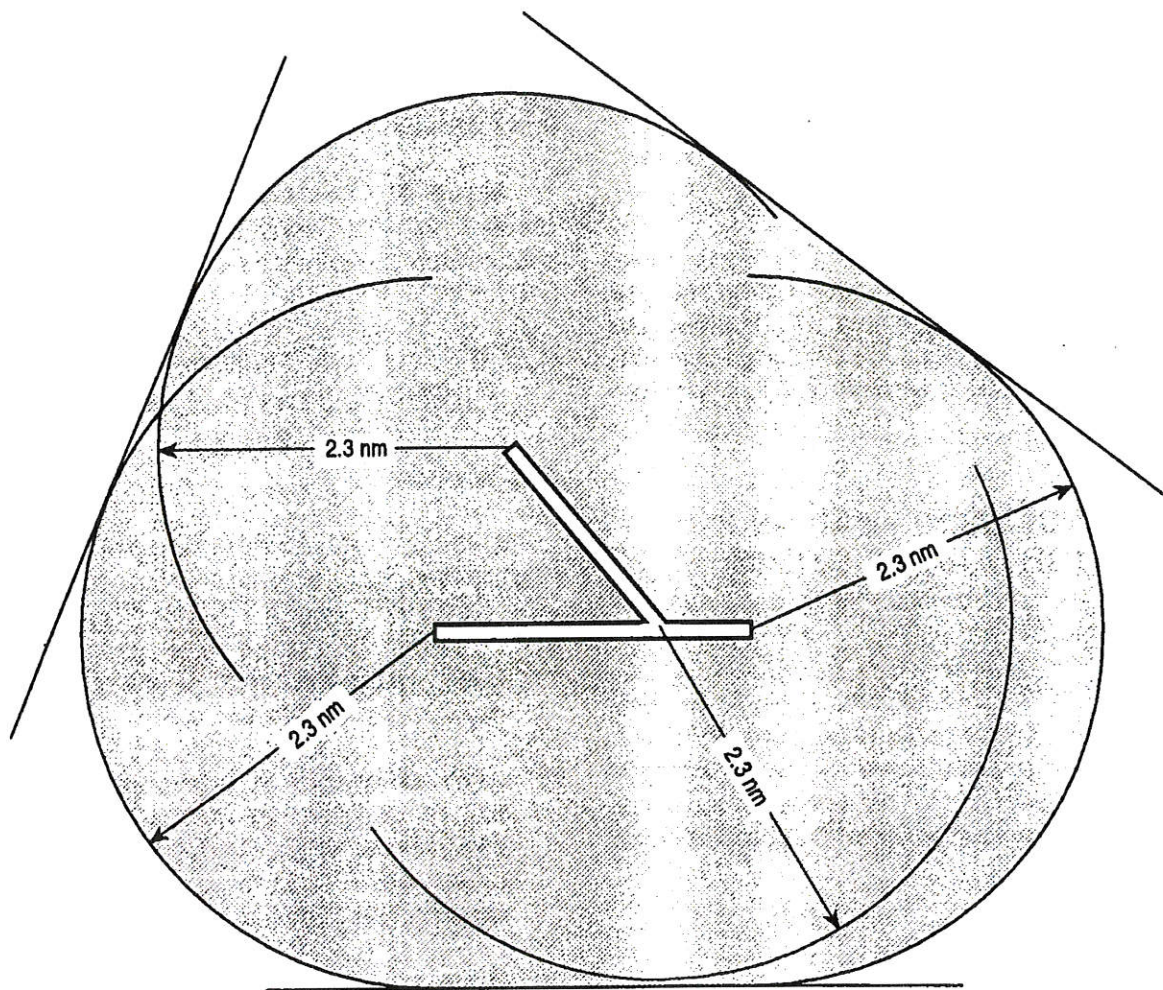
Rationale: The 1:40 slope is common to the TP312 take-off/approach surface obstacle criteria and TP308 departure assessments and missed approach criteria. The 5NM is the typical control zone limit and permits time to sequence aircraft and pass traffic. The lateral dimensions are somewhat narrower than TP312 but the divergence is similar.

- *Airborne traffic patterns* are defined by the *Flight Manoeuvring Area*, a horizontal surface, 150 m (492 ft) above the aerodrome elevation, contained within arcs of 2.3 NM (4260 m) radius centred on each runway threshold with tangent lines joining the outer boundaries as depicted in the diagram in Appendix B.

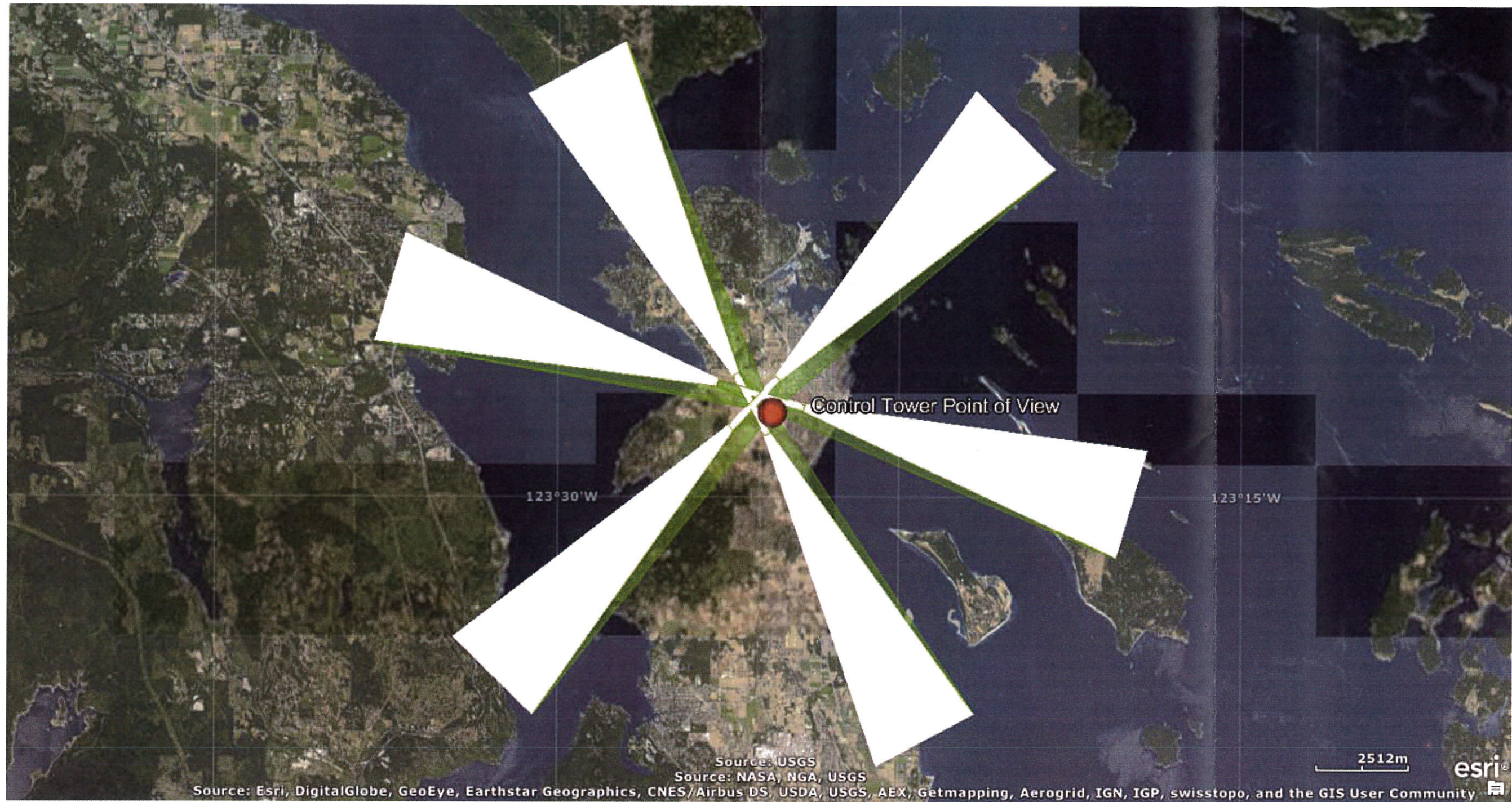
Rationale: Defined in TP312, this is the area considered for circling procedures, night operations and possibly for aircraft operating at 500 ft AGL under Special VFR. Extending the sight-lines through this surface encompasses the area used for normal circuits at 1000 ft or 1500 ft AGL.

LOS APPROACH & DEPARTURE PATH AREA







Line of Sight Requirements in Relation to Tower



Legend

-  Visible Area
-  Line of Sight

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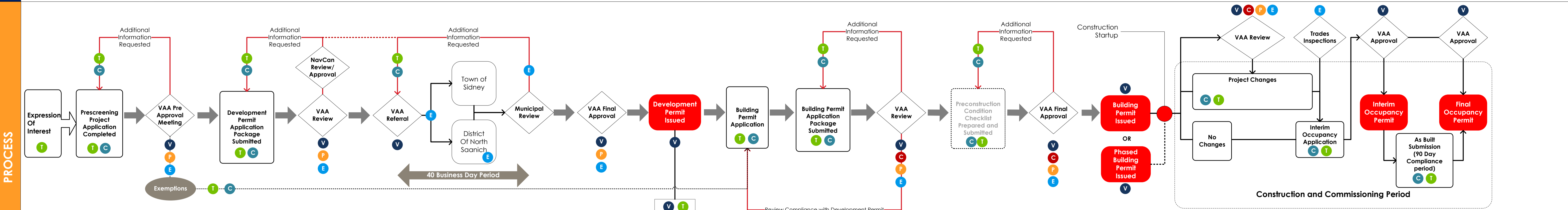
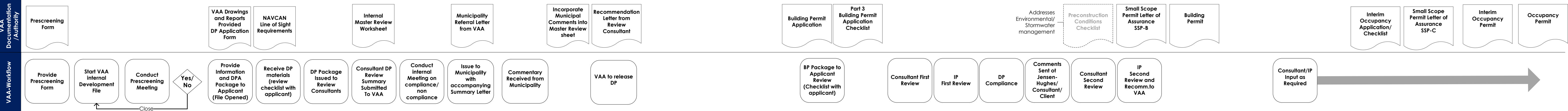
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APPENDIX B VAA-PERMITTING PROCESS ROAD MAP

Victoria Airport Authority – PERMITTING PROCESS ROAD MAP

Development Permitting | Building Permitting

Development Permit Preparation | Municipal Referral Period | Development Permit Approval | Building Permit Application, Review and Approvals | Construction Period | Occupancy Permitting



- Key Stakeholders – Roles**
- V VAA Team
 - P Planning or Civil Consulting
 - C Code Consultant/Independent Professional
 - E External Authorities – Federal/Provincial/Municipal/Trades
 - T Developer/Tenant
 - C Tenant - Consultants



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End of Document