



Land Use Application Form

1. CONTACT INFORMATION

Primary Contact	Applicant Name	Company Name (if applicable)
Mailing Address		
Contact Information	Phone	Email
Property Owner(s) <i>List all <u>Registered</u> Owners.</i>	<i>*If the Applicant is not the sole Registered Property Owner, complete the Owner's Authorization Form.</i>	

If Applicant is the sole Registered Property Owner (Owner/Applicant):

Do you consent to the release of your personal contact information (applicant's name, phone number, and email) for the purposes of processing this application, including public viewing, posting on the Saanich website, and sign postings?

Yes

No

I hereby certify that the information is true to the best of my knowledge

Owner/Applicant's Signature

Date

2. PROPERTY DETAILS - If needed, attach a separate list of project addresses, PIDs, and legal descriptions

Civic Address(es)					
PID(s)					
Legal Description	Lot	Block	Section	Range	Plan
Project Description <i>E.g. Rezone to RA-11 for a 6-storey, 50-unit multi-family building with variances.</i>					
Current Zoning	Current OCP Designation				
Proposed Zoning	Proposed OCP Designation				

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7. t. 250-475-1775, e. foi@saanich.ca

If your project is any of the following application types, please complete Section 3 below:

☐ Rezoning

☐ Development Permit

☐ Subdivision

3. CONTAMINATED SITES REGULATIONS — DISCLOSURE STATEMENT

Pursuant to the *Environmental Management Act*, applicants must submit a Site Disclosure Statement for properties that are/were used for commercial or industrial purposes indicated on Schedule 2 of the [Contaminated Sites Regulation](#).

[Is/was the property used for commercial or industrial purposes as per Schedule 2?](#)

☐ Yes

☐ No

If “YES”, the following is required:

[Completed Site Disclosure Statement](#) — Signed by an owner of the land or operator of a site on the land for which the Site Disclosure Statement applies

\$100 Contaminated Site Disclosure Statement Fee

If “NO”, the following is required:

Complete and submit the [Declaration of no Schedule 2 Uses](#) form

Does your project create new housing units? If yes, complete Sections 4; if no, move to Section 5.

☐ Rezoning

☐ Development Permit

☐ Development Permit Amendment

☐ Subdivision

☐ Development Variance Permit

☐ Official Community Plan Amendment

4. PROJECT HOUSING DATA – Enter the number of units by unit size, form, and housing type

	STUDIO	1 BED	2 BED	3 BED	4 BED
Apartment					
Townhouse					
Houseplex					
MARKET (FOR-PROFIT) HOUSING DEVELOPMENT					UNIT QTY
Market Ownership — Ownership / stratified units.					
Below-Market Ownership — Units in a market development offered for sale at a below-market price and secured through a Housing Agreement.					
Market Rental — Standard rental units.					
Below-Market Rental — Units in a market development offered at below-market rents and secured through a Housing Agreement.					
NON-PROFIT HOUSING DEVELOPMENT					UNIT QTY
Non-Market Rental and Supportive — Developments that are owned and operated by a non-profit organization with a mandate to supply affordable rental housing.					
Non-Market Ownership — Units offered for sale at a below-market price by a non-profit developer.					
Cooperative — Housing developments owned by a cooperative housing society. These developments must submit proof that they are registered cooperatives.					

5. TENANT PROTECTION BYLAW

If the proposed redevelopment will result in the displacement of tenants from five (5) or more rental units, [Tenant Protection Bylaw](#) applies and a Tenant Assistance Plan is required.

Will the redevelopment result in the displacement of tenants?	Yes	No
---	-----	----

If "YES", how many tenanted rental units will be lost because of the redevelopment?	
---	--



Submission Requirements

Please select all types of applications that you are applying for and review the related submission requirements. A glossary of terms for the required documents, forms, and plans is provided below.

Complete and accurate applications help reduce processing time. If you are applying for multiple application types, **do not submit duplicate files**. Submit one copy of each required document or plan, plus any additional materials required for the other application type(s). Additional information may be requested by staff or external agencies at intake or later in the review process.

Incomplete applications will not be accepted. Applicants are encouraged to [contact the Planning Department](#), or your project planner, if known, prior to applying to confirm submission requirements.

APPLICATION TYPE	SUBMISSION REQUIREMENTS
Pre-Application	
Pre-Application	Online Application
Official Community Plan Amendment	
Official Community Plan (OCP) Amendment	A1, A2, A3, A4, A5
Rezoning/Bylaw Text Amendment	
Commercial, Industrial, Institutional, or Mixed-Use Zone	A1, A2, A3, A4, A5, A6, A7, B1, B2, C1
Multi-Unit Residential Zone	
Single Detached Residential Zone	
Development Permit — Development Permit Area Guidelines	
Multi-Unit Form and Character Development Permit	A1, A2, A3, A4, A5, A6, A7, B1, B2, B3, B4, B5, B6, C1, C3, C9
Commercial, Industrial, Mixed-Use or Institutional Form and Character Development Permit	
Small-Scale Multi-Unit Housing (SSMUH) <i>Required for 5- and 6-unit projects only</i>	
Fire Hazard Development Permit (FHDP)	A1, A2, A3, A4, A5, B1, B2, B3
Floodplain Development Permit	A1, A2, A3, A4, A5, A6, A7, B1, B2, B3, C10
Stormwater Development Permit	A1, A2, A3, A4, A5, A6, A7, B1, B2, B5
Streamside Development Permit (SDP)	A1, A2, A3, A4, A5, A6, A7, B1, B2, B5, C14
Permit Amendment	
Development Permit Amendment Form and Character, Floodplain	A1, A2, A3, A4, A5, A6, A7, B1, B2, B3, B4, B5, B6, C1, C3, C9
Delegated Amendment Streamside, Fire Hazard, Stormwater	A1, A2, A3, A4, A5, B1, B2, C14
Renewal of Permit - Time Extension	A1, A2, A3, A4, A5
Variance	
Development Variance Permit	A1, A2, A3, A4, A5, A6, A7, B1, B2, B3, B4
Board of Variance	Online Application
Subdivision	
Conventional, Bare Land Strata, Boundary Adjustment, Consolidations	A1, A2, A3, A4, A5, A6, A7, B5, B7, C1, C3, C15
Phased Strata Plan	A1, A2, A3, A4, A5, A6, A7, B5, B7, C1, C3, C12, C15
Air Space	A1, A2, A3, A4, A5, A6, A7, B2, C22, C23, C24
Lease Greater Than 3 Years	A1, A2, A3, A4, A5, A6, A7, B7



Legend - Submission Requirements

Complete and accurate applications reduce processing time. A legend of the documents, forms, and plans that are required to form a complete application submission is provided below for your convenience.

View the [Required Documents Glossary](#) for further definitions.

LEGEND OF SUBMISSION REQUIREMENTS	
Part A: Core Application Requirements	
A1	Application Form
A2	Owner’s Authorization Form
A3	Application Fees
A4	Land Title and all registered encumbrances
A5	Project Overview
A6	Archaeological Information Request Form
A7	Contaminated Sites Disclosure
Part B: Core Plan and Drawings Set Requirements	
B1	Survey Plan
B2	Proposed Site Plan
B3	Architectural Plans
B4	Landscape Plan
B5	Civil Plans
B6	Fire Department Response Plan
B7	Plan of Subdivision
Part C: Other Common and Specialized Project Requirements	
C1	Arborist Report — New construction/renovation or land alterations may impact existing trees
C2	Tenant Assistance Plan — Five or more tenant-occupied households will be permanently vacated
C3	Building Code Analysis Sheet — New construction or alterations to structures requiring a Building Permit
C4	Parking/Transportation Demand Management (TDM) Study — Parking, TDM or loading variances requested
C5	Traffic Impact Assessment — Typically projects with more than 150 units
C6	Non-Market Housing Supporting Documents — Projects seeking municipal non-market housing support
C7	Shadow Study — 6+ storeys
C8	Wind Study — 12+ storeys
C9	Utilities Brief
C10	Geotechnical Report — Land disturbance on sites with risk of natural hazards
C11	Master Development Plan / Phasing Plan — Phased subdivision or development agreement, multiple buildings
C12	Phased Strata Plan — Subdivision
C13	Archaeological Preliminary Field Assessment — Subdivision
C14	Qualified Environmental Professional (QEP) Report — All environmental permits, sites in habitat network or with unique natural features
C15	Floor Space Ratio (R) Sheet — Additional development proposed on a site and existing building(s) retained
C16	Statement of Significance — Heritage buildings
C17	Building Conditions Assessment — Heritage buildings
C18	Heritage Conservation Plan — Heritage buildings
C19	Agrologist Report — Agricultural Land Reserve land, rural areas
C20	Public Art Plan — Art is considered a community amenity contribution or significant public benefit
C21	Comprehensive Sign Plan — Multi-unit commercial/industrial/institutional projects requiring signage
C22	Colourized Isometric Air Space Parcel Plans — Subdivision
C23	Air Space Subdivision Code Report — Subdivision
C24	Overlay Architectural drawings of the development with colour overlays of the proposed Air Space Parcel boundaries — Subdivision
C25	Island Health Septic Subdivision Standards — Subdivision