



Required Documents Glossary

Part A: Core Application Requirements

This section outlines standard application requirements that are common across most application types. Some of these requirements are included to demonstrate compliance with Provincial legislation.

Code	Document Name	Description
A1	Land Use Application Form	Provides brief overview of the project, identifies the application type, and includes required information such as the Applicant, the address(es), and owner’s authorization. All registered owners, as per the provided Land Title, must sign the owner’s authorization portion of this form. For properties owned by a corporation, submit a letter to confirm the person has signing authority for the corporation.
A2	Owner’s Authorization Form	The Owner’s Authorization Form is required to be signed by all registered owners on Land Title when there is more than one owner of the parcel(s) associated with the application.
A3	Application Fees	Required application fees are outlined in the Fee Schedule . Applicants will be notified of outstanding fees after their initial application has been reviewed for completeness and the type of application is confirmed by staff. Fees can be paid online through a MySaanich account via credit card (non-fundable 2.4% convenience fee is applicable) or else in person at Municipal Hall (770 Vernon Avenue) via cheque, cash, debit and credit card.
A4	Land Title and all registered encumbrances	Document(s) obtained from the Land Title Office that confirms ownership of the subject properties. Any registered encumbrances including statutory-rights-of-way, easements, and covenants impacting the Title must be included. The provided Land Title(s) must be dated within 30-calendar days of the submission and include all associated properties. Prior to an application proceeding to Council or Delegate updated Land Title documents will be required.
A5	Project Overview	A summary of the proposed application providing a high-level overview of core components of the proposal, including land use, project rationale, and desired outcome. The Project Overview should contain specific elements as outlined.
A6	Archaeological Information Request Form	In B.C. archaeological sites are investigated and protected for their historical, cultural, scientific and educational value to the general public, local communities and First Nations. The Heritage Conservation Act guides this process. All applications involving land disturbance are required to submit the Archaeological Information Request Form directly to the Province and include the response with the application. The “receipt of request” notice is accepted as part of first submission, but the complete response is required prior to your application advancing to Council or delegate for a decision.

A7	Contaminated Sites Disclosure	For Applications with current or historic ' Schedule 2 ' uses, a Contaminated Sites Disclosure Statement must be submitted as part of the application intake. This form prescreens projects for compliance with the Environmental Management Act and corresponding Contaminated Sites Regulation . Staff will review this form and consider potential exemptions under the Act as identified by the Applicant. Sites that are not exempt will be forwarded by District staff to the Ministry of Environment and Parks for review which places approval restrictions on the project. To remove restrictions, the Applicant must obtain a Release Notice of Certification document from the Ministry. More information is available on the Ministry's website .
		For Applications with no current or historic ' Schedule 2 ' use, the form Declaration of no Schedule 2 uses should be submitted.

Part B: Core Plan and Drawing Set Requirements

- The items in this section are commonly required professional drawing sets. All drawing sets should be:
- Drawn to scale and include a scale bar and north arrow
 - In standard metric dimensions (opposed to imperial), i.e.,1:100, 1:200, 1:250, 1:300, 1:500
 - Coordinated across the application (e.g., a tree shown on the civil plans should be in the same location on the architecture and landscape plans)
 - Provided in colour
 - Follow the [digital plan set requirements](#) for document size and naming conventions as outlined in the Application Form.

Code	Document Name	Description
B1	Survey Plan	The survey plan confirms the dimensions of the property, shows the location of any buildings or structures on the site as well as any site encumbrances and road dedications if applicable. Also include existing trees (including tag numbers matching the Arborist Report) regulated by the Tree Protection Bylaw , include ownership percentage for any trees with shared ownership. It must be prepared by a registered BC Land Surveyor and used to inform the base details underlying the project site plan. In addition to the elements required across all plan sets, the survey plan should also include geodetic elevation points.
B2	Proposed Site Plan	The site plan provides at-grade detail of the proposed project. It is a core document used for project planning and assessment and as the basis of the civil and landscape plans. It should be prepared by a certified Architect (or Designer as permitted by the BC Building Code). It is commonly included as part of the Architectural Plans package.
B3	Architectural Plans	Architectural Plans provide building details for a project including access, parking, outdoor features and design elements. They typically include the site plan, project data table, floor plans, elevations with materials legend, cross-sections, streetscape plans, building renderings, and fire access plan. For projects with greater than four units per building, these must be completed by a Registered Architect.

B4	Landscape Plan	Conceptual Landscape Plans for the open space and landscaping elements of a proposed project. Landscape plans should use the proposed site plan as a base map and be linked with the Arborist report where applicable. Where applicable, the impacts of frontage, access, and infrastructure requirements should be incorporated into the Landscape plan. Landscape plans should be prepared by a Landscape Architect. A Landscape Designer may be accepted for smaller scope projects at the discretion of the Manager of Current Planning or their designate, and for those projects not requiring a Development Permit.
B5	Civil Plans	Civil Plans provide engineering and servicing details for a project including frontage improvements and all existing municipal and third party services in proximity to the site. The civil plan shall show an overlay of the legal plan and all retained, removed, and proposed trees. Schedule H – Section 3. Design Specifications provides further details on the requirements for Civil Plans. These plans are required to be prepared by and certified by a Professional Engineer.
B6	Fire Department Response Plan	Demonstrates compliance with the Saanich Building Bylaw, 2019, No. 9529, and the 2024 BC Building Code. The Fire Department Response Plan, typically included a part of the Architectural Plan package, uses the project site plan as a base map to indicate fire response related requirements and infrastructure for all projects that fall under Part 3 of the Building Code. Review the document “ Development Permits – Fire General Requirements Checklist ” for more information. This document should be prepared by a registered Architect or for projects at a scale where an Architect is not required, a Designer.
B7	Plan of Subdivision	A subdivision plan shows any proposed changes to property lines and identifies exiting and future building envelopes. It must be prepared by a registered BC Land Surveyor and include lot dimensions, lot areas, lot depths, lot widths and road frontages. Where new RS lots are proposed, each new RS lot must show the building envelope representing the property’s development potential as a single detached dwelling with a garden suite or as a small-scale multi-unit housing project.

Part C: Other Common and Specialized Project Requirements

This section includes a mix of technical studies, reports, and additional information that may be required as part of the intake process for a development application depending on its scope, scale and site conditions.

Code	Document Name	Description
C1	Arborist Report	Arborist Report with a Tree Management Plan. The purpose of this plan is to provide detailed information on tree retention and protection, assess potential impacts from development activities, and outline suggested mitigation measures. More details are available at: Arborist Report Guidelines . For Development Permit projects, the resource “ Tree and Landscape Guidelines ” should also be reviewed.
C2	Tenant Assistance Plan	A Tenant Assistance Plan describes how current tenants will be supported as per the Tenant Protection Bylaw requirements. The Tenant Assistance Plan applies to all DP applications within the Urban Containment Boundary where five or more tenant-occupied dwelling units are being permanently vacated. This includes units both in the primary and secondary rental market (e.g., purpose-built rental units, secondary suites, rented single family homes, rented condominiums, etc.). Non-market housing providers are exempt from the Tenant Protection Bylaw.
C3	Building Code Analysis Sheet	The Building Code Analysis Sheet provides base building design requirements of the BC Building Code that will be applied to the project site. Enables the identification of potential issues at an early stage in the project in advance of the Building Permit process.
C4	Parking/TDM Study	A Parking Study assesses the proposed vehicle parking needs for the project, assesses these against the bylaw requirements, identifies any variances and considers the impacts of these variances, and provides a rationale for the variances including outlining mitigation measures such as Transportation Demand Management (TDM) components. A TDM study is similar, however it assesses the proposed TDM measures for the project and any proposed variances / alternative strategies where a TDM variance is requested. There is a strong connection between Parking and TDM analyses and these are often completed as one document. This work should be completed by a Transportation Engineer.
C5	Traffic Impact Assessment	A study that assesses the potential impacts to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems/ intersections, and a rationale for vehicle access points to the site. Typically, these are required for any proposal with 150 residential units or more and may be required in locations where impacts from increased traffic need further assessment. The Terms of Reference for a TIA should be approved by the District’s Development Services team in advance. In cases where the proposed application is located within 800-metres of a Provincially designated highway approval of the Terms of Reference by the Ministry of Transportation and Transit also may be required.
C6	Non-Market Housing Supporting Documents	To confirm eligibility for the District’s non-market housing supports, non-profit housing providers should include both proof of non-profit status and proof of a mandate to provide affordable housing (such as a BC Housing operating agreement or a Letter of Intent).

C7	Shadow Study	Study undertaken to assess the shadowing impacts on adjacent lands from the proposed project (required for buildings 6-storeys or higher). Shadow diagrams should be submitted depicting shadows at the summer and winter solstice and the spring/fall equinox at 9am, 12pm, and 4pm in relation to true north. Study should be completed by the project Architect.
C8	Wind Study	Study undertaken to assess the wind impacts of the proposed project on the public realm and on-site outdoor amenity spaces (required for buildings 12-storeys or higher). Wind studies utilize local weather patterns and the site context to elevate the patterns of air movement and pressure in and around the building and how they may impact pedestrian activities. Study must be completed by a qualified consultant.
C9	Utilities Brief	Summary of servicing needs for underground infrastructure (water, sewer, and stormwater management and drainage conveyance) in the context of existing capacity and required upgrades resulting from the proposed project. Typically required at Building Permit but recommended for larger projects at the Development Permit stage (or related permit types) to better understand project implications and the required improvements. The Utilities Brief and corresponding Modelling Analysis informs the detailed servicing plans and is the basis for the Modeling Analysis, where this requirement is identified in the development process. This document must be prepared by and certified by a Professional Engineer.
C10	Geotechnical Report	Report designed to identify hazards, provide recommendations to address site conditions, confirm site soil classification, and certify that the land is safe for the intended use. Must be completed by a Professional Engineer. Examples of hazards that could be considered include flooding, mud flows, debris torrents, erosion, steep slopes, landslips, rock falls, or subsidence. This requirement comes from the Community Charter section 56.
C11	Master Development Plans / Phasing Plan	To show how a project would be developed in phases. The plan should show all future property lines, identify where rights-of-way or easements are necessary for servicing/ access, any shared services and common areas, and the proposed sequencing of development. Where parts of the site will remain partially or fully undeveloped for a period of time, an interim treatment plan may also be required. This plan should show how interim conditions, including partial construction, site access, health and safety, and environmental impacts, will be managed.
C12	Phased Strata Plan	The Strata Property Act defines a phased strata plan as a strata Plan that is deposited in successive phases under Part 13 of the Strata Property Act. A Phased Strata Plan may include conventional strata lots or bare land strata lots. The strata plan will show the boundaries of land included in the phase and the boundaries of each strata lot within the phase. A draft Land Title Office's Form P should accompany the Phased Strata Plan.

C13	Archaeological Preliminary Field Assessment	A field assessment to determine the need for further archaeological work. Limited to a visual inspection and recoding of surface features. Effective for identifying certain site types (e.g., culturally modified trees; cultural depressions; exposed midden). More information on Archaeological assessments is available at: Archaeology permits and assessments - Province of British Columbia
C14	Qualified Environmental Professional (QEP) Report	Environmental assessment considering the existing natural conditions on the site and the anticipated impacts of the proposed development or land alteration and any mitigation measures to be utilized to minimize impacts. A range of topics and natural conditions can be considered through QEP reports including but not limited to streamside function, habitat potential, significant natural features, species or ecosystem at risk, Sediment and Erosion Control plans, and restoration plans. District staff will identify key issues and review a draft Terms of Reference for required QEP reports on an application by-application basis to respond to the localized conditions on the site. Additional details on QEP reports specific to Streamside Development Permits are available in the Development Permit Area Guidelines (Section 12). Site Plans associated with Streamside DPs should also include the 30-m Streamside Development Permit Area, high water mark, SPEA, and top of ravine bank where applicable.
C15	Floor Space Ratio (R)	The Floor Space Ratio (R) form is required for all subdivision applications and five- or six-unit Small Scale Multi-Unit Housing applications where additional development is proposed for a property and an existing building(s) will be retained. This form confirms compliance with Zoning Bylaw regulations.
C16	Statement of Significance	The Statement of Significance details the unique character defining features of a heritage structure and associated lands as applicable. Typically, this would be completed by a qualified Heritage Consultant.
C17	Building Conditions Assessment	The Building Conditions Assessments describes the current state of the building or structure and provides recommendations for what could be reasonably preserved. This element may be completed in tandem with a Heritage Conservation Plan. It should be prepared by a structural engineer or architect and includes photos to illustrate the condition of the heritage structure and its features.
C18	Heritage Conservation Plan	The Heritage Conservation Plan describes the heritage building / site and speaks to the key character defining elements and/if how they could be preserved as part of the proposed application or redevelopment. It should include a Statement of Significance as a core component as well as photos. This work may be completed in tandem with the Building Conditions Report. It should be completed by a qualified heritage professional.

C19	Agrologist Report	An Agrologist Report evaluates the agricultural capability of a property (soil bound and non-soil bound agriculture suitability), assesses impacts on agricultural capacity from development, and provides recommended mitigation measures. For Agricultural Land Reserve applications, review the Agricultural Land Commission’s guidance document for Agricultural Capability Assessments. An Agrologist Report may be required for various types of ALR applications, regardless of the ALC requirements, as well as Rezoning or Temporary Use Permits in Rural Saanich.
C20	Public Art Plan	To outline any public art proposed as part of a development project. The Public Art Plan should discuss the vision, budget, timeline, and artist selection process for the proposed public art including proposed location(s) and how the art provides a broader community benefit. The document Public Art Proposals: Best Practices should be used to inform the proposal.
C21	Comprehensive Sign Plan	To identify the proposed types, locations, and sizes of signs, as well as identify any consistent design aspects or limitations the proponent wants to secure for the development.
C22	Colourized Isometric Air Space Parcel Plans	Colourized Isometric Air Space Parcel Plans are 3D, colour-coded drawings that show and define separate ownership areas within a building or in the air space above a property. Plans (draft if necessary) must depict at least one volumetric air space parcel as well as non-volumetric remainder parcel.
C23	Air Space Subdivision Code Report	An Air Space Subdivision Code Report is a document prepared by a code consultant or Certified Professional that confirms a proposed air space subdivision meets applicable building and fire safety requirements
C24	Overlay Architectural drawings of the development with colour overlays of the proposed Air Space Parcel boundaries	When an Air Space Subdivision plan is digitally layered on top of base structural plans at every relevant level of the development (floor plans and sections). These plans provide a visual aid highlighting the exact three-dimensional limits (horizontal and vertical planes) that divide legal ownership.
C25	Island Health Septic Subdivision Standards	When a proposed subdivision requires an on-site septic system, the application is referred to Island Health for review. The referral package must include a completed Appendix A and Appendix B of the <i>Island Health Septic Subdivision Standards</i>. Appendix A is the official Application for Subdivision form. Appendix B is the Site Assessment Form, which documents soil test results, site slopes, and the suitability of each lot for sewage disposal. Both forms must be fully completed and submitted as part of a new subdivision application, in accordance with the Island Health Septic Subdivision Standards. Island Health Subdivision Standard.