

Development Permit for Garden Suites

Application

District of Saanich

Part 2

tel 250-475-5471 fax 250-475-5430
www.saanich.ca

Civic Address _____

Development Details

Property Size (m²) _____

Lot Size Category: Small (400-559 m²)

Medium (560-999 m²)

Garden Suite Size (m²) _____

Large (1000 m² or more)

I confirm that the proposed garden suite is:

In an RS zone

In the Garden Suite Area (Sewer Service Area)

On a lot that is a minimum of 400 m²

On a lot that is a minimum width of 12 m

Submission Requirements

All required information must be submitted at the time of application. Your application will not be processed until a complete application is received at the Planning Counter.

Part 1 – Application Documentation

- Application form – completed
- Owner Authorization form (if required for multiple owners on Title)
- Contaminated Sites form – completed
- Title search
 - Current within 30 days, including copies of any encumbrances registered on title, e.g. restrictive covenants, easements and right-of-ways
- Archaeological Information Request Form – confirmation of request to Province
 - Current (within 30 days) Archaeological Information Request Form from Ministry of Forests, Lands, Natural Resource Operations & Rural Development Contacts - <https://www.archdatarequest.nrs.gov.bc.ca/>
(Upon receipt of Request Form from Province, forward to planning@saanich.ca)

Part 2 – Plan Requirements (See Part 3 for details of plan specifications)

- 4 complete sets of plans (24" x 36"), including a site and servicing plan, floor plans, elevations, cross-sections and landscape plan.
- 1 complete set of plans (11" x 17"), including a site and servicing plan, floor plans, elevations, cross-sections and landscape plan.
- Digital plan submission (PDF Format) (USB flash drive)
- Project Design Summary
- Building Code Assessment (for all Building Conversion projects)
- All measurements in metric only
- \$500 Fee