

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. <https://itsa.ca>

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

4 complete sets of plans (24" x 36"), including a site and servicing plan, floor plans, elevations, cross-sections and landscape plan.

2 complete sets of plans (11" x 17"), including a site and servicing plan, floor plans, elevations, cross-sections and landscape plan.

Complete set of **digital plans** emailed to planning@saanich.ca

Project Design Summary

Building Code Assessment (for all Building Conversion projects)

All measurements in metric only

Part 3 – Submission Details

Completed Part 3 Submission Details

Fees

\$500 Application Fee

\$500 Covenant Fee

\$12.25 Title Search Fee

\$110 Notice of Permit Legal Fees