

# Development Permit for Garden Suites

## Application

District of Saanich

### Part 3

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

## Submission Details

Y/N	Submission Details
<b>SITE AND SERVICING PLAN (min. scale 1:100)</b> (prepared and certified by a BCLS )	
	Label and provide dimensions of property lines, and any right-of-ways, easements and/or restrictive covenant areas.
	Label and provide dimensions and setbacks of existing and proposed buildings/structures including building projections/overhangs. Dimension separation space between all buildings.
	Label and provide dimensions in (m <sup>2</sup> ) of all hard surfaced areas on the lot including driveways, patios and walkways. Indicate Total Lot Coverage (Hard Surfacing) and % Open Site Space in the Project Data Table.
	Label and provide dimensions and material (e.g. asphalt, permeable pavers) of all on-site vehicle parking spaces. Show one energized outlet capable of Level 2 charging for the garden suite space. If applicable, show the location, number and dimensions of bicycle parking spaces.
	Show the geodetic elevations of both original Natural Grade and proposed Finished Grade at all external corners of the garden suite. Calculate Average Natural Grade and Average Finished Grade. Indicate that Average Grade is the lower of the two.
	Show the location, size and alignment of all existing and proposed underground utilities (e.g. water, sanitary, storm, gas, hydro, cable).
	Label and show the alignment of all existing and proposed above-ground utilities (e.g. hydro, cable).
	Show surveyed locations and driplines of all <b>Trees</b> , numbered to correspond with the <b>Tree Inventory</b> (see below). Include locations/driplines of boulevard <b>Trees</b> , and the locations/driplines of <b>Protected Trees</b> on adjacent properties that have a dripline within 4 m of any proposed construction activities. See Tree Information on last page of application form.
	Provide a data table with columns identifying bylaw requirement, proposed, and variances (if applicable).
<b>FLOOR PLANS (min. scale 1:100)</b>	
	Dimension all rooms and label with intended use.
	Label foundation and crawl space areas.
	Reference the locations of building cross sections.
<b>CROSS SECTION (min. scale 1:100)</b>	
	Provide a building cross section of the garden suite.
<b>ELEVATIONS (min. scale 1:100)</b>	
	Provide colour elevation drawings of all sides of the proposed garden suite labelled north, south, east, west. Include details of roof form and dormers, window dimensions and function, colour palette, lighting and proposed materials.
	Provide elevations (or photographs) of the closest facing side(s) of the principal building labelled north, south, east, or west.
	On building elevations, show height measured from Average Grade (the lower of Natural Grade and Finished Grade).
	Provide height calculations – from existing natural grade or finished grade, whichever is the lesser (see section 6 (c) in Schedule H – Zoning Bylaw, 2003).

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<b>LANDSCAPE PLAN</b> (use the Site and Servicing plan as a base)	
	Provide a <b>Tree Inventory</b> (in table form) numbering each tree to correspond with tree numbers shown on the Landscape Plan and Site and Servicing Plan including: tree number, species, size, bylaw status, and whether the tree is to be retained, removed, replacement, or is new. See Tree Information on last page.
	Show surveyed locations and driplines of all <b>Trees</b> , numbered to correspond with the <b>Tree Inventory</b> (see below). Include locations/driplines of boulevard <b>Trees</b> , and the locations/driplines of <b>Protected Trees</b> on adjacent properties that have a dripline within 4 m of any proposed construction activities. See Tree Information on last page of application form.
	Label landscaping planting areas. Show locations of new and replacement trees.
	Label and dimension total impervious surface area.
	Label and dimension Rear Yard and Front Yard.
	Label any existing and proposed surface stormwater management features such as rock gardens, rain gardens, rain barrels, or swales.
	Show locations, dimensions and materials of all screening, retaining walls and fencing. Include an elevation drawing of any screening, retaining walls and fencing. Also show location and screening details for waste and compost bins.
	Label exterior lighting designed to illuminate access to the garden suite.
	Show the location of illuminated garden suite unit identity number.
<b>PROJECT DESIGN SUMMARY</b>	
	Provide a Project Design Summary in the template provided that: describes: 1) how your project meets the nine Intent Statements in the Design Guidelines (Appendix N - Official Community Plan, 2008); 2) how the project addresses neighbour concerns (if applicable); and 3) justification(s) for any variance(s) that are requested (if applicable).  Include a list of addresses where the Neighbour Notification Letter was distributed.

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#### ADDITIONAL INFORMATION THAT MAY BE REQUIRED

Based on the unique conditions of the property and at the discretion of the Manager of Community Planning, the following additional information may be required during the application review. Please note: the list below is not exhaustive and other information may be required depending on the conditions of the property and at the discretion of the Manager of Community Planning.

Y/N	Submission Details
<b>INFORMATION (may be required based on unique site conditions or building height)</b>	
	Arborist report prepared by an ISA-certified arborist that includes the following <ul style="list-style-type: none"><li>• A tree inventory indicating tag number, DBH, species, tree health/condition, bylaw status, conflicts with proposal, required mitigation measures, and status (e.g. to be retained or removed).</li><li>• Protected Root Zones</li><li>• Location and species of all replacement trees</li><li>• Tree Protection Plan for retained trees and any trees that have a dripline within 4 m of the development, including trees on adjacent property (e.g. in the boulevard and on a neighbouring property) that will be impacted by underground servicing, excavation, construction access routes or other development activity. The Tree Protection Plan must include any requirements for impact mitigation or retention requirements for trees to be retained.</li></ul>
	Building context plan showing the location of the garden suite in relation to existing buildings on the subject site, and on adjacent lots. This can be a computer-generated image, or photographs stitched together.
	An engineering report on stormwater management.
	A geotechnical report by a qualified engineer.

As per Zoning Bylaw, 2003 the following requirements must be met:

**a. Prior to issuance of a Development Permit for a garden suite:**

- Register a **covenant under Section 219 of the *Land Title Act*** to prevent subdivision of the garden suite from the lot (\$350.00, plus the cost of a new Title Search).

**b. Prior to issuance of a Building Permit for a garden suite:**

- Sign an **Owner Affidavit** to confirm that the registered owner lives on the property, either in the garden suite or the single family dwelling; and
- Sign an **Owner Affidavit** to confirm that a **secondary suite** (if one exists) has been decommissioned.

## Tree Information

### What is a Tree?

Saanich defines a Tree as being 5 meters or more in height or having a diameter-at-breast-height (DBH) of 10 centimetres or more.

### What is a Protected Tree?

Saanich defines a Protected Tree as being:

- a. One of the species listed below, that is 2 meters or more in height or 4 centimeters in diameter-at-breast-height (DBH):
  - Arbutus
  - Garry Oak
  - Pacific Dogwood
  - Pacific Yew
- b. One of the species listed below that is 30 centimeters in diameter-at-breast-height (DBH):
  - Douglas fir
  - Grand fir
  - Big Leaf Maple
  - Western Red Cedar
- c. A tree that is 60 centimeters or more in diameter-at-breast-height (DBH).
- d. A replacement tree (previously planted to replace a Protected Tree)
- e. Located in a Streamside Development Permit Area
- f. A tree planted or retained as a requirement of a subdivision application or a permit, including a development permit, blasting permit, building permit, fill permit, or plumbing permit
- g. A significant tree (see Schedule B of the Tree Protection Bylaw)
- h. A tree with evidence of a nest or use by raptors, osprey or a heron colony
- i. A tree on municipal property such as a boulevard

### What is a Tree Inventory?

The following is an example of a Tree Inventory

No.	Species	Size (DBH)	Bylaw Status	Status
1	Big Leaf Maple	32 cm	Protected	To be retained
2	Pacific Dogwood	4 cm	Protected	To be removed
3	Blue Spruce	15 cm	Not protected	To be retained
4	Garry Oak			New
5	Pacific Dogwood			Replacement tree

### Is Tree Replacement required for my garden suite project?

You are **encouraged** to provide replacement trees for the removal of all non-Protected Trees at a 1:1 ratio.

You are **required** to provide replacement trees for the removal of all Protected Trees according to the Tree Protection Bylaw No. 9272. For trees within the construction area this is a 2:1 ratio. In some cases a 3:1 ratio may apply (see Sections 19 (j) and (k) of the bylaw).