

### Information Required for Submission

*It is the responsibility of the applicant to consult with staff to determine the information required for a complete application. Processing begins only when an application is certified as complete. Additional information may be requested during application review.*

*All documentation/requirements to be emailed to [Planning@saanich.ca](mailto:Planning@saanich.ca)*

#### PLAN SUBMISSION REQUIREMENTS (as per specification below)

- ☐ **Digital Plan Submission** to [Planning@saanich.ca](mailto:Planning@saanich.ca)  
☐ **Certificate of Title - Home - LTSA** (current within 30 days; not required if submitted with Building Permit Application)

Information	Details
<b>Site Plan: Existing Conditions within the Development Permit Area</b>	Owner
	Civic & legal address
	North arrow and scale
	Property lines, rights-of-way, easements
	Existing buildings and structures and their setbacks
	Existing driveways, sidewalks, paths, fences, retaining walls, docks/landings, hard surfaces and any other permanent features
	Trees (including species and diameter at breast height)
<b>Site Plan: Proposed Changes within the Development Permit Area</b>	Landscaped areas (lawn and gardens)
	Owner
	Civic & legal address
	North arrow and scale
	Dimensions of property lines, rights-of-way, easements
<b>Building Plans</b>	Proposed changes.
	Digital Submission - complete set of printed building plans