

Rezoning /OCP Amendment/Development Permit/ Development Permit Amendment Application

District of Saanich

Part 2

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

Development Permit Application	
Zoning	_____
DP Area	_____
Variances Requested	<input type="checkbox"/> yes <input type="checkbox"/> no

Rezoning/OCP Amendment Application	
Current Zoning	_____ Proposed Zoning _____
Current OCP Designation	_____
Proposed OCP Designation	_____

Development Details

Property Size _____
(m² or ha)

Existing Use _____

Project Description _____
(i.e. 30 unit multi-family building)

Are there currently residential tenants on site who will be displaced by the proposed development? Yes No

If yes, how many tenant-occupied units will be vacated? _____

Justification Letter - Please provide a letter describing your project in detail. In this letter, please include the following:

- Detailed description of your project
- How does your project comply with OCP / LAP policies and DP guidelines?
- How does your project benefit the community?
- What variances are requested, and how are they justified?

Services and Covenants

Services shall be provided in a manner acceptable to the Municipality. Proposals shall be reviewed and additional information may be required. Please complete the following:

- | | | |
|------------------------------|-----------------------------|---|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | servicing details (storm, sewer, water and access) are indicated on my submitted plans and/or attached brief; and, |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | | registered covenants, rights-of-way, and easements have been reviewed and my plans reflect requirements in these documents. |

Contaminated Sites – Site Disclosure Statement

Pursuant to the *Environmental Management Act*, an applicant is required to submit a Site Disclosure Statement for a property that is/was used for commercial or industrial purposes as defined within Schedule 2 of the *Contaminated Sites Regulation*.

Schedule 2 – Contaminated Sites Regulation

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/375_96_04

Yes <input type="checkbox"/>	Is/was the property used for commercial or industrial purposes as per Schedule 2 (link above)
No <input type="checkbox"/>	

If yes, the following is required:

- Completed Site Disclosure Statement – Signed by an owner of the land or operator of a site on the land for which the Site Disclosure Statement applies
- \$100 Site Disclosure Statement processing fee

Additional information regarding contaminated sites is available at:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-sites-that-may-be-contaminated>

Information Required for Submission

It is the responsibility of the applicant to provide all required information. Processing of your application will not begin until the correct submission information in the requested format is received.

1. INFORMATION REQUIREMENTS FOR PLANS, DRAWINGS & SUPPORTING REPORTS

The following Plan Submission Details are required for all applications.

	Y	N	N/A	Plan Submission Details (all plans must be submitted in metric only)
Site and Servicing Plan same scale as Landscape Plan				North arrow and scale
				Dimensions of property lines, rights-of-way, easements
				Dimensions and setbacks of proposed and existing buildings/structures; separation to all buildings on and off site
				Projections/overhangs into setback areas
				Location of existing and proposed access, sidewalks, curbs, boulevards, edge of pavement & transit stops <i>at grade</i>
				Location, numbering and dimensions of all vehicle and bicycle parking, disabled persons' parking, electric vehicle charging infrastructure, maneuvering aisles, vehicle stops & loading <i>at grade</i>
				Extent of underground parking shown in dashed line
				Natural & finished grades of site, at buildings & retaining walls (indicate source of grade data)
				Existing and proposed contour intervals of 0.5 m
				Elevations at parcel corners, and spot elevations along property lines, at curb, at building corners and other key locations
				Locate all existing water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes
				Location and dimensions of all free-standing signs
				Dimensions of area meeting Open Space requirement
				Existing and proposed covenant areas
Floor Plans min. scale 1:100				Conceptual servicing both on-site and off-site (water, sewer, storm drains, hydro, telephone, cable, gas, including water flows according to Fire Underwriters Survey)
				All site and boulevard trees (within area to be developed); with numbers referencing numbered metal tree tags affixed to trees; show protected root zone or critical root zone
Elevations min. scale 1:100				Data Table showing proposal compared to most compatible existing zone. (Please see #2 on next page – Development Summary - for data table requirements)
				Uses of spaces and building dimensions for all levels
				Adaptable housing requirements
				Basement and non-basement areas clearly indicated on the plans (RS & RD zones)
Sections min. scale 1:100				Building finishes, materials & colours (including product numbers & sample colour chips of exterior finish colours)
				Natural, average and finished grades; finished floor(s) elevations, roof & building height elevations
				Locations and sizes of roof mechanical equipment, stairwells, and elevator shafts that protrude above the roof line
Landscape Plan same scale as Site Plan				Building sign details (location, type, dimension, illumination)
				Min. 2 sections of site & building (from curb/property line to curb, as applicable); in perpendicular directions (i.e. N-S, E-W)
				Sections to include portions of building dedicated to vertical circulation of people & vehicles (e.g. stairwells, ramps, etc.)
				Location of Sections to be shown on Site & Servicing Plan
				Conceptual colour landscape plan showing location, size, species of proposed plantings and trees, and existing vegetation and trees to be retained; installation as per BCLNA/BCSLA standards noted on plans
				Major topographical features (e.g. water course, rock outcrops)
				Surface storm water management features (rain gardens, swales, permeable paving)
				Rare or endangered species or habitats
				Existing and proposed covenant areas
			All screening (garbage/refuse collection), paving, retaining walls, fencing & other details	
			Cost estimate for hard and soft landscaping	
			Contour intervals of 0.5 m	
			Elevations at parcel corners, and spot elevations along property lines, at curb, at building corners and other key locations	
			Extent of underground parking shown in dashed line	

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	Y	N	N/A	Plan Submission Details (all plans must be submitted in metric only)
Streetscape Plan				A plan showing the elevation of the proposed building, and neighbouring buildings from the street.
				Plan showing relationship between proposed building and neighbouring buildings, in terms height, massing and character.
Digital Plan Submission				Submit a digital copy of all plans in PDF format to planning@saanich.ca .

2. DEVELOPMENT SUMMARY INFORMATION

Include all of the following in the data table on the site plan.

Data Table Information	
Owner & Designer/Architect	Number of units by type (# of bedrooms) and tenure
Civic & legal address	Parking requirements & calculations
Project description	Height of buildings and structures
Site area & site coverage (net after dedication of road & park)	Total Impervious Surface Area (bldg footprints, paved & covered areas)
Total floor area & floor space ratio (FSR)	Ratio of Open Space to Total Site Area
All setbacks and projections for all buildings and structures	Variances requested

3. ADDITIONAL INFORMATION REQUIRED

Include the following documentation if applicable.

	Y	N	N/A	
Title Search				Submit a current copy (no older than 30 days prior to the date of submission) including relevant covenants, rights-of-way and easements. https://ltsa.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)
Community Consultation				Include any comments from meetings or open houses, and consultations with neighbours and community associations.
Stormwater Management Statement				Fill out the form attached to the application package and submit.
Sustainability Statement				Using the guide attached to the application package, write a sustainability statement for the project. This will be forwarded to Council. Please provide details of your commitment to energy efficient construction. A minimum of BuiltGreen™ Gold or equivalent is recommended.
Comprehensive Sign Plan				For parcels within Sign District C and D, indicate the type and illumination of business signs along with sign locations and/or sign bands.
Tree Inventory				For boulevard trees and those on-site (within the developable area), provide tree inventory done by ISA-certified arborist indicating size (cm, at height of 1.50m), species, condition, tag #, PRZ or CRZ, status (to be retained or removed) cross-referenced with Site Plan
Tree Preservation Plan				Where there are retained trees (boulevard & on-site) that will be “affected” (by underground servicing, excavation, construction access routes or other development activity) provide Plan by ISA-certified arborist on tree protection and mitigation measures
Tenant Assistance Plan				For rezoning applications where 5 or more tenant-occupied residential units will be permanently vacated, include a Tenant Assistance Plan (see saanich.ca/TAP).

4. SPECIAL REQUIREMENTS

The following information may be requested during the application review depending on the type, size and complexity of the application.

- Building separations on plans for RC, RT, RM and RA zones with building separation requirements
- Model showing massing of the proposal and surrounding buildings
- Shadow diagrams
- Site plan, elevations and sections showing proposal in context with surrounding buildings
- Arborist report for “protected” trees on adjacent parcels that may be affected by development
- Building details illustrating materials, colours and samples
- Renderings and perspective drawings of general views and specific features (such as entrances, street heads and corners)
- Crime Prevention through Environmental Design (CPTED) study
- Transportation and Parking Impact Assessment (terms of reference must be approved by Saanich)

5. COMPLETE APPLICATION

Your application will not be accepted unless it is complete.

A COMPLETE APPLICATION FOR REZONINGS, DEVELOPMENT PERMITS, AND DEVELOPMENT PERMIT AMENDMENTS CONTAINS:

Plan Submission Requirements

- Six complete sets of plans, including: Site & Servicing Plan, Floor Plans, Elevations, Sections, Landscape Plan, Streetscape Plan (Full Size) – Minimum of 2 colour sets and 4 black and white sets of plans
- All measurements are in metric
- Floor plans and elevations at a minimum scale of 1:100
- Site & servicing plan and landscape plan are at the same scale
- Digital plan** submission (PDF format), emailed to planning@saanich.ca
- Two additional colour Landscape Plans (Full Size)
- Four additional Site & Servicing Plans (Full Size)
- One complete set of colour plans reduced to 11” x 17” (tabloid) format
- Should your application proceed to Advisory Design Panel, 8 reduced (11”x17” – tabloid) complete plans sets will be required, in colour. A digital complete plan submission is also required in PDF format.
- When your application proceeds to Committee of the Whole, 13 reduced (11”x17” – tabloid) complete plans sets will be required, in colour. A digital complete plan submission is also required in PDF format.

Additional Documentation Required

- Fully completed application form (this form)
- Justification Letter explaining proposal
- Stormwater Management Statement
- Sustainability Statement
- Tree Inventory, Tree Preservation Plan and Arborist Report (if applicable)
- Tenant Assistance Plan (if applicable)
- Certificate of Title (current within 30 days, including copies of any encumbrances registered on title, e.g. restrictive covenants, easements and right-of-ways. <https://ltsa.ca>)
- Building Code Information Sheet
- Fees

A COMPLETE APPLICATION FOR MINOR AMENDMENTS TO DEVELOPMENT PERMITS CONTAINS:

- Fully completed application form (this form)
- All measurements in metric
- Floor plans and elevations at a minimum scale of 1:100
- Site & Servicing Plan and Landscape Plan are at the same scale
- Three complete sets of plans (Site & Servicing Plan, Floor Plans, Elevations, Sections, Landscape Plan)
- Certificate of Title (current within 30 days, including copies of any encumbrances registered on title, e.g. restrictive covenants, easements and right-of-ways. <https://ltsa.ca>)
- Fees