

**SUBMISSION DETAIL REQUIREMENTS**

It is the responsibility of the applicant to provide all required information.  
**Your application will not be processed until all submission requirements are met and submitted to [Planning@saanich.ca](mailto:Planning@saanich.ca).**

**COMPLETE APPLICATION INCLUDES:**

- A completed Application Form
- Payment of Fees
- Certificate of Title (current within 30 days) - <https://tisa.ca>  
 including copies of any encumbrances registered on title, e.g. restrictive covenants, easements, and right-of-ways
- [Building Code Information Sheet](#)

**Plan Submission Requirements**

- PDF Format including Site & Servicing Plan, Floor Plans, Elevations, Sections, Landscape Plan, Streetscape Plan (full size)
  - 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
- [Sustainability Statement](#)
- Tree Inventory, Tree Preservation Plan and Arborist Report (if applicable)
- Tenant Assistance Plan (if applicable)
- Proof of non-profit status (if applicable)
- Housing Agreement or related document (if applicable)

**INFORMATION REQUIREMENTS FOR PLANS, DRAWINGS, AND SUPPORTING REPORTS**

***The following are required for all applications, IN DIGITAL (PDF) FORMAT***

	Y	N	N/A	Plan Submission Details (all plans must be submitted in metric only)
<b>Site and Servicing Plan</b> 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)
				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
				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	
			Data Table showing proposal compared to most compatible existing zone (see next page)	

<b>Floor Plans</b> min. scale 1:100			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)
<b>Elevations</b> 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
<b>Sections</b> min. scale 1:100			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.)
<b>Landscape Plan</b> Same scale as site plan			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
<b>Streetscape Plan</b>			Extent of underground parking shown in dashed line
			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.

## DEVELOPMENT SUMMARY INFORMATION

*Include all 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

## ADDITIONAL INFORMATION REQUIRED

	Y	N	N/A	
<b>Title Search</b>				Submit a current copy (no older than 30 days prior to the date of submission) including relevant covenants, rights-of- way and easements. <a href="https://itsa.ca">https://itsa.ca</a>
<b>Archaeological Information Request Form</b> – Confirmation of request to Province				Current (within 30 days) <a href="#">Archaeological Information Request Form</a> from Ministry of Forests, Lands, Natural Resource Operations & Rural Development Contacts.
<b>Community Consultation</b>				Include any comments from meetings or open houses, and consultations with neighbours and community associations.
<b>Stormwater Management Statement</b>				Fill out the form attached to the application package and submit.
<b>Sustainability Statement</b>				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.
<b>Comprehensive Sign Plan</b>				For parcels within Sign District C and D, indicate the type and illumination of business signs along with sign locations and/or sign bands.
<b>Tree Inventory</b>				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
<b>Tree Preservation Plan</b>				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
<b>Tenant Assistance Plan</b>				For rezoning applications where 5 or more tenant-occupied residential units will be permanently vacated, include a Tenant Assistance Plan (see <a href="http://saanich.ca/TAP">saanich.ca/TAP</a> ).
<b>Housing Agreement</b>				For non-market housing projects applying under Schedule I zoning regulations, please submit a housing agreement and/or information related to a forthcoming housing agreement that secures long-term affordability and tenure.
<b>Non-Profit Status</b>				For non-market housing projects seeking expedited processing, please submit proof of non-profit status and an organizational mandate confirming the applicant’s commitment to provide “affordable” or “supportive” housing.

## 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)