

# Development Variance Permit



District of Saanich

## Submission requirements

Tel. 250-475-5471 Fax. 250-475-5430  
www.saanich.ca

Consult with staff to determine which items are applicable to your submission. Additional information may be requested during application review. **Note:** The following are not required if associated with Subdivision application. **All submission requirements to be submitted digitally to Planning@saanich.ca.**

### COMPLETE APPLICATION INCLUDES:

- ☐ Fully completed Application Form
- ☐ Payment of Fees
- ☐ Certificate of Title (see below)
- ☐ **Digital plan submission** (see below)

Documentation Required	
<b>Title Search</b> - Current within 30 days of submission) - <a href="#">Home - LTSA</a> <i>including relevant covenants, rights-of-way &amp; easements</i>	
<b>Site Profile</b> - A completed Site Profile for Contaminated Sites if required under <i>Contaminated Sites Regulations</i>	
<b>Community Comments</b> - Include any comments from neighbours/community associations	
Data Table Information	
Owner & Designer/Architect	
Civic & legal address	
Project description	
Site area & site coverage (net after dedication of road & park)	
Total floor area & floor space ratio (FSR)	
All setbacks	
Number & type of units	
Parking requirements & calculations	
Height of building	
Variance(s) requested	
Plan Submission Details (all plans must be submitted in metric only)	
<b>Site Plan</b> <i>same scale as Landscape Plan</i>	North arrow and scale
	Dimensions of property lines, rights-of-way, easements
	Dimensions & setbacks of all buildings & structures; separation to all buildings on and off site
	Location of existing & proposed access, sidewalks, curbs, boulevards, edge of pavement & transit stops <i>at grade</i>
	Location, numbering & dimensions of all vehicle and bicycle parking, disabled persons' parking, electric vehicle charging infrastructure, vehicle stops & loading <i>at grade</i>
	Natural & finished grades of site, at buildings & retaining walls (indicate source of grade data)
	Locate all water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes
	Locate high water mark, top of bank, natural boundaries, watercourses & riparian area on or within 30 m of property
	Location & dimensions of free-standing signs (relating to DVP)
	Identify requested variance(s)
<b>Floor Plans</b> <i>min. scale 1:100</i>	Uses of spaces & building dimensions
<b>Elevations</b> <i>min. scale 1:100</i>	Building finishes, materials & colours (including product numbers, sample colour chips of exterior finish colours)
	Natural, average natural and finished grades; finished floor elevations, roof & building height elevations; average natural grade calculation
	Locations & sizes of roof mechanical equipment, stairwells, and elevator shafts that protrude above the roof
	Building signage details (locations, type, dimension, illumination)
<b>Landscape Plan</b> <i>Same scale as site plan</i>	If required to demonstrate requested variance(s)