

SUBMISSION REQUIREMENTSTel. 250-475-5471 Fax. 250-475-5430
www.saanich.ca

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.

Fees are paid (non-refundable)

PROVIDE IN DIGITAL FORMAL:

Owner's Authorization

Title Search (current within 30 days, [Home - LTSA](#))

(incl. copies of any encumbrances registered on title, e.g. restrictive covenants, easements, right-of-ways)

Letter addressing policy requirements, including:

Proposed location

Hours of Operation

Parking requirements

Proposed Crime Prevention through Environmental Design (CPTED)

Community Consultation

Plans – Digital Submission to include:

Site Plan (must include distances, closest lot line to closest lot line, from elementary school, middle school, secondary school, playground, community recreation centre and any other non-medical cannabis retail store/Liquor retail store)

Floor Plans

Elevations

Cross Sections

Landscape Plan (if required)