

**Application Form**

Please submit application to the [Planning Department](#) along with:

- ☐ Digital Site Plan Submission
- ☐ Current Certificate of Title – current within 30 days ([Home - LTSA](#))

Once your application request has been reviewed, you will receive an email outlining steps to submit the required fees below:

- ☐ \$500.00 application fee to be paid once application received & payment revised by Planning.

**APPLICANT**

Name					
Address				Postal Code	
Phone		Fax		E-mail	

**OWNER**

Name					
Address				Postal Code	
Phone		Fax		E-mail	

**PROPERTY DESCRIPTION/ADDRESS**

Legal Description
Address

**PROJECT DESCRIPTION**

Zoning

- In making this application the owner agrees to permit access to the property at all reasonable times by Saanich staff, members of council or consultants authorized by Saanich, for purposes of conducting inspections of the property.
- The name, address and phone number of the applicant will be made available to the public on request.

**CERTIFICATION**

I hereby certify that the information is true to the best of my knowledge

**SIGNATURE OF APPLICANT****DATE****AUTHORIZATION**

Required if applicant is not the registered owner; strata titled developments require a written endorsement from strata council(s)

I hereby consent to the application herein

**SIGNATURE OF OWNER****DATE**

*This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7. t. 250-475-1775, e. [foi@saanich.ca](mailto:foi@saanich.ca)*

**STAFF USE ONLY****Project Name:** \_\_\_\_\_**Project No:** \_\_\_\_\_**Case No:** \_\_\_\_\_