

# Board of Variance Application Checklist



## District of Saanich – Planning Department

*Information/materials **required** for all applications is listed below. Please submit the complete application package online.*

### Title Search

Current (within 30 days) Certificate of Title obtained from the Land Title and Authority Office ([www.LTSA.ca](http://www.LTSA.ca)). Include copies of all encumbrances the District of Saanich is party to, such as easements, covenants and rights-of-way.

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### Letter Addressed to the Chair and Members of the Board of Variance

Explaining briefly the undue hardship/rationale for the requested variance(s). This may be included with the notification forwarded to adjacent property owners.

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### Project Data Table (Refer to <http://www.saanich.ca/bov> for a sample & fillable form)

Project Data Table denoting the proposed values for lot coverage, setbacks, height, floor area and parking.

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### Proposed Site Plan

Showing the **proposed** structure(s)/addition(s) with dimensions from the property lines and existing property lines, dimensions, building(s), setbacks, geodetic grades (as applicable), driveway, trees, easements, covenants and rights-of-way.

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### Floor Plans and Elevation Plans

Dimensioned floor plans of all floor levels identifying walls, doors, plumbing fixtures, windows, stairs, decks, room uses labeled. Dimensioned partial floor plans are adequate for proposed deck additions.

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Dimensioned elevation plans (north, south, east and west) showing how the exterior building appearance and the proposed changes with respect to additions, doors, windows, decks/porches, roofing and cladding materials.

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Dimensioned elevation plans (north, south, east and west) showing how the exterior building appearance and the proposed changes with respect to additions, doors, windows, decks/porches, roofing and cladding materials.

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### Owner Authorization form

One form required for each owner on title (including the applicant if you are an owner).

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### Archaeological information request form – confirmation of request to the Province

A current (within 30 days) copy of confirmation of Archaeological Information Request Form from Ministry of Forests, Lands, Natural Resource Operations & Rural Development Contacts ([www.archdatarequest.nrs.gov.bc.ca](http://www.archdatarequest.nrs.gov.bc.ca))

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### BCLS Survey Plan (Prepared, Sealed and Signed by a registered British Columbia Land Surveyor)

Required for siting variance requests for all proposed additions, decks and existing structures. Showing existing property lines, dimensions, building(s), setbacks, geodetic grades (as applicable), driveway, trees, easements, covenants and rights-of-way. Not required for fences.

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### BCLS Letter of Assurance (Prepared, Sealed and Signed by a registered British Columbia Land Surveyor)

**Required** for building height variance requests. Not required for fences.

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### BCLS Letter of Assurance (Prepared, Sealed and Signed by a registered British Columbia Land Surveyor)

**Required** for variance requests that have impacts to Bylaw protected trees.

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### Fee

\$300.00 non-refundable application fee (the fee is the same regardless of the number of requested variances and taxes are included).

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### \*\*\* Important Information \*\*\*

**Tree Protection Bylaw (No. 9272)** requires a permit from Saanich Parks to be issued before work occurs within the root zone of a Protected Tree. 'Work' includes excavating or cutting roots or branches. Contact Parks at 250-475-5522 for further information.