

Application for Board of Variance

District of Saanich – Legislative Services



Note: All data fields *must be completed*. Please put N/A in any field that does not apply to this application.

Civic Address (Subject Property): _____

Lot: _____ **Block:** _____ **Plan:** _____ **Present Use:** _____

Project Description: _____ **Zone:** _____

Is this variance required to legalize a building or structure that has already been constructed? **Yes** **No**

Applicant/Agent

Name (s)		
Address	City	Postal Code
Email	Phone	Cell

Owner

Name (s)		
Address	City	Postal Code
Email	Phone	Cell

Owner(s) Signature Required – As the registered owner(s), I appoint the above person(s) as agent to apply for variance(s) for the above address.

Architect/Designer (if applicable)

Name (s)	Company Name	
Address	City	Postal Code
Email	Phone	Cell

Check all the applicable Variance(s) requested

Front Lot Line Setback
 Rear Lot Line Setback
 Interior Lot Line Setback
 Exterior Lot Line Setback
 Combined Setbacks
 Building Height
 Single Face Bldg. Height
 Non-basement Floor Area
 Other (Provide Details): _____

Are Bylaw Protected Trees impacted on your property or on an adjacent property? **Yes** **No**

I hereby declare that the information submitted in support of this application, is to the best of my knowledge, true and correct in all aspects, and further that my plans have no conflict with municipal bylaws other than those applied for within this application.

Applicant Signature _____
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 form. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria B.C., V8X 2W7 t. 250-475-1775, e. foi@saanich.ca

Legislative Services Department Only	Date/Time Received:	Prospero Folder No.:	Circulated to:
	Comments:	Received By:	<input type="checkbox"/> Planning <input type="checkbox"/> Parks <input type="checkbox"/> Development
			<input type="checkbox"/> \$200.00 Non-refundable Application Fee

Application Checklist Board of Variance

District of Saanich – Legislative Services

Information/materials required for all applications is listed below. Please submit **eight (8) sets of the complete application package. Maximum page size for plans is 11"x17". **Making an appointment to submit your materials is encouraged.****

Title Search	<input type="checkbox"/>
A Certificate of Title can be obtained from the Land Title and Authority Office (www.LTSA.ca) and must be current within 30 days. Include copies of all encumbrances to which the District of Saanich is party to, such as easements, covenants and rights-of-way.	
Letter Addressed to the Chair and Members of the Board of Variance	<input type="checkbox"/>
Explaining briefly the undue hardship/rationale for the requested variance(s). This may be included with the notification forwarded to adjacent property owners.	
Project Data Table (Refer to www.saanich.ca – Board of Variance for a sample & fillable form)	<input type="checkbox"/>
Project Data Table denoting the proposed values for lot coverage, setbacks, height, floor area and parking.	
Proposed Site Plan	<input type="checkbox"/>
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.	
Floor Plans	<input type="checkbox"/>
Dimensioned floor plans of all floor levels identifying walls, doors, plumbing fixtures, windows, stairs, decks, room uses labeled (bedroom, bathroom, kitchen etc.). Dimensioned partial floor plans are adequate for proposed deck additions.	
Elevation Plans	<input type="checkbox"/>
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, etc.	
BCLS Survey Plan (Prepared, Sealed and Signed by a registered British Columbia Land Surveyor)	<input type="checkbox"/>
<u>Required</u> 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.	
BCLS Letter of Assurance (Prepared, Sealed and Signed by a registered British Columbia Land Surveyor)	<input type="checkbox"/>
<u>Required</u> for building height and/or single face building height variance requests. Not required for fences.	
Arborist Report (Details of requirements available at www.saanich.ca – Trees in Saanich)	<input type="checkbox"/>
<u>Required</u> for variance requests that have impacts to Bylaw protected trees.	
Fee	<input type="checkbox"/>
\$200.00 non-refundable application fee (the fee is the same regardless of the number of requested variances and taxes are included).	

*** Important Information ***

The Board members will be visiting the property. **Please ensure that the property address is clearly identified, that the site is fully accessible and the proposed variance(s) (height, setback, footprint) and the property line(s) are clearly marked on site at least one week prior to the meeting.** Failure to do so may result in the Board postponing your application for future consideration. Visit www.saanich.ca – Board of Variance for tips on how to mark your site.

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.