



# Heritage Application Form

District of Saanich  
Planning Department  
770 Vernon Avenue, Victoria BC V8X 2W7  
T: 250-475-5471 F: 250-475-5430  
[saanich.ca](http://saanich.ca)

## Application Type:

Heritage Register	Heritage Alteration Permit
Heritage Designation	Heritage Revitalization Agreement
De-Register / De-Designation	

## Permit No.

HER -  
HAP -  
HRA -

## Site Particulars

Civic Address(es):

Legal Description:

## Applicant

Name: Company Name:

Mailing Address:

Email: Phone:

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 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)*

## Registered Owner(s) *(complete only if different from Applicant)*

Name(s):

Mailing Address:

Email: Phone:

## Owner Authorization *(complete if applicant is not the registered owner)*

I/We are the registered owners of the above referenced property and hereby authorize the above named Applicant to make this development application on my/our behalf.

Owner(s) Signature(s): Date:



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## Heritage Application Submission Requirements

Items are required at the time of submission of application.

Additional information may be required to facilitate processing of the application.

### Application Type

Heritage Register	A, B, C, D, E, F, G
Heritage Designation	A, B, C, D, E, F, G, H
De-Register / De-Designation	A, B, C, D, E, F
Heritage Alteration Permit	A, B, C, D, E, F, G, H, J
Heritage Revitalization Agreement	A, B, C, D, E, F, G, H, I, J, K, L

### Submission Requirements

- A. Completed Heritage Application Form, in full
- B. Application fee, as per Saanich Fee Bylaw
- C. Copy of Certificate of Title, dated no more than 30 days prior to submission
- D. Letter of Intent – clearly outlining the current use, proposed use/change(s) and rationale for the application
- E. Statement of Significance – including key character defining elements
- F. Site photographs – current photos of existing building(s), in colour
- G. Site Plan
- H. Elevations – showing all building sides, dimensions
- I. Landscape Plan
- J. Material board / samples – showing proposed exterior finish colours and materials
- K. Building Conditions Assessment
- L. Heritage Conservation Plan

### Application Fee

Application Type: Fee: \$

Is the application tied to any other District of Saanich Development Applications:

Official Community Plan Amendment

Rezoning Application