



Neighbourhood Notification Letter Garden Suite Proposal

_____ (Month, Date, Year)

Dear Neighbour:

Re: Notification of a Garden Suite Application
_____ (Civic Address)

The District of Saanich requires owners to notify their immediate neighbours when they are planning to design and construct a garden suite.

We are the owners of _____ (Street Name) and we are submitting an application to the District of Saanich to build a garden suite on our property. Our proposed garden suite will be ____ square metres (____ square feet) and it will be located in the rear yard of our property. Plans for our garden suite proposal are included with this letter.

Garden suites are allowed by permit in Saanich on residentially zoned (RS) properties within the Sewer Service Area. In order to construct a garden suite, a Development Permit and Building Permit are required. The Development Permit process helps facilitate the thoughtful integration of garden suites into residential neighbourhoods, with a focus on liveability, green space and minimizing impacts on neighbouring properties. This process involves review and approval by Saanich staff and is focused on site and building design.

The District of Saanich encourages applicants to discuss their plans with their neighbours and receive feedback to inform applications. Following our discussions with you and/or our other immediate neighbours, we will be making applications to Saanich for a Development Permit and Building Permit. With approval of these permits, we will start construction. If you would like to share your comments with us, please do so by _____ (Month, Date, Year).

We are happy to discuss any questions you may have about our proposal. You also have the option to contact the District directly at:

**District of Saanich
Planning
770 Vernon Avenue
Victoria BC V8X 2W7**

t. 250-475-5471
e. planning@saanich.ca
w. saanich.ca/gardensuites

Thank you for taking the time to consider the design of our proposed garden suite.

Sincerely,

_____ (Name of Owner(s))

_____ (Signature of Owner(s))

_____ (Street Name) t: _____ (telephone)

Victoria, BC _____ (Postal Code). e: _____ (email)

GARDEN SUITE PLANS

Attach plans here.