

Plan Submission Checklist

Plan Summary Information

- ❑ Owner/developer.
- ❑ Architect/designer/Landscape Arch.
- ❑ Legal description and civic address.
- ❑ Gross floor area.
- ❑ Height of building and structures.
- ❑ Number and type of dwelling units.
- ❑ Project description.
- ❑ Site size and lot coverage.
- ❑ Floor area ratio calculations.
- ❑ Parking spaces and calculations including loading bays and bicycle racks.

Landscaping (if applicable)

- ❑ Location of planting and quantities; species (recommend native species); plant size; existing trees and other vegetation to be retained (show all trees having a caliper of 10cm or greater.)
- ❑ Vegetation retention plan.
- ❑ Site contours to be shown at intervals of not less than an 0.6m.
- ❑ All irrigation, including underground, automatic/manual, above ground (hose bib).
- ❑ Garbage collection area's screening.
- ❑ Fencing and screening details.
- ❑ Estimated costs of landscaping including tree/vegetation retention measures. (Note : A security deposit of 1.25 times the estimated cost of landscaping will be required).

Environmental Assessments

(if applicable)

- ❑ Site profile.
- ❑ Hydrological and geotechnical assessments.
- ❑ Environmentally sensitive areas.

Site Plan

- ❑ Location of all existing and proposed buildings and structures indicating setbacks to property lines and separation to other buildings.
- ❑ Photos provided of the site in relation to all adjacent properties including the frontage views.
- ❑ Off-site information relevant to the site development: e.g. boulevard trees, adjacent parks, sidewalks, street furnishings, and overhead utilities.
- ❑ Location of all Municipal services (storm, water, sewer etc.) on and off site.
- ❑ Location of driveways, walkways, curbs and vehicle stops, including transit stops.
- ❑ Parking areas shown with dimensioned stalls and aisles.
- ❑ Location and design drawings of free standing signs.
- ❑ Location of existing trees, hedgerows or other significant landscape features.
- ❑ Major topographic features, including contours, significant rock outcropping, water courses, etc.
- ❑ Natural grades relative to geodetic datum at the perimeter of the site, buildings and structures.
- ❑ Finished grades relative to geodetic datum at the perimeter of the site, buildings and structures.
- ❑ Exterior lighting location & design.
- ❑ Buffer strips, park & open space areas.

Floor Plans

Plans should include areas devoted to various uses & functions within the buildings.

Building Elevations

- ❑ Elevations of all sides of the buildings.
- ❑ Exterior finishes, materials and colours.
- ❑ Location and design drawings of signs affixed to the buildings.
- ❑ Natural grade line on all elevations.



Central Saanich

Development Permit Guide

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Development Permit Areas

Certain lands are designated as Development Permit Areas in the District of Central Saanich Official Community Plan or Local Area Plans, discussed in Section 879(1) of the Local Government Act. Specific consideration must be given to certain aspects of development. Council may apply specific conditions having **Form and Character Guidelines**. In the OCP documents, Council has established objectives and guidelines for the design of commercial, industrial and multi-family development.

Application Requirements

For all Development Permit Areas, a Development Permit is required before land may be altered in any way (including the removal of trees and vegetation); before land may be subdivided; or before any building or structure may be constructed, added onto, or altered.

The registered owner of the property or an authorized agent may apply for a Development Permit (DP). You are requested to submit the following to the Planning Department:

- ◆ completed application form, including the owner's authorization;
- ◆ application fee; and,
- ◆ preliminary plans which outline the proposed new use or development.

A complete plan checklist is provided on the last page.

Title Search

All applications must include a title search dated no more than 30 days prior to the application. The purpose of this requirement is to confirm property ownership and to ensure that the legal description used for permits and bylaws is accurate.

If there are covenant or easement documents that the District does not have record of, the owner may be required to obtain this information directly from the Land Titles Office, or through other legal channels.

Fees

Minor is defined as any improvements costing \$30,000 or less in value. Major is defined as any improvements costing more than \$30,000. Refer to the guide on Development Variance Permits if the application includes any variances to the Land Use Bylaw.

Development Permits

Minor (without Variances) \$300
Major (without Variances) \$1000

Site Profiles (if applicable) \$50

All fees are non-refundable unless the application is withdrawn within three working days of payment of the fees. In addition to the application fees noted above, there will be other charges related to the building permit and plumbing permit as you proceed to those stages. There may also be Development Cost Charges, sewer connection fees, and other related costs.

Development Permit Process

Application Submission

The **complete** application, including detailed plans showing all checklist items, shall be submitted to the Planning Department for review. Additional information may be requested by Planning or another reviewing department to clarify your application.

Prior to submitting a formal D.P. application, you are advised to discuss the proposal with the Director of Planning and Building Services.

Review Process

The application is circulated to the following departments for review:

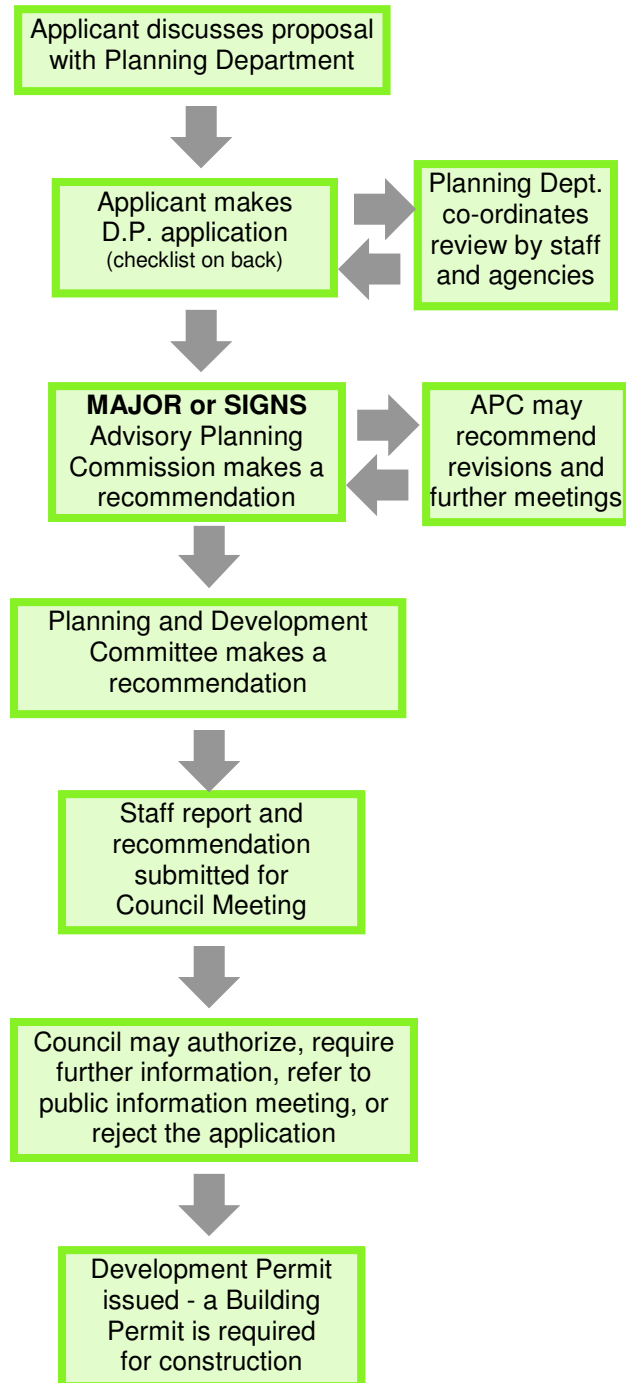
- ◆ Planning Department
- ◆ Engineering Department
- ◆ Building Inspections
- ◆ Fire Inspections
- ◆ Community Services

In addition, one or more of the following agencies may be involved in the review process:

- ◆ Capital Health Region
- ◆ Land and Water BC Inc.
- ◆ Ministry of Transportation
- ◆ Federal Department of Fisheries and Oceans
- ◆ Central Saanich Police
- ◆ School District # 63
- ◆ Utilities such as BC Hydro, Terasen Gas, Cable and Telus.

Advisory Planning Commission

The Advisory Planning Commission (APC), an advisory body comprised of District residents appointed by Council, provides recommendations on each proposal. The applicant will be invited to attend the meeting of the APC when the proposal is to be discussed. The Commission's motion may suggest revisions to the project. The motion of the APC is then provided as advice to Council.



Planning and Development Committee

This Committee of Council considers the staff recommendation and either authorizes forwarding the development permit to Council for consideration of issuance, recommends revisions, authorizes a public meeting, recommends, or, rejects the application.

Public Information Meeting (if necessary)

If a public information meeting is to be held, newspaper advertising and written notification to surrounding owners/occupiers is required, which normally takes four weeks. It is recommended that the applicant either make a presentation or to be available to answer the public's questions at the meeting. A brochure outlining the public information meeting process is available from the Planning Department.

Council

Upon receipt of staff and APC comments, a final staff report is prepared by the Planning Department which outlines the proposal, includes staff comments and makes recommendations. Council either authorizes the issuance of the D.P., requests further information or changes, or rejects it.

If approved to proceed, the applicant will be required to secure a deposit or letter of credit for 1.25 times the landscaping estimate, prepared by a landscape professional. A building permit is required prior to proceeding with any works covered by the Development Permit.

Final Approval

The Planning Department files a notice with the Land Title Office that a development permit has been issued. This will be registered on the legal title of the property.

This pamphlet is intended for general guidance only. Applicants should consult the Local Government Act, the Land Title Act, the District of Central Saanich OCP Bylaw, the Land Use Bylaw and other municipal bylaws for requirements and procedures.

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