



Development Variance Permit

District of Central Saanich
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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.

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.
- ❑ Details of requested variance(s).
- ❑ 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.

Development Variance Permit

A regulation in the Land Use (Zoning), Subdivision or Sign Bylaws may be varied if the use or density permitted in the appropriate zoning category are not affected by the variance. Development Variance Permits are normally considered where the proposed specific site characteristic or other unique circumstance does not permit strict compliance with an existing regulation.

A Board of Variance application is an option if there is a demonstrated hardship in meeting the regulation. Otherwise, an application for a Development Variance Permit, considered by Council, is the appropriate route. If the property is located in a Development Permit area and a variance is proposed, you would make application for a Development Permit and a Development Variance Permit.

Application Requirements

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

- ◆ completed application form, including the owner's signature;
- ◆ 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

Development Variance Permits (DVP) \$ 500

Development Permits with Variances

Minor with Variances (DP+DVP) \$ 800
Major with Variances (DP+DVP) \$ 1500

(Minor is defined as any improvements costing \$30,000 or less in value; Major is defined as any improvements costing more than \$30,000.)

DVP Notification Signs actual sign cost \$ 80

Site Profiles (if applicable) \$ 50

All fees are non-refundable. In addition to the application fees above, there will be other charges related to the building and plumbing permit at those stages. There may also be Development Cost Charges, sewer connection fees, and other related costs.

Development Variance 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.V.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, Terason Gas, Cable and Telus

Upon receipt of all staff comments, a report is prepared by the Planning Department which outlines the proposal and makes a recommendation to the Planning and Development Committee.

Applicant discusses proposal with Planning Department

Applicant makes D.V.P. application (checklist on back)

Planning Dept. co-ordinates review by staff and agencies

Staff report and recommendation submitted for Committee meeting

Planning and Development Committee may forward to Council, request revisions or reject application

Notice to Neighbours of Intent to Issue Permit

Council may authorize, reject, request amendments or further information

Development Variance Permit issued. A Building Permit is required for construction

Planning and Development Committee

This Committee of Council considers the staff recommendation, does further research as necessary, and either recommends forwarding the Development Variance Permit to Council for consideration of issuance, requests revisions, or rejects the application.

Notice of Intent to Issue the Development Variance Permit

Once Council has considered the Development Variance application, Council will authorize Staff to commence the statutory notification.

Notice of Council's intention to issue a Development Variance Permit is delivered to owners and tenants of the subject lot and neighbouring properties within 50m of the affected area at least 10 days prior to Council consideration.

Notice must also be posted on the subject property in a secure manner, clearly visible to the public. The responsibility of posting and paying for the sign is that of the owner, but it is ordered and supplied by the Municipality.

Approval

Council may request amendments or further information, authorize, or reject the Development Variance Permit application. If approved, a building permit is required prior to proceeding with any works covered by the Development Variance Permit.

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.