

# Application Submission Checklist (as applicable for proposal)

## Project and Zoning Summary

- ❑ Project description
- ❑ Site zoning and building calculations
  - Setbacks to property lines
  - Building footprint and lot coverage
  - Gross floor area and floor area ratio
  - Height of building and structures
- ❑ Parking spaces and calculations
  - Number of regular and small car spaces
  - Loading bays
  - Bicycle racks
- ❑ Site profile form (Provincial Regulations)

## Landscaping Plan

- ❑ Plants and trees
  - Existing trees/plantings
  - Vegetation retention plan
  - Size, quantity and species
- ❑ Fencing and screening details
  - Garbage/recycling areas
  - Parking areas
  - Property line fencing
- ❑ 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).

## Floor Plans

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

## Site Plan

- ❑ Building/structure locations
  - Setbacks to property lines
  - Separation between buildings
  - Natural and finished grades
- ❑ On site services and info
  - Storm/surface water retention
  - Sewer and water
  - Utilities
  - Street furnishings
  - Site grading
  - Buffer strips and open spaces
- ❑ Off-site information
  - Boulevard trees
  - Sidewalks
  - Street furnishings
  - Services/utilities
- ❑ Access and parking
  - Driveways and walkways
  - Dimensioned parking and aisles
  - Curbs and vehicle stops
- ❑ Signage and lighting details
  - Location and type of all signs
  - Exterior lighting location and design

## Building Elevations

- ❑ Elevations of all sides of the buildings
  - Exterior finishes, materials, colours
  - Sign location and design
  - Building grades
- ❑ Massing Model



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 (OCP).

Specific consideration must be given to certain aspects of development relating to the **Form and Character**. In the OCP, 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 (DP) is required to be issued by Council 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 on to, or altered.

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

- completed application form, including the owner's authorization;
- recent title search (within 30 days)
- application fee; and,
- plans which outline the proposed use or development.

## Application Fees

Development Permit Fees, depending on type:	
Minor (without variances)-Riparian/Marine	\$800
Multi-dwelling—min fee or \$100 per unit, whichever is greater (includes variances)	(min) \$2,500
Industrial or Commercial (includes variances)	\$2,500
Single Residential/Duplex—min fee or \$200 per proposed lot whichever is greater (includes variances)	(min) \$1500
PLUS Notification Sign	\$125

Site Profile (if applicable) \$ 50



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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**Please discuss your proposal with planning staff prior to submitting a formal application.**

## Development Permit Process

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.

### Application Submission

The **complete** application, including detailed plans

**A complete submission checklist is provided on the back page.**

showing all applicable checklist items, shall be submitted to the Planning Department for review. Additional information may be requested to clarify your application.

### Review Process

The application is circulated to municipal departments for review. One or more of the following external agencies *may be* involved in the review process as well:

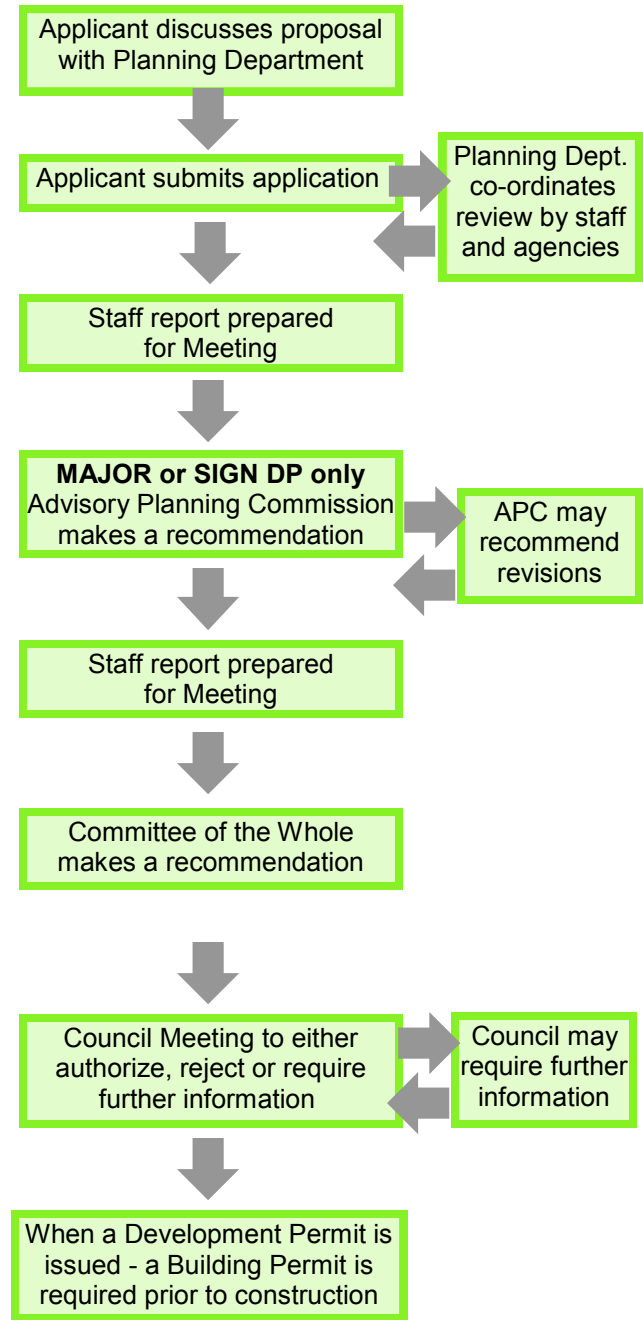
- Capital Health Region
- Land and Water BC Inc.

## Meetings and Council

- Ministry of Transportation and Infrastructure
- Ministry of Environment
- Fisheries and Oceans Canada
- Central Saanich Police
- School District #63
- Neighbouring First Nations
- Shoreline Interest Groups

### 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.



## Meetings and Council continued...

### Committee of the Whole

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. This Committee of Council considers the staff recommendations and forwards the DP application to Council either recommending issuance, revisions, or rejecting 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 meeting process is available from the Planning Department.

### Council

Council either authorizes the issuance of the Development Permit, requests further information or revisions, or rejects it.

If approved to proceed, the applicant may 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

