



**DISTRICT OF NORTH SAANICH**

**BYLAW NO. 1519**

**DEVELOPMENT APPLICATIONS PROCEDURES BYLAW**

**DISTRICT OF NORTH SAANICH**

**B Y L A W   N O. 1519**

**A BYLAW TO ESTABLISH DEVELOPMENT APPROVAL INFORMATION  
REQUIREMENTS, APPLICATION PROCEDURES FOR AMENDMENTS TO THE  
OFFICIAL COMMUNITY PLAN, THE ZONING BYLAW, A LAND USE CONTRACT  
OR THE ISSUANCE OF A PERMIT UNDER THE LOCAL GOVERNMENT ACT  
AND PROCEDURES FOR NOTIFICATION OF THESE APPLICATIONS**



The Municipal Council of the District of North Saanich in an open meeting assembled enacts as follows:

## 1. DEFINITIONS

The definitions in the District of North Saanich Zoning Bylaw No. 1255, as amended from time to time, shall be the definitions in this bylaw, except those listed below:

**“Applicant”** means a person or entity that applies for:

- (a) an amendment to the **Zoning Bylaw** or **Official Community Plan**;
- (b) a **Development Permit**;
- (c) a **Development Variance Permit**;
- (d) a modification, variance or discharge of or to a **Land Use Contract**;
- (e) a **Temporary Use Permit**; or
- (f) a **Phased Development Agreement**.
- (g) a resolution from **Council** in relation to section 25(3) or 29(4) of the *Agricultural Land Commission Act*, SBC 2002, c 36.

**“Application”** means an application submitted by an **Applicant** in relation to any matter outlined in Section 3;

**“Commission”** Commission” means a municipal commission established by Council pursuant to section 143 the Community Charter or an advisory planning commission established via bylaw under section 461 of the *Local Government Act*;

**“Committee”** means a standing, select committee or other committee of the Council, but does not include the **Committee of the Whole**, established under section 141 and 142 of the *Community Charter*.

**“Committee of the Whole”** means the Committee of the Whole **Council**.

**“Council”** means the council of the **District**;

**“Development Permit”** means a development permit issued under section 490 of the *Local Government Act*;

**“Development Variance Permit”** means a development variance permit issued under section 498 of the *Local Government Act*;

**“Director”** means the Director of Planning and Community Services for the **District** or their designate;

**“District”** means the District of North Saanich;



**“Fees and Charges Bylaw”** means North Saanich Fees and Charges Bylaw No. 1520, 2021 as amended, consolidated or replaced from time to time;

**“Land Use Contract”** means a land use contract under the *Local Government Act*;

**“Local Government Act”** means *Local Government Act*, RSBC 2015, c 1;

**“Official Community Plan”** or **“OCP”** means the Official Community Plan attached to the District of North Saanich Official Community Plan Bylaw No. 1130, 2007 as amended, consolidated or replaced from time to time;

**“Owner”** means, in respect of real property, the registered owner of such property, as verified by the **District** through either a Land Title Office search or BC Assessment Roll search, or such owner’s agent designated by the owner in writing;

**“Permit”** means a Development Permit, Development Variance Permit, or Temporary Use Permit.

**“Phased Development Agreement”** means a phased development agreement entered into under section 516 of the *Local Government Act*;

**“Public Hearing”** means a public hearing of **Council** pursuant section 464 of the *Local Government Act*;

**“Qualified Professional”** means the following professionals with experience relevant to the applicable matter, as determined by the **Director**: a professional engineer, geoscientist, architect, landscape architect, biologist, planner or other professional licensed to practice in British Columbia, including a “qualified environmental professional” as defined in the *Riparian Areas Protection Regulation*, BC Reg 178/2019;

**“Site”** means an area of land consisting of a **Lot** or two or more abutting **Lots**;

**“Temporary Use Permit”** means a temporary use permit issued section 493 of the *Local Government Act*; and

**“Zoning Bylaw”** means District of North Saanich Zoning Bylaw No. 1255, 2011 as amended, consolidated or replaced from time to time.

## **2. INTERPRETATION**

(a) Any enactment referred to in this bylaw is a reference to an enactment of:

- (i) the **Council** of the **District of North Saanich**, or
- (ii) British Columbia

as amended, revised, consolidated or replaced from time to time.

(b) If any section, subsection, sentence, clause, definition, phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the



invalid provision must be severed from this bylaw with the remainder of the bylaw left valid and enforceable.

### 3. **SCOPE**

This bylaw applies to an **Application**:

(a) for:

- (i) an amendment to the **Official Community Plan**;
- (ii) an amendment to the **Zoning Bylaw**; or
- (iii) a modification, variance or discharge of a **Land Use Contract**;

(b) for the issuance of:

- (i) a **Development Permit**;
- (ii) a **Development Variance Permit**;
- (iii) a **Temporary Use Permit**; and

and

(c) for a **Phased Development Agreement**.

### 4. **APPLICATION PROCEDURE**

#### 4.1 **General Requirements for All Applications**

(a) In addition to **Application** requirements found elsewhere in this bylaw, the following are required for all **Applications**:

- (i) An **Application** made pursuant to this bylaw shall be made to the **Director** and shall be executed in writing by the **Owner(s)** of the **Site** that is subject to the **Application**, or by a person authorized by the **Owner(s)**.
- (ii) If there is a change of ownership of a **Site** that is the subject to an existing **Application**, the **District** will require an updated title certificate and written authorization from the new **Owner** prior to proceeding further with the **Application**.
- (iii) An **Application** made pursuant to this bylaw shall be submitted in the form prescribed by the **Director**, all of which are available on the District's website, and shall include all information required by the form and the relevant **Application** fee, as outlined in the **Fees and Charges Bylaw**, made payable to the **District**.
- (iv) If the preparation or registration of a covenant, development agreement or other legal agreement is required in connection with an **Application**, the **Applicant** shall also



pay the applicable fee indicated in the **Fees and Charges Bylaw** when submitting the **Application**.

- (b) The **Director** is authorized to establish and revise the **Application** form for any development **Application** to be used pursuant to this bylaw.

#### 4.2 Incomplete or Inactive Applications

- (a) If an incomplete **Application** is submitted, the **Director** may refuse to accept the **Application**. If the **Director** refuses to accept an incomplete **Application**, the **Director** must inform the **Applicant**, verbally or in writing, why the **Application** is incomplete.
- (b) Upon determination of the **Director** that an **Application** has been substantially inactive or incomplete for a period of 180 days, the **Applicant** will be given 30 days written notice to provide outstanding information or meet outstanding requirements after which time the **Application** will be closed. The **Director** may consider a written request from the **Applicant** for extension of a deadline imposed by this section.
- (c) If an **Application** has been closed due to inactivity, the **Applicant** must, even if the new **Application** is substantially the same as the closed **Application**, begin the **Application** process again in accordance with this **Bylaw** and submit a new, complete **Application**.

#### 4.3 Permit Issuance, Renewal and Extension

- (a) The date of issuance for a **Development Permit**, a **Development Variance Permit**, or a **Temporary Use Permit** is the date of approval of the permit by **Council** or **Council's** delegate.
- (b) An **Application** to renew or extend a **Development Permit**, a **Development Variance Permit**, or a **Temporary Use Permit** under this bylaw must be made prior to the lapse of the permit.
- (c) **Council** or **Council's** delegate may consider one application for one extension of an issued **Development Permit**, a **Development Variance Permit**, or a **Temporary Use Permit** provided no change in the issued permit is proposed. Any change to a permit or further extension of a permit will require a new **Application**.

### 5. PUBLIC NOTIFICATION & CONSULTATION

#### 5.1 Public Notification

##### 5.1.1 Giving Notice

- (a) In accordance with the *Local Government Act*, the **District** will provide notice to all **Owners** and tenants occupying any part of a **Site** that is subject to a bylaw alteration or permit issuance proposed by an **Application**, and all **Owners** and



tenants occupying all **Lots** within 50 metres of the boundaries of the **Site** subject to an **Application**, advising of:

- (i) a scheduled **Public Hearing** on an **Official Community Plan** amendment, a **Zoning Bylaw** amendment; a bylaw modifying, varying or discharging a **Land Use Contract**; or a bylaw authorizing the District to enter into a **Phased Development Agreement**;
  - (ii) a scheduled **Council** meeting for considering issuance of a **Development Variance Permit**; or
  - (iii) a scheduled **Council** meeting for considering issuance of a **Temporary Use Permit**.
- (b) Individual notices under the preceding subsection shall be mailed or otherwise delivered not less than 10 days prior to **Council** consideration of issuance of a **Temporary Use Permit** or **Development Variance Permit**, and not less than 10 days prior to the holding of a **Public Hearing** on an **Official Community Plan** amendment, a **Zoning Bylaw** amendment, a bylaw modifying, varying or discharging a **Land Use Contract**; or a bylaw authorizing the **District** to enter into a **Phased Development Agreement**;
- (c) If the **District** gives notice under this section, the **Applicant** must pay the applicable notification fees set out in the **Fees and Charges Bylaw**.

### 5.1.2 Posting a Development Notification Sign

- (a) Where an **Application** is submitted for a **Development Permit** or a **Development Variance Permit**:
- (i) the **District** will provide the **Applicant** with a notification sign at the cost stated in the **Fees and Charges Bylaw** to be posted on the subject **Site**; and
  - (ii) the **Applicant** shall post the notification sign on the street frontage of the **Site** within 14 days of the submission of an **Application** for a **Development Permit** or **Development Variance Permit**.
- (b) Where an **Application** is submitted: to amend the **Zoning Bylaw** or **Official Community Plan**; modify, vary or discharge a **Land Use Contract**; or for a **Temporary Use Permit**, the **Applicant** shall comply with the following development notification sign requirements:
- (i) Timing:  
A development notification sign shall be posted a minimum of 10 days prior to any relevant **Committee** or **Council** or **Public Hearing** meeting date at which the **Application** is being considered.
  - (ii) Location:  
All development notification signs shall be placed on a **Site** that is subject to an **Application** so that they are clearly visible from the street, and will be located approximately three metres inside the property line of such subject **Site**.



(iii) Number:

One development notice sign is required for each 100 metres of road frontage of a subject **Site**, provided that no more than three signs are required for any one **Site**.

(iv) Sign Content:

Development notification signs shall include the information specified in Schedule '1' of this bylaw.

(v) Sign Installation:

Development notification signs shall be located in a manner which does not interfere with pedestrian or vehicular traffic or obstruct visibility from streets, lanes or driveways and must be installed in a safe, sturdy manner capable of withstanding wind and weather. Signs must be maintained and replaced as necessary.

(vi) Sign Standard:

An **Applicant** shall, at its own expense, prepare and post the development notification sign or signs in accordance with the sign specifications in 'Schedule 1' and verify to the **Director** that the sign or signs have been posted by providing dated photographs of the signs.

(c) Development notification signs must remain in place until one of the following occurs:

- (i) the **Public Hearing** related to the **Application** concludes;
- (ii) a **Development Permit, Development Variance Permit or Temporary Use Permit** is issued or the **Application** for such permit is refused;
- (iii) **Council** adopts or refuses to adopt the amending bylaw relevant to the **Application** if the **Public Hearing** has been waived; or
- (iv) the **Application** has been abandoned by the **Applicant**.

Development notification signs must be removed within seven (7) days of an event listed in 5.1.2(c)(i) – (v) taking place.

- (d) Failure to post a required development notification sign in accordance with this bylaw may result in the postponement of consideration of the **Application** by any **Commissions** or **Council**, and all costs incurred by the **District** for public notification as a result of such postponement will be the responsibility of the **Applicant**.

## 5.2 Public Information Meetings

### 5.2.1 Public Information Meeting Requirement



The **Director** may require a public information meeting to be held prior to a **Council** considering an **Application** in order to provide an additional opportunity for the public to access information and to inquire about the **Application** beyond that available through the regular **Application** referral and **Public Hearing** processes.

### 5.2.2 Public Information Meeting Standards

If a public information meeting is required, it is the applicant's responsibility to arrange and conduct the meeting to the satisfaction of the **District**, and according to the following standards:

- (a) A public information meeting will be held between 6:00 p.m. and 9:00 p.m.
- (b) A public information meeting will be held Mondays through Thursday excluding holidays
- (c) Where possible, a public information meeting should be held in a public facility, such as a public hall or school, in the community most affected by the respective **Application**. In certain cases, where considered more convenient and accessible and where adequate meeting facilities exist, an **Applicant** may hold a public information meeting at the **Site** subject to the **Application**. If deemed more appropriate by the **Director**, a public information meeting may be held within the offices of the **District**.
- (d) To ensure the public and persons who may be affected by the relevant **Application** have adequate notice of a public information meeting, the following steps are to be taken by the **Applicant** prior to the meeting:
  - (i) An advertisement for the public information meeting is to be placed in a local newspaper at least seven days and not more than 14 days prior to the date of the meeting.
  - (ii) The newspaper advertisement must display at least two columns wide and include the following information about the public information meeting:
    - a. Time, date and place the meeting will be held,
    - b. Purpose of the meeting,
    - c. Description of the subject **Site**, including a legal description,
    - d. Civic address of the **Site** and a location map showing **Site**; and
    - e. **Applicant** name and telephone number.
  - (iii) The **Applicant** must notify adjacent property owners and residents within at least 50 metres of the **Site** subject to the **Application** in person or, by mail. BC Assessment rolls should be used in preparing an adjacent-property owner list. District staff may assist in preparing the list.



(e) Prior to initial consideration of the **Application** by **Council**, the **Applicant** shall submit to **District** staff a report summarizing the public information meeting and provide, at a minimum, a general summary of the public information meeting outlining any discussions and issues raised by those attending that includes responses to the following questions:

- (i) Where was the meeting held?
- (ii) At what time and for what duration was the meeting held?
- (iii) How many people attended the meeting?
- (iv) How was the meeting advertised?
- (v) How were surrounding property owners notified of the meeting?
- (vi) What information was provided at the meeting?
- (vii) A general summary of the issues raised

## 6. REFERRAL PROCESS

- (a) The Director may refer an **Application** to any of the **District's Committees** or **Commissions** for review, information and comment, including comment to **Council** if required.
- (b) **Council** may at any time in any application process require that an **Application** be referred to any **District Committee, Commission**, internal staff or external agency for review, information and comment that **Council** considers appropriate.

## 7. COUNCIL CONSIDERATION

### 7.1 Official Community Plan, Zoning Bylaw, Land Use Contracts and Phased Development Agreements

- (a) Every **Application** under Section 3(a) or 3(d) of this bylaw shall be considered at a **Council or Committee of the Whole** meeting at which time **Council** may:
  - (i) direct staff to prepare proposed bylaws and then refer the **Application** to a **Public Hearing**;
  - (ii) refer the **Application** back to internal staff, a **District Committee** or **Commission** to an external agency;
  - (iii) table the **Application** until the **Applicant** provides further information requested by **Council**; or



- (iv) deny the **Application**.
- (b) Where an **Application** for a **Zoning Bylaw** amendment or a modification, variance or discharge of a **Land Use Contract** necessitates an amendment to the **Official Community Plan**, both amendments may be considered at the same **Public Hearing**.
- (c) Where an **Application** for a **Zoning Bylaw** amendment also involves an **Application** for the issuance of a **Development Variance Permit** or **Temporary Use Permit**, the **Application** for the issuance of a permit may be considered at the same Council meeting as the **Public Hearing** for the **Zoning Bylaw** amendment **Application**.
- (d) After considering at a **Public Hearing** an **Application** under Section 3(a) or 3(c) of this bylaw, **Council** may:
  - (i) approve the **Application** and adopt the bylaw;
  - (ii) approve the **Application** and, subject to the *Local Government Act*, alter and then adopt the bylaw; or
  - (iii) deny the **Application** and reject the bylaw.
- (e) Adoption of a **Zoning Bylaw** or **Official Community Plan** amendment, a bylaw to modify, vary or discharge a **Land Use Contract** or **Phased Development Agreement** bylaw may be considered by **Council** at the **Public Hearing** at which it was given third reading.

## **7.2 Development Variance Permits and Temporary Use Permits**

- (a) Every **Application** for the issuance of a **Development Variance Permit** or **Temporary Use Permit** shall be considered at a **Council** or **Committee of the Whole** meeting, at which time **Council** may:
  - (i) defer consideration of the **Application** until the **Applicant** provides further information requested by **Council**;
  - (ii) authorize the issuance of a permit; or
  - (iii) authorize the issuance of a permit as amended by **Council** in its resolution.

## **7.3 Agricultural Land Commission Applications**

In respect of **Applications** subject to Sections 25(3) and 29(4) of the *Agricultural Land Commission Act*, **Council** may, upon receipt of a report from the **Director**:

- (a) authorize the **Application** to proceed to the **ALC**; or
- (b) not authorize the **Application** to proceed to the **ALC**.



## 8. DELEGATION OF AUTHORITY

Pursuant to Section 154(1)(b) of the *Community Charter*, **Council** delegates to the **Director** the duties and powers of **Council** as follows:

### 8.1 Development Permits and Consultation

- (a) The powers of **Council** under 490 and 491 of the *Local Government Act* to issue and amend **Development Permits** in respect of all Development Permit areas established by the **Official Community Plan**, subject to restrictions identified in Section 8.1(b) of this bylaw. This includes the powers of **Council** to establish the conditions of the permit, and to determine whether such requirements and conditions have been met.
- (b) As a restriction on Section 8.1(a), the **Director** may not issue or amend a **Development Permit** that varies any provision of any bylaw.
- (c) **Council** delegates to the **Director** the duties and powers of **Council** for statutory consultation functions under sections 475 and 476 of the *Local Government Act*.

## 9. AUTHORIZATION TO REQUIRE DEVELOPMENT APPROVAL INFORMATION

- (a) Where the **OCP** specifies circumstances or designates areas where “development approval information” may be required, the **Director** is authorized to require in writing that the **Applicant** provide development approval information in a report that is certified by a **Qualified Professional** that:
  - (i) complies with and fully addresses terms of reference which are provided by the **Director** in accordance with Section 9(b);
  - (ii) identifies and defines the context, interaction, scope, magnitude and significance of the anticipated impacts of the activity or development on the community, as well as the data and methodological accuracy, assumptions, uncertainties, acceptability thresholds, and how the anticipated impacts may cumulatively contribute to existing risks, stressors, and threats;
  - (iii) provides recommendations for conditions or requirements **Council** or the **Director** may impose to mitigate or ameliorate the anticipated impacts identified; and
  - (iv) provides recommendations and details costs for modifications to the environment, or construction of works, required to mitigate or ameliorate the anticipated impacts.
- (b) The **Director** may issue terms of reference that require the **Applicant** to provide information on, and a systematic detailed assessment of:



- (i) compliance of the activity or development with the **Official Community Plan** and any other relevant **District** bylaw, plan or policy in preparation or adopted by **Council**;
- (ii) compatibility with adjacent and community land uses, functions, form, character, aesthetics and scale of development;
- (iii) socio-economic impacts affecting the day to day quality of life of people and communities, including direct and indirect economic impacts, demographics, housing, local services and socio-cultural issues;
- (iv) land use impacts such as noise, vibration, glare and electrical interference;
- (v) landscape and visual impacts including their nature, significance and magnitude and including impacts on view corridors and shadows, visual envelope, prominent features, experiential characteristics, and landscape character;
- (vi) transportation demand management strategies, including, but not limited to transportation impacts, public transit service and requirements, parking demand, traffic safety, pedestrian, cyclist and vehicular traffic flow or operation, trip generation, **Site** access and egress, access network connectivity and accessibility;
- (vii) retail trade impacts of a proposed commercial development, including but not limited to, the effects of additional competition, the effects on commercial vacancy rates, and the impacts to neighbourhood/sector stability;
- (viii) air quality impacts including, but not limited to, pollution, dust, fumes, smoke, greenhouse gas emissions and odours;
- (ix) impacts to ground and surface water quality including, but not limited to, pollution, temperature, oxygen levels, acidity, nutrients, silts, and pathogens;
- (x) geotechnical conditions including, but not limited to, soil composition, profile, classification, agricultural suitability and capability, geologic process and terrain stability;
- (xi) hydrological and/or hydrogeological assessment including, but not limited to, infiltration, interception, groundwater and overland flow, as well as hydrologic processes including accretion and erosion;
- (xii) terrestrial and aquatic ecology including, but not limited to, biological diversity, impacts to flora and fauna, habitat size, complexity, fragmentation or isolation, change to suitability or capability, restoration, creation or enhancement;



- (xiii) historical, cultural and archaeological buildings, sites or assets;
  - (xiv) the phasing and timing of the activity or development;
  - (xv) hazardous conditions including, but not limited to, mud flow, debris torrents, erosion, land slip, rock falls, subsidence, avalanche, wildfire, flood, storm surge, and inundation (including appropriate construction elevations and setbacks or other hazard);
  - (xvi) compatibility of the activity or project with adjacent **District** owned land, rights of way, covenants and easements;
  - (xvii) local infrastructure and **Site** servicing including, but not limited to, drainage, water, sewer or other utilities;
  - (xviii) community facilities and services including, but not limited to, schools, parks, recreation, emergency protective and health services; and
  - (xix) any other topic in relation to which the **Director** considers the proposed activity or development impacts the jurisdiction of the **District**.
- (c) Where applicable, an assessment required under this section must make recommendations on measures to mitigate and to compensate for any impacts identified.
- (d) The **District** may distribute a report and publicize the results of a report provided under this Section.

#### 10. TIME LIMIT FOR REAPPLICATION

Except in accordance with section 460 of the *Local Government Act*, if **Council** or the **Director** makes a decision in respect of an **Application** under this Bylaw, an Applicant must not submit, and the **District** must not accept, the same **Application** within six months of the date of the decision of **Council** or the **Director**. Revised **Applications** that are, in the opinion of the **Director**, significantly different from **Application** that has been refused can be accepted for consideration immediately as a new **Application**.

#### 11. RECONSIDERATION

- (a) If, pursuant to the *Local Government Act*, an **Applicant** is entitled to have **Council** reconsider a decision of the **Director**, the **Applicant** may submit, within 6 months of receiving notice of the decision of the **Director**, a written request for reconsideration.
- (b) On receipt of a written request for reconsideration the **Director**, or another person acting on behalf of the **District**, will place the request along with the original **Application** on the agenda of the next available **Council** meeting.
- (c) The **District** must notify the **Applicant** of the date of the meeting at which the reconsideration will occur.



- (d) After reconsidering a decision, **Council** may confirm the decision of the **Director** or substitute its own decision, including conditions of a permit or additional conditions of the permit.

## 12. PERFORMANCE SECURITY

- (a) The Council delegates to the Director the powers of **Council** under the *Local Government Act* to require security as a condition of the issuance of a **Development Permit**, **Development Variance Permit**, or **Temporary Use Permit**.
- (b) The **Director** may require that the **Applicant** provide security based on a complete construction cost estimate from a **Qualified Professional** in an amount equal to 125% of the estimated cost to satisfy a landscaping condition of a **permit**.
- (c) In addition to the amount calculated under s. 12(b), the **Director** may require that the **Applicant** provide security in an amount equal to 125% of the cost of work that the **Director** reasonably considers is likely to be required, in view of the scale and nature of the development being authorized and the nature of the site, to correct an unsafe condition or damage to the environment that could result from the contravention of a condition of the permit.
- (d) The **Director** may require that the **Applicant** provide security, in a form approved by the **Director**, and in an amount stated in the **permit**, by whichever of the following the **Applicant** chooses:
  - (i) automatically renewing irrevocable letter of credit;
  - (ii) bank draft; or
  - (iii) cash.

## 13. LAND USE CONTRACTS

The modification, variance or discharge of **Land Use Contracts** shall be in accordance with the *Local Government Act*.

## 14. REFUNDS

The payment by the **District** of refunds of **Application** fees to an **Applicant** is governed by the **Fees and Charges Bylaw**.

## 15. CONTIGUOUS LOTS

A separate set of fees shall be paid in respect of each **Applications** made under sections 3(a)(ii), 3(a)(iii), or 3(b) provided that an **Application** including two or more contiguous parcels of land constitutes one **Application**. For clarity, if an **Application** involves two or more **Lots** that are not contiguous, the **Lots** will be considered as separate **Lots** and separate **Applications** for the purpose of determining applicable fees payable by the **Applicant**.



**16. FEES RESULTING FROM FURTHER PUBLIC HEARINGS**

If an **Applicant** applies to amend their **Application** to the extent that a further **Public Hearing** is required, they shall pay again the application fees referred to in the **Fees and Charges Bylaw** for the **Application** as if the **Applicant** was submitting the **Application** for the first time.

**17. FEE EXCEPTIONS**

Except as permitted in Section 4.1(a)(iv) and Section 14, no application fees paid shall be refunded, whether or not the **Application** has been approved.

**18. REPEAL**

“North Saanich Development Procedures Bylaw No. 1324 (2015)”, and all its amendments are hereby repealed.

**19. CITATION**

This Bylaw may be cited as the “**North Saanich Development Application Procedures Bylaw No. 1519 (2021)**”.

READ A FIRST TIME the 7<sup>th</sup> day of June, 2021.

READ A SECOND TIME the 7<sup>th</sup> day of June, 2021.

READ A THIRD TIME the 7<sup>th</sup> day of June, 2021.

ADOPTED the 14<sup>th</sup> day of June, 2021.

\_\_\_\_\_  
MAYOR

*[Signature]*

\_\_\_\_\_  
CORPORATE OFFICER

*[Signature]*





Schedule '1'  
*Development Notice Sign Specifications*

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**Specifications**

Development notification signage must include (as applicable) the following information:

- The District's municipal logo (digital copy file available from the District);
- The present OCP designation of the property
- The present and proposed zone of the property;
- The purpose of the Zoning Bylaw amendment; OCP amendment; Land Use Contract modification, variance or discharge; or Development Permit, Development Variance Permit or Temporary Use Permit Application;
- Whether an amendment to the OCP is required;
- A context map showing the location of the property subject to the Application (available from District);
- Contact information for the applicant;
- Contact information for the District's Planning and Community Services Department;
- Any additional information as required.

The District will provide a digital copy file of the proposed sign.

**Size:** Approximately 0.9m x 1.2m (3' x 4')

**Material:** Coroplast mounted on 1.3 cm (1/2") plywood or particle board