

Development Application



District of North Saanich

Planning & Community Services
1620 Mills Road, North Saanich BC V8L 5S9

Phone: 250-655-5470 Fax: 250-656-0782
www.northsaanich.ca

Part 1

An application is submitted for one or more of the following:

- Rezoning/Bylaw Text Amendment
- OCP Amendment
- Development Permit
- Development Variance Permit

- Board of Variance
- Temporary Use Permit

Description of Property

Civic Address _____ **PID** _____

Legal Lot _____ Block _____ Section _____ Range _____ Plan _____

Contacts

Please print clearly.

Applicant

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicant's Signature (required)	Date
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Owner

If the applicant is NOT the owner, complete "Owner's Authorization" form.

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.

Office Use Only

Reviewed By	Date	File No.
Received	Received By	Folio No.
Required Documents	Receipt No.	Fees \$
Required Plans		

Forms of payment accepted:

CASH

CHEQUE

INTERAC

Development / Variance Permit Application



Part 2

Development Details

Current Zoning _____ Property Size (m² or ha) _____

Existing Use _____

Describe Proposal _____

Requested Variances

Bylaw Section & Requirement	Permitted	Proposed	Difference
<i>Example (Section 204.7 – Building Height)</i>	<i>(9.0m)</i>	<i>(9.5m)</i>	<i>(0.5m)</i>

(attach additional information to clarify)

Justification and Support

(attach additional information to clarify)

Site Profile for Contaminated Sites

Pursuant to the *Environmental Management Act*, an applicant is required to submit a completed “Site Profile” on properties that are/were used for purposes indicated in Schedule 2 of the *Contaminated Sites Regulations*.

Please indicate if:

- yes no
- the property has been used for commercial or industrial purposes; and,
- yes no
- soil removal is required as part of this proposed permit.

If both of these are applicable (yes) consult with Schedule 2 of the *Contaminated Sites Regulations*, obtained from the Municipal Hall, to determine if a Site Profile is necessary. Additional information regarding contaminated sites is available from the municipality or from the BC Government website – Contaminated Sites page.

Part 2

Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.

Req'd	Rec'd	Documents
		Copy of Certificate of Title Current copy (30 days or less), including relevant covenants, rights-of-way & easements
		Brief Rationale for Proposal Show justification for the variance(s)
		Site Profile Complete "Schedule 1" from the <i>Contaminated Sites Regulations</i>
		Community Comments Include any comments from neighbours/community associations

Development Summary (data table on plans)	
	Owner & Designer/Architect
	Civic & legal address
	Project description
	Site area & site coverage
	Total floor area & floor area ratio (FAR)
	All setbacks
	Number & type of units
	Parking requirements & calculations
	Height of building
	Variance(s) requested

Req'd	Rec'd	Plans	Details
		Sets of metric plans	Reduced sets of metric plans
		Site Plan metric scale only	North arrow and scale
			Dimensions of property lines, rights-of-way, easements
			Dimensions & setbacks of all buildings & structures
			Location of existing & proposed access, sidewalks, curbs, boulevards, edge of pavement & transit stops
			Location, numbering & dimensions of all vehicle and bicycle parking, disabled persons' parking, vehicle stops & loading
			Natural & finished grades
			Locate all water lines, wells, septic fields, sanitary sewer & storm drain facilities
			Locate high water mark, top of bank, natural boundaries, watercourses & riparian area on or within 30 m of property
			Location & dimensions of free-standing signs (relating to DVP)
			Identify requested variance(s)
		Floor Plans min. scale 1:100	Uses of spaces & building dimensions
		Elevations min. scale 1:100	Building finishes, materials & colours
			Natural, finished grade & floor(s), roof & building height elevations
			Locations & sizes of roof mechanical equipment, stairwells, elevator shafts etc that protrude above the roof line (if relating to DVP)
			Building signage details (if relating to DVP)
		Landscape Plan scale as site plan	If required to demonstrate requested variance(s)

Additional Requirements

**Municipal
Specific
Requirements**
