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# Development Applications Guide

Planning &  
Community Services



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The information listed below may be required for all applications under this guide:

- (a) Application Form provided by the District.
- (b) State of Title Certificate - including complete copies of all relevant registered non- financial charges and must be dated within thirty (30) days prior to making application.
- (c) Owner's Authorization - where the applicant is not the registered Owner(s) of the land subject to the application.
- (d) Site Profile or Site Profile Waiver - in accordance with the *Environmental Management Act* and Section 946.2 of the *Local Government Act*.
- (e) Zoning Analysis Table - illustrating how the proposal meets or deviates from the requirements of the current and any proposed zone(s).
- (f) Project Rationale - explaining the project's conformity with relevant policies of the Official Community Plan, including (where applicable) Development Permit Guidelines.
- (g) Photographs - of the Site and surrounding context (neighbouring properties, on Site structures, important features) in colour and at a size which is legible to the reader.
- (h) Sustainability Principles - describing if/how the proposal addresses any sustainability principles.
- (i) Site Plan - (1:200 scale recommended) in metric units with north arrow, including:
  - ▶ Civic address and legal description
  - ▶ Property line and setbacks (accurately measured and dimensioned)
  - ▶ Easements, rights-of-way, covenant areas
  - ▶ Outline of existing and proposed building(s) (accurately measured and dimensioned)
  - ▶ Parking layout (dimensioned with setbacks to property line, depth, and width of stalls and driving aisles. If required by Zoning Bylaw, include accessible parking stalls)
  - ▶ Site lighting
  - ▶ Location and area of private open space
  - ▶ Proposed civil works including storm, sewer, water, and other services

***For Commercial, Industrial, and Multi-family application, also include:***

- Location and number of bicycle parking stalls and parking stalls for persons with disabilities
- Provision for universal access
- Location of any existing or proposed freestanding signage
- Location of recycling or garbage enclosures

- (j) Floor Plans - for each floor including basement (1:200 scale recommended) in metric units with north arrow, including:
  - Layout of all exterior and interior walls (dimensioned)
  - Location of doors and windows
  - Use of each room (e.g. bedroom, bathroom, etc.)
  - Dimensions of each room

- (k) Elevation Drawings - (1:200 scale recommended) in metric units, including:

- Exterior of subject building(s) (all elevations – direction labeled)
- Dimensioned height from grade on all elevations
- Materials and proposed colour details (e.g. roof, trim, façade)

***For Commercial, Industrial, and Multi-family application, also include:***

- Drawings of street elevation with relationship to buildings on adjacent properties
- Any proposed signage (size and location)
- Daylight standards
- Coloured rendering (complete building elevations and landscape plan)

- (l) Colour Board (if applicable) - that can be duplicated (no physical samples) including:

- Roofing material and colour
- Main exterior material and colour
- Second exterior colour (accent colour) and material (if applicable)
- Window, door, and trim colour and material
- Additional material and colour details (e.g. balconies, railings)

***For Commercial, Industrial, Multi-family & Institutional applications you may be required to include:***

- (m) One (1) board with samples of actual materials used (including signage details)

- (n) Landscape Plan - (1:200 scale recommended) in metric units with north arrow, detailing:

- Outline of existing and proposed building(s) with existing trees or treed areas
- Parking layout and surface treatment
- Soft landscaping (trees, hedges, planting beds, vines, lawn, bioswales, rain gardens, garden plots, etc.), including vegetation within public road right-of-way
- A preliminary plant list of trees, shrubs, perennials and ground covers including quantities, botanical and common names, planting sizes, on centre spacing
- Hard landscaping (precise pavers, brick, concrete, etc.) including materials within public road right-of-way
- Landscape structures (fences, trellis, arbours, retaining walls, lighting, etc.)
- Location and size of amenity areas, play areas, and private open space, if applicable
- Where a Landscape Plan is required as a condition of an environmental Development Permit, the Plan will be stamped and sealed by a Qualified Professional.

## 1. APPLICATION REQUIREMENTS

The following information listed on page 1 of this guide may be required to accompany an application to amend the Official Community Plan (OCP) or Zoning Bylaw:

(a) Application Form	(g) Photographs
(b) State of Title Certificate	(h) Sustainability Checklist
(c) Owner's Authorization form (if applicable)	(i) Site Plan
(d) Site Profile or Site Profile Waiver	(j) Floor Plan (if available)
(e) Zoning Analysis Table	(k) Elevation Drawings (conceptual)
(f) Project Rationale	

1.2 Additional Development Approval Information, excluding OCP amendments, may be required by the Director to adequately evaluate an amendment application.

## 2. PROCESSING PROCEDURE

An Amendment application submitted in accordance with this guide will be processed as follows:

1. Upon receipt of an application package submitted to the District in accordance with the requirements, staff will issue a fee receipt to the applicant.
2. Staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. Staff will open a file only upon a complete submission package.
3. The applicant will install a Development Notice Sign as per Schedule 1 of Bylaw No. 1324.
4. Staff will evaluate the proposal for compliance with relevant District bylaws and policies and may request a departmental and applicant working meeting.
5. Staff will refer the application to any applicable District departments, and government and external agencies. The proposal will also be referred to an adjacent local government if the application could affect that local government.
6. Council or the Director may request that an applicant advertise and host a Public Information Meeting or open house at their own expense.
7. Staff will prepare a staff report and refer the application to the relevant Council Committee(s).
8. The applicant is encouraged to attend the meeting of the relevant Council Committee(s) at which the amendment application is being considered.
9. Upon receipt of the recommendation of the Council Committee, staff will prepare a staff report, including technical agency comments for consideration by Council.

10. The applicant is encouraged to attend the Council meeting at which the amendment application will be considered.
11. If Council decides to proceed with the amendment application, a draft amending bylaw will be given first/second reading (including the placement of conditions, where appropriate). Council may alternatively decide to refer, table or deny the application.
12. Should the amending bylaw receive first/second reading, a Public Hearing, if required, will be held to allow the public to comment on the application. Notice of a Public Hearing will be given pursuant to the *Local Government Act*.
13. Following the Public Hearing, Council will consider the amendment bylaw and may proceed with third reading, refer, table or deny the application. Upon third reading, a proposed amendment bylaw may need to be sent to relevant provincial ministry(s) for approval before proceeding to adoption.
14. Following the Public Hearing, the applicant must remove the Development Notice Sign within seven days
15. Once the applicant has adequately addressed all of the outstanding conditions identified (if any), Council will consider the adoption of the bylaw(s).
16. Following final reading, District staff will notify the applicant in writing of the decision of Council.

**Note:** Some residential rezoning applications are subject to Amenity Contribution Policy 10003.2

## 1. FORM AND CHARACTER DEVELOPMENT PERMITS (DP No. 5, 6, and 8)

### 1.1. Application Requirements

- (a) The following information listed on page 1 of this guide may be required to accompany an application for Form and Character Development Permit:

(a) Application Form	(h) Photographs
(b) State of Title Certificate	(i) Sustainability Principles
(c) Owner's Authorization form (if applicable)	(j) Site Plan
(d) Site Profile or Site Profile Waiver	(k) Floor Plan (if available)
(e) DP Guideline Review Table	(l) Elevation Drawings (conceptual)
(f) Zoning Analysis Table	(m) Colour board
(g) Project Rationale	(n) Landscape Plan

- (b) Any additional Development Approval Information the Director may require to evaluate adequately and to issue a Development Permit.

### 1.2. Application Requirements

A Form and Character Development Permit application submitted in accordance with this guide will be processed as follows:

- Upon receipt of an application package submitted to the District, staff will issue a fee receipt to the applicant.
- Staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. Staff will open a file only upon a complete submission package.
- The Development Notice Sign must be removed within seven days of approval.
- Staff will evaluate the proposal for compliance with relevant District guidelines. An internal staff design review will consider the merits of the proposal. Staff may request a departmental and applicant working meeting.
- Staff will refer the application to any applicable District departments, and government and external agencies.
- Relevant referral agency comments may be incorporated into a report for consideration by the Director.
- Staff will notify the applicant in writing of the decision of the Director.
- If authorized for issuance by the Director, Staff will prepare the Development Permit and related schedules and obtain the security deposit (if required).
- Upon sign-off of the Development Permit by the Director and receipt of the related security deposit (if required), the Development Permit will be issued and then registered against the title of the property(s) at the Land Title Office.

## 2. ENVIRONMENTAL DEVELOPMENT PERMITS (DP No. 1, 2, 3, and 4)

Applications not eligible for issuance or amendment by the Director must be considered by Council.

### 2.1 Application Requirements

- (a) The following information listed in page 1 of this guide may be required to accompany an application for Environmental Development Permit:

(a) Application Form	(g) Project Rationale
(b) State of Title Certificate	(h) Photographs
(c) Owner's Authorization form (if applicable)	(i) Site Plan
(d) Site Profile or Site Profile Waiver	(j) R.P. Biologist Reports (DPA 1, 2, 3)
(e) DP Guideline Review Table	(k) Engineering Reports (DPA 4)
(f) Zoning Analysis Table	(l) Landscape Plan (if applicable)

- (b) Additional information may be required by the Director to evaluate adequately and to issue or deny a Development Permit.

### 2.2 Processing Procedures

A Environmental Development Permit application submitted in accordance with this guide will be processed as follows:

- (a) Upon receipt of an application package submitted to the District, staff will issue a fee receipt to the applicant.
- (b) Staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. Staff will open a file only upon a complete submission package.
- (c) The Development Notice Sign must be removed within seven days of approval.
- (d) Staff will evaluate the proposal for compliance with relevant District guidelines. An internal staff design review will consider the merits of the proposal. Staff may request a departmental and applicant working meeting.
- (e) Staff will refer the application to any applicable District departments, and government and external agencies.
- (f) Relevant referral agency comments may be incorporated into a report for consideration by the Director.
- (g) Staff will notify the applicant in writing of the decision of the Director.
- (h) If authorized for issuance by the Director, Staff will prepare the Development Permit and related schedules and obtain the security deposit (if required).
- (i) Upon sign-off of the Development Permit by the Director and receipt of the related security deposit (if required), the Development Permit will be issued and then registered against the title of the property(s) at the Land Title Office.

## 1. APPLICATION REQUIREMENTS

1.1. The following information listed in page 1 of this guide may be required to accompany an application for a Development Variance Permit:

(a) Application Form	(f) Project Rationale
(b) State of Title Certificate	(g) Photographs
(c) Owner's Authorization form (if applicable)	(h) Site Plan (with setbacks)
(d) Site Profile or Site Profile Waiver	(i) Floor Plans (if applicable)
(e) Zoning Analysis Table	(j) Elevation Drawings (if applicable)

1.2. Additional information may be required by the Director to evaluate adequately and to make a recommendation to Council concerning a Development Variance Permit.

## 2.0 PROCESSING PROCEDURE

A Development Variance Permit application submitted in accordance with this guide will be processed as follows:

- Upon receipt of an application package submitted to the District in accordance with the requirements of this guide, staff will issue a fee receipt to the applicant.
- Staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. Staff will open a file only upon a complete submission package.
- Staff will evaluate the proposal for compliance with relevant District bylaws and policies. An internal staff design review will consider the merits of the proposal.
- Staff will refer the application to any applicable District departments, and government and external agencies.
- Staff will prepare a staff report and refer the application to the relevant Council Committee(s). Where the variance is deemed to be minor in nature by the Director, and where confirmation from affected neighbours supporting the variance has been received, the application may be able to bypass the Council Committee(s).
- The applicant will post a Development Notice Sign, and District Staff will give notice in accordance with the *Local Government Act*.
- The applicant is encouraged to attend the meeting of the Council Committee at which the application is being considered.
- Upon receipt of the recommendation of the relevant Council Committee and the comments of other referral agencies, staff will prepare a staff report and draft Development Variance Permit for consideration by Council.
- District staff will notify the applicant in writing of the decision of Council.
- If authorized for issuance by the Council, staff will prepare the required Development Variance Permit and obtain the security deposit (if required).
- The Development Notice Sign must be removed within seven days of the Council decision.
- Upon approval of the Development Variance Permit by Council and receipt of the related security deposit (if required), the DVP will be issued and then registered against the title of the property(s) at the Land Title Office.



## 1. APPLICATION REQUIREMENTS

1.1. The following information listed in page 1 of this guide may be required to accompany an application for a Temporary Use Permit:

(a) Application Form	(f) Photographs
(b) State of Title Certificate	(g) Site Plan (with setbacks)
(c) Owner's Authorization form (if applicable)	(h) Floor Plans (if applicable)
(d) Site Profile or Site Profile Waiver	(i) Elevation Drawings (conceptual)
(e) Project Rationale	(j) Landscape Plan (if applicable)

1.2. Any additional information may be required by the Director to evaluate adequately and to make a recommendation to Council concerning a Temporary Use Permit.

## 2.0 PROCESSING PROCEDURE

A Temporary Use Permit application submitted in accordance with this guide will be processed as follows:

- (a) Upon receipt of an application package submitted to the District, staff will issue a fee receipt to the applicant;
- (b) Staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. Staff will open a file only upon a complete submission package.
- (c) The applicant will install a Development Notice Sign.
- (d) Staff will refer the application to any applicable District departments, and government and external agencies. The proposal will also be referred to an adjacent local government if the application could affect that local government.
- (e) Council and the Director may request that an applicant advertise and host a Public Information Meeting or open house at their own expense.
- (f) Staff will prepare a staff report and refer the application to the relevant Council Committee(s).
- (g) The applicant is encouraged to attend the meeting of the relevant Council Committee(s) at which the application is being considered.
- (h) Upon receipt of the recommendation of the Council Committee(s), staff will prepare a staff report, including technical agency comments for consideration by Council.
- (i) The recommendation of the appropriate Council Committee(s) will be incorporated into a staff report for Council consideration and will be accompanied by a draft of the Permit.
- (j) The applicant is encouraged to attend the Council meeting at which the application will be considered.
- (k) Council will consider the staff report and may grant the requested permit, or may refer, table, direct back to the appropriate Council Committee(s), or deny the application.
- (l) District staff will notify the applicant in writing of the decision of Council.
- (m) If a Permit is granted by Council, a Notice of Permit will be signed and sealed by the Director and registered against the title of the property(s) at the Land Title Office.

## 1. Zoning Analysis Table



## 2. Development Permit Guidelines Tables



## 3. Development Notification Signage



## 4. Development Application Fees



## 5. Amenity Contribution Policy



# Zoning Analysis Table

This analysis table provides the applicant an opportunity to demonstrate that the proposal meets the regulations of the Zoning Bylaw.

Please refer to the Zoning Bylaw No. 1255 when completing this table, it is available

Online link: <http://www.northsaanich.ca/Assets/Bylaws/1255+Zoning+Bylaw.pdf>

This checklist applies to: ➔ Rezoning ➔ Development Permits ➔ Development Variance Permits

Development Applications  
Guide Logos:



*Note: All Measurements To Be Provided In Metric*

Site Details	Proposal Details	
<b>Subdivision</b>		
Site Area (m <sup>2</sup> )		
Site Width (m)		
<b>Density</b>		
Site Coverage of building(s) (%)		
Site coverage of buildings, driveways, and parking (%)		
Gross Floor Area (m <sup>2</sup> )		
Floor Area Ratio (FAR)		
	Principle Structure(s)	Accessory Structure(s)
<b>Buildings</b>		
Number of building(s)/units		
Floor area of each building (m <sup>2</sup> )		
Building Height (m)		
<b>Building(s) Setbacks (m)</b>		
Front		
Side (include direction)		
Side (include direction)		
Rear		
Building Separation (m)		
Fence Height (m)		

Parking Regulations (ZBL section 306)	Number Required	Proposal Details
Width of Maneuvering Aisle (m)		
Parking Space Dimensions (m)		
<b>Parking Types</b>		
Accessible parking		
Off-street parking		
Off-street loading		
<b>Setbacks to Parking (m)</b>		
Front		
Side (include direction)		
Side (include direction)		
Rear		

Note: Additional analysis may be required for site specific zones.

Additional Information:





## Development Permit Area No. 1: Marine Uplands and Foreshore

### Development Permit Application Guideline Review Table

OCP Section	Guideline	Proposal Details (describe how your proposal achieves the DP Guidelines)
14.3.1	No site alterations shall be permitted in a foreshore area, as designated in section 14.3 above, except those allowed in a development permit or subject to the general exemptions outlined in section 14.2.	
14.3.2	Existing trees and vegetation on the upland area and adjacent to the foreshore must be retained in order to maintain the existing habitat and to control erosion.	
14.3.3	No habitable buildings or other structures requiring foundations will be constructed and no sewage disposal system will be installed in these Development Permit Areas except those allowed in a development permit or subject to the general exemptions outlined in section 14.2.	
14.3.4	Modification of channels, banks or shores which could result in environmental harm or significantly alter local hydrological conditions will not be permitted.	
14.3.5	Development must be designed so as to maintain the quality of any storm water flowing toward or into the ocean and to prevent any increase in volume and peak flow of runoff.	
14.3.6	Proposed development must be designed to avoid any increase in runoff and to prevent any effluent or storm water discharge that could have a detrimental effect on the environment.	
14.3.7	Controls are required on surface-water drainage to prevent pollutants from entering water features.	
14.3.8	Intensively landscaped areas and other related activities should be sited so as to prevent nutrient-rich water from entering natural water features.	

## Development Permit Area No. 2: Creeks, Wetlands, Riparian Areas and Significant Water Resources

### Development Permit Application Guideline Review Table

OCP Section	Guideline	Proposal Details (describe how your proposal achieves the DP Guidelines)
14.4.1	No habitable buildings or other structures requiring foundations will be constructed and no sewage disposal system will be installed in these Development Permit Areas except those allowed in a development permit or subject to the general exemptions outlined in Section 14.2 - Development Permit General Exemptions.	
14.4.2	Modification of channels, banks or shores which could result in environmental harm or significantly alter local hydrological conditions will not be permitted.	
14.4.3	Development must be designed so as to maintain the quality of any stormwater flowing toward or into identified water features. Any detrimental effects on the environment from effluent or stormwater discharge must be avoided.	
14.4.4	Proposed development must be designed to avoid any increase in volume or peak flow of runoff.	
14.4.5	Controls are required on surface-water drainage to prevent pollutants from entering water features including aquifers.	
14.4.6	Intensively landscaped areas associated with the new development should be sited so as to prevent nutrient-rich water from entering natural water features.	
14.4.7	Vegetation appropriate to the site, preferably indigenous, may be required to be planted on the site to reduce erosion risk, restore the natural character of the site, improve water quality, or stabilize slopes and banks.	

OCP Section	Guideline	Proposal Details (describe how your proposal achieves the DP Guidelines)
14.4.8	<p>Development permits issued with regard to road and driveway construction in these areas will ensure that:</p> <ul style="list-style-type: none"> <li>a) Watercourse crossings are located so as to minimize disturbance of water feature banks, channels, shores, and existing vegetation ;</li> <li>b) Wherever possible, bridges are used instead of culverts for crossings of fish-bearing watercourses;</li> <li>c) Culverts are sited to allow unrestricted movement of fish in both directions. Where desirable, culverts may be designed to retard low flows and encourage in-stream storage of water.</li> </ul>	
14.4.10	<p>Drainage into these areas will be designed and constructed so that there is no increase or decrease in the amount of surface-water drainage discharging into wetlands and watercourses.</p>	
14.4.11	<p>In those areas designated on Development Permit Area No. 2 Map as “Significant Water Resources”, the existing well sites, springs and surrounding areas shall be protected.</p>	
14.4.12	<p>Any development or use of the areas designated as “Significant Water Resources” on Development Permit Area No. 2 Map shall have minimal impact on the aquifers, existing wells and springs.</p>	
14.4.13	<p>Any development in the Riparian Areas or Wetland Ecosystems as shown on Development Permit Area Map No. 2 must not proceed unless the requirements of the Riparian Area Regulation have been satisfied.</p>	

## Development Permit Area No. 3: Sensitive Ecosystems

### Development Permit Application Guideline Review Table

OCP Section	Guideline	Proposal Details (describe how your proposal achieves the DP Guidelines)
14.5.1	Disturbance of mature vegetation and understorey plants will be minimized.	
14.5.2	The development permit may designate and specify where necessary a buffer zone within which land alteration or structures will be limited to those compatible with the characteristics of the sensitive ecosystem.	
14.5.3	Planting of invasive non-native vegetation adjacent to or in sensitive ecosystems will be discouraged.	



## Development Permit Area No. 4: Steep Slopes

### Development Permit Application Guideline Review Table

OCP Section	Guideline	Proposal Details (describe how your proposal achieves the DP Guidelines)
14.6.1	There shall be no site disturbances on a steep slope other than those allowed in a development permit or subject to a general exemption as outlined in section 14.2.	
14.6.2	To ensure that development is accessible to fire protection services, new development will be required to provide access for fire protection vehicles at a grade not more than 10 percent (10%).	
14.6.3	Excluding trees that present a safety hazard, no disturbance of vegetation or movement of substrate will be allowed where there is any potential for erosion, except as allowed in a development permit.	
14.6.4	Any development must be designed to avoid stormwater runoff that could destabilize the slope or cause damage to neighbouring properties.	
14.6.5	Removal of vegetation should be minimized to allow only for building sites, sewage disposal systems, driveways, landscaping and other permitted uses.	
14.6.6	<p>Applicants shall be required to provide a Slope Stability Plan certified by a qualified professional with relevant expertise showing how the proposed development is to be designed and constructed in order to prevent any destabilization or erosion of the slope. The Slope Stability Plan must include, but is not limited to whichever of the following factors are relevant to the proposed development:</p> <ul style="list-style-type: none"> <li>a) Slope stability prior to development, identification of any areas subject to erosion, landslide, landslip, rockfall and windthrow;</li> <li>b) Soil types, depth and conditions;</li> <li>c) Siting of all buildings and other structures, services, driveways and parking areas;</li> <li>d) Stream channelling and drainage systems;</li> <li>e) Measures to safeguard neighbouring properties and structures from hazards arising from the siting, preparation of the site and construction of the proposed development;</li> <li>f) Design of mitigation measures such as sediment traps in areas subject to destabilization during land clearing, construction and rehabilitation;</li> <li>g) Alternative vegetation and erosion control measures;</li> <li>h) Survey of tree cover and other major vegetation cover shown before and after the proposed development; and</li> <li>i) Location of wells, sewage disposal systems and soil test sites.</li> </ul>	

## Development Permit Area No. 5: Commercial / Industrial

### Development Permit Application Guideline Review Table

OCP Section	Guideline	Project Details (describe how your proposal achieves the DP Guidelines)
Form, Character, and Siting		
14.7.2	Design buildings to take advantage of natural contours and features of the landscape so that buildings and structures fit into the natural surroundings.	
14.7.3	Cluster buildings to minimize disturbance of natural vegetation.	
14.7.7	The form and character of buildings and structures in the McDonald Park Road Industrial area must be consistent with the development fronting Mills Road in order to maintain the light industrial character.	
14.7.9	Accessory developments such as parking and storage should be sited away from the shoreline in order to reduce the visual impact of the development from the water.	
14.7.10	High quality, low maintenance fencing shall be provided along all interior lot lines common with residential uses, including rear lot lines.	
14.7.11	Buildings shall be designed to present an attractive appearance toward public streets. Where a building face, other than the front of a building is visible from a street or road, a visually attractive appearance shall be provided to a standard similar to that of the front of the building.	
14.7.12	Landscaped, well-lit and attractively surfaced pedestrian connections shall be provided from the street frontages to the building's main entry.	
14.7.13	Fences or retaining walls along the public street frontage should be avoided. Where fences or walls are provided, they should be no more than 10 metres long without a break or jog. Fences should be no higher than 1.2 metres when located within 2 metres of the highway right-of-way.	
14.7.20	The form and character of buildings and structures on Agricultural and Rural designated lands that require a development permit must reflect the rural ambience of the surrounding area. Signage must not be oversized. Signs should be prepared professionally, must have a muted colour palette and the use of natural-looking building materials, such as wood and stone, is encouraged.	

OCP Section	Guideline	Project Details (describe how your proposal achieves the DP Guidelines)
Landscaping & Lighting		
14.7.1	Environmental Design (LEED) standards in the design of buildings. Techniques such as rain gardens, vegetated swales, separation of impervious surfaces, installing below surface infiltration beds and tree box filters, and redirecting water from drain pipes into vegetated areas are encouraged.	
14.7.4	Minimize outdoor storage and screen outdoor storage and loading/unloading facilities from neighbouring properties through the retention of trees and native understorey plants or by planting native or complementary species.	
14.7.5	Screen parking areas to the extent possible with existing landscaping and new landscaping.	
14.7.6	Install outdoor lighting which is of low intensity and pedestrian-oriented or which is directed down and away from surrounding residential areas so as to minimize glare into the environment.	
14.7.8	Plant materials must be established and well-maintained to separate parking clusters and to screen storage and service areas from McDonald Park Road and the adjacent rural area.	
14.7.14	Landscaping of the public boulevard is encouraged in order to integrate the development with the design of the street and with neighbouring properties.	
14.7.15	Mature trees shall be preserved and, where possible, integrated with new landscaping. The planting of trees is strongly encouraged.	
14.7.16	Energy efficiency and conservation should be considered in the design of landscaped areas and in the selection of plant material. This can be accomplished through: <ul style="list-style-type: none"> <li>a) using native and/or drought-resistant species;</li> <li>b) designing the landscaping to moderate the effect of wind;</li> <li>c) providing shade in summer;</li> <li>d) allowing natural drainage to occur throughout the site;</li> <li>e) allowing daylight into buildings; and</li> <li>f) redirecting water from rooftop runoff and downspouts into vegetated areas or rain barrels for later irrigation use.</li> </ul>	
14.7.17	Consider incorporating rain gardens and vegetated swales into parking lot landscaping to increase the natural absorption of rainwater runoff from paved areas into the ground.	
14.7.18	Maximize the amount of landscaped areas and minimize the amount of impervious paved surfaces to increase the natural absorption of rainwater on a site.	
14.7.19	Consider the use of permeable parking pavers or shallow concrete swales with rolled edges as an alternative treatment for surface drainage.	

OCP Section	Guideline	Project Details (describe how your proposal achieves the DP Guidelines)
Marina Guidelines		
14.7.21	Development plans must illustrate how existing vistas, interesting sight lines (including ocean views) and open space will be preserved while protecting the privacy of adjacent land uses.	
14.7.22	Building designs should incorporate measures to provide public safety and comfort through adequate lighting, clear sight lines and by the attractive use of canopies or overhangs where appropriate.	
14.7.23	Public access to the waterfront must be provided where it is safe to do so.	
14.7.24	Pedestrian routes must be integrated with clearly defined parking areas, public spaces and commercial areas in an attractive manner.	
14.7.25	Parking areas must be well screened by landscaping or buildings to minimize the visual impact of these areas.	
14.7.26	The use of natural-looking building materials, such as wood and stone, is encouraged.	
14.7.27	Boathouses should be clad in a non-reflective material.	
14.7.28	The appearance of buildings should reflect the marine character. New buildings should be of a scale compatible with the existing buildings and should be pedestrian-oriented.	
14.7.29	Servicing areas, such as garbage and recycling areas, must be located inconspicuously within the site.	



## Development Permit Area No. 6: Multi-family

### Development Permit Application Guideline Review Table

OCP Section	Guideline	Proposal Details (describe how your proposal achieves the DP Guidelines)
Form, Character, and Siting Guidelines		
14.8.1	<p>Where possible, the siting and design of buildings shall be integrated with present and future development in the area. Multi-family developments adjacent to lower density or single detached dwelling should:</p> <ul style="list-style-type: none"> <li>a) Be consistent in form and massing with the surrounding area;</li> <li>b) Be sited near major streets to provide a transition to lower density uses;</li> <li>c) Concentrate density to the centre of the development or towards a non-residential boundary and locate lower density component adjacent to lower density residential uses;</li> <li>d) Create a transition in building mass and form towards the setbacks of the adjacent neighbourhood;</li> <li>e) Maximize privacy and minimize views onto adjoining sites, particularly for portions of the development abutting the side yards of adjacent single detached residential uses.</li> </ul>	
14.8.3	<p>Applicants must provide a scale-drawn site plan certified by a qualified professional with relevant expertise drawn at a scale of 1:2000 or, with approval of the District, at a scale of 1:5000 showing:</p> <ul style="list-style-type: none"> <li>a) The location and massing of proposed buildings, including the exterior design elements and exterior covering;</li> <li>b) The proposed landscaping of the site.</li> </ul>	
14.8.4	The siting of residences and buildings must be integrated with the surrounding landscape and maintain ecologically sensitive areas.	
Landscaping & Lighting Guidelines		
14.8.2	Attractive perimeter fencing and landscaping shall be provided to create a buffer between development and adjacent properties including those properties zoned multi-family in the vicinity of McDonald Park and John Road.	
14.8.5	Mature trees shall be preserved and, where possible, integrated with new landscaping. The planting of trees is strongly encouraged.	

OCP Section	Guideline	Proposal Details (describe how your proposal achieves the DP Guidelines)
14.8.6	Developments are encouraged to use the Leadership in Energy and Environmental Design (LEED) standards in the design of buildings. Techniques such as green roofs, rain gardens, vegetated swales, separation of impervious surfaces, installing below surface infiltration beds and tree box filters, and redirecting water from drain pipes into vegetated areas are encouraged	
14.8.7	Energy efficiency and conservation should be considered in the design of landscaped areas and in the selection of plant material. This can be accomplished through: <ul style="list-style-type: none"> <li>a) using native and/or drought-resistant species;</li> <li>b) designing the landscaping to moderate the effect of wind;</li> <li>c) providing shade in summer;</li> <li>d) allowing natural drainage to occur throughout the site;</li> <li>e) allowing daylight into buildings; and</li> <li>f) redirecting water from rooftop runoff and downspouts into vegetated areas or rain barrels for later irrigation use.</li> </ul>	
14.8.8	Consider incorporating rain gardens and vegetated swales into parking lot landscaping to increase the natural absorption of rainwater runoff from paved areas into the ground.	
14.8.9	Maximize the amount of landscaped areas and minimize the amount of impervious paved surfaces to increase the natural absorption of rainwater on a site.	
14.8.10	Consider the use of permeable parking pavers or shallow concrete swales with rolled edges as an alternative treatment for surface drainage.	

## Development Permit Area No. 8: Residential Intensification

### Development Permit Application Guideline Review Table

OCP Section	Guideline	Proposal Details (describe how your proposal achieves the DP Guidelines)
Form & Character		
14.10.1	The orientation, scale, form, height, and materials proposed for residential development should exhibit characteristics consistent with the context of the surrounding neighbourhood.	
14.10.2	When possible, provide additional building setbacks where located next to existing residential areas.	
14.10.3	New buildings should create visual interest by providing variations in building plans, height, rooflines, massing, window trim or casings, fascia and entrance details.	
14.10.4	Repetitious building designs such as “mirror image” front facades are not supported.	
14.10.5	Roofs should slope down towards the nearest lot line from the highest point located at the interior of the lot.	
14.10.6	Adjacent houses should not be identical in form and character, and should be complementary to each other.	
14.10.7	To mitigate privacy concerns, windows should be located along facades oriented to the street, laneway, and interior of the lot. Windows oriented towards adjacent properties are discouraged. Rooftop patios on principal dwellings are unsuitable in a small lot environment due to their impact on the privacy of neighbours.	
Laneway/Carriage Houses		
14.10.8	Laneway/carriage houses should have a consistent design with the principal building on the site in terms of materials, roof form, and general architectural expression.	
14.10.9	The massing and size of laneway/carriage houses should express their accessory relationship to the principal building located on the lot.	
14.10.10	Rooftop patios on laneway/carriage houses are unsuitable in a small lot environment due to their impact on the privacy of neighbours.	
Materials		
14.10.11	Select building materials to reflect the residential setting and pedestrian environment.	
14.10.12	Use locally produced materials that reflect the west coast setting of North Saanich. These include wood siding (horizontal or vertical, board and batten), wood shakes and shingles, heavy wood timber/post and beam accents, granite, river rock or other natural materials.	

OCP Section	Guideline	Proposal Details (describe how your proposal achieves the DP Guidelines)
14.10.13	Cement composite panel siding with the look and feel of wood (such as Hardiplank) or stucco are acceptable provided significant wood trim, post and beam or fascia details are included.	
14.10.14	Vinyl is not supported as a primary siding material. Metal siding and artificial brick are discouraged. Metal roofs may be permitted.	
Landscaping		
14.10.15	Landscaping on each lot should provide: <ul style="list-style-type: none"> <li>a) some screening, where practical, to protect the privacy of occupants of residential development from adjacent properties, public streets, and parking areas;</li> <li>b) low-height vegetation between adjacent driveways to mitigate the visual impact of paved surfaces; and</li> <li>c) some effective screening at the time of planting.</li> </ul>	
14.10.16	The use of drought-resistant plant species is encouraged in all landscaping.	
14.10.17	Trees should be planted along lot frontages after construction and should be irrigated or consistently watered for a period of at least three years after planting to ensure healthy growth. No trees should be planted on or along lanes to maintain unobstructed access and clear sight lines on the public rights of way.	
Site Planning		
14.10.18	Residential dwellings should minimize the impact on their natural environment, where practical, by siting around, or in harmony with existing natural features such as mature trees and rock outcroppings.	
14.10.19	The siting of all buildings should consider the location of mature trees on the lot so as to minimize the impact on root systems.	
14.10.20	Residential buildings should maintain and enhance existing views or vistas from the site, allow sunlight penetration, and ensure that facades face the street.	
14.10.21	Minimize casting shadows on adjacent properties; reduce building heights adjacent to lower density uses.	
14.10.22	Roof ridges should be oriented so as to minimize shadow impacts on adjacent lots.	
14.10.23	Provide connectivity to adjacent residential areas.	
Accessibility		
14.10.24	Design all buildings to have level entry and other accessible features for use by residents with mobility limitations.	
14.10.25	Adaptability features to allow for future accessibility improvements are encouraged.	
14.10.26	Provide seating areas within common open space areas and as streetscape features.	

# Schedule '1'

## Development Notice Sign Specifications

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### Specifications

Rezoning, OCP and Land Use Contract Amendment notification signage must include: (as applicable)

- A Municipal Coat of Arms (digital copy file available from [admin@northsaanich.ca](mailto:admin@northsaanich.ca));
- The present and proposed zone of the property;
- The purpose of the Rezoning or Land Use Contract Amendment application;
- If an amendment to the OCP is required;
- A Context Map showing the location of the subject property (available from District);
- Contact information for the applicant;
- Contact information for the Planning and Community Services Department;
- Any additional information as required.
- Director or designate has approved the sign application.

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

**Colour:** White background with black lettering (Arial or Narrow Arial) with the Municipal Coat of Arms in colour

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

**Context Map:** the District will provide a digital copy file:

- Approximately 45 cm x 45 cm
- Outlined by a black border
- Black lettering on white background
- Showing the adjoining roads and properties, street names, civic address and North arrow
- Subject property outlined in red

### Sample Layout:

#### **NOTICE OF DEVELOPMENT APPLICATION**

##### **An application has been submitted to the District of North Saanich**

To rezone the lands shown shaded on the map from: (zone) to (zone)

For the purpose of: (brief description of project)

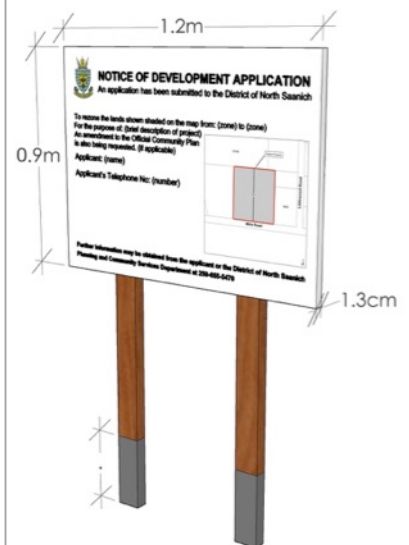
An amendment to the Official Community Plan is also being requested. (if applicable)

Applicant: (name)

Applicant's Telephone No: (number)

(Context Map-  
available from  
District office)

**Further information may be obtained from the applicant or the District of North Saanich  
Planning and Community Services Department at 250-655-5470**





## Schedule '2'

### Development Application Fees

#### 1.0 FEES

Rezoning	Major	\$6,000
	Institutional, Commercial, or Industrial proposed zones over 1000m <sup>2</sup> floor area or Residential proposed zones with 10 or more additional residential units	
	Minor	\$4,000
	Institutional, Commercial, or Industrial proposed zones under 1000m <sup>2</sup> floor area or Residential proposed zones with 2 to 9 additional residential units	
Zoning Bylaw Text Amendment		\$2,000
	For one additional residential lot or Zoning Bylaw Text Amendment	
OCP	<b>Official Community Plan Amendment (map or text)</b>	\$6,000
	Joint Rezoning and OCP Amendment	75% of Fees
Development Permit	Form & Character	\$2,000
	A DP relating to Development Permit areas No. 5, No. 6 and No. 8	
	Environmental	\$1,500
	A DP relating to Development Permit areas No. 1, No. 2, No. 3, No. 4	
	Large Project Fee	\$6,000
	DP Area No. 5 projects over 1000m <sup>2</sup> floor area or DP Area No. 6 & 8 residential projects with 10 or more additional units	
Other	Amendment to Development Permit	\$500
	Development Variance Permit	\$1,500
	Agricultural Land Reserve Application	\$600
	Temporary Use Permit	\$300
	Letter of Comfort	\$100
Other	Preparation and Registration of Covenants and Phased Development Agreements or other Legal Agreements	\$5,000
	Public Hearing Notification	\$1,000
	Postponement Fee	\$500
	Land Use Contract Amendment	\$2,000
	DP & DVP Signage Fee	\$25

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## **2.0 REFUNDS**

An applicant who has paid the fees referred to in Section 1 shall be entitled to a partial refund as follows:

- (a) 75% of the applicable fee prior to the preparation of a staff report on the application; or
- (b) 50% of the applicable fee for a rezoning application or OCP amendment prior to advertising for the Public Hearing.

## **3.0 CONTIGUOUS PARCELS**

A separate set of fees shall be paid in respect of each **Development Permit**, **Development Variance Permit**, and **Temporary Use Permit** application, **Rezoning** application, and **Land Use Contract** application provided that an application may include two or more contiguous parcels of land.

## **4.0 FEES RESULTING FROM FURTHER PUBLIC HEARINGS**

If the applicant applies to amend his or her application to the extent that a further public hearing is required, he or she shall pay again the application fees referred to in Section 1 of Schedule 2.

## **5.0 FEE EXCEPTIONS**

Except as permitted in Section 4(a)(iv) and Section 2 of Schedule 2, no application fees paid shall be refunded, whether or not the application has been approved.

# DISTRICT OF NORTH SAANICH

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SECTION NO.

SECTION NAME:

POLICY NO.

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**10000**

**SERVICES**

**10003.2**

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**SUBJECT: AMENITY CONTRIBUTION POLICY**

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## 1. POLICY INTENT

This amenity contribution policy for residential rezoning applications serves as a guideline for staff and development applicants in preparing an amenity contribution package with their rezoning applications. Because changes in zoning can create significant increases in the value of land and because subsequent development can increase the demand for community services and amenities, the District wishes to have developments make contributions to the amenities within the District of North Saanich.

This policy is a guideline and not prescriptive. It sets out desired targets for amenity contributions and the type of amenities that would be funded by the contributions in North Saanich. Council may ask for more or for less than the target depending on the specifics of an application including, for example, any on-site amenities or actual amenities provided by a developer, extraordinary servicing costs faced by an application, changing economic conditions.

As a general guideline, the provision of services (roads, sewers, water), charity contributions by a developer, and amenities provided outside of North Saanich, would not be considered an amenity under this policy.

## 2. CONTRIBUTION GUIDELINE

The following contributions are a guideline for staff and developers to work towards:

Single family lots	\$16,000 for each additional lot
Townhouse/patio homes	\$ 9,500 for each unit
Apartments	\$ 8,000 for each unit

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AUTHORIZED BY: COUNCIL

EFFECTIVE DATE: 2013

LAST AMENDED:

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### 3. AMENITY CATEGORIES

Agriculture	<ul style="list-style-type: none"> <li>– Establishment of a permanent site for a District farmers' market</li> <li>– Development of community gardens and agriculture parks</li> <li>– Funding for agricultural programs</li> </ul>
Affordable and special needs housing	<ul style="list-style-type: none"> <li>– Acquisition of land for affordable housing for 3<sup>rd</sup> party to develop (i.e. CRD, Kiwanis Society, Habitat for Humanity)</li> <li>– Upgrading of existing housing stock (i.e. Kiwanis Village)</li> <li>– Seniors and special needs housing</li> </ul>
Environment	<ul style="list-style-type: none"> <li>– Stream restoration</li> <li>– Rehabilitation of fish habitats</li> <li>– Protection of endangered species</li> <li>– Continuation of the Scoter Trail seawall</li> <li>– Joint project with Sidney, VAA, Sidney Anglers, Peninsula Streams to remove contaminated sediment from Reay Creek pond</li> <li>– Installation of public information kiosks and signs at strategic points at Shoal Harbour</li> <li>– Restoration projects on Ten Ten Creek and Tseycum Creek</li> <li>– Beach cleaning and restoration projects</li> </ul>
Cultural and Heritage	<ul style="list-style-type: none"> <li>– District heritage resources and programs</li> <li>– Sidney Museum and Archives</li> <li>– Sidney/North Saanich Library materials and facilities</li> <li>– Public art</li> <li>– Shoal Harbour natural heritage preservation</li> <li>– Identification of historical place names pre- and post-contact</li> </ul>
Parks and Recreation	<ul style="list-style-type: none"> <li>– Parks and trails development</li> <li>– Renovation and/or expansion of recreational facilities</li> <li>– Development of marine recreation facilities (i.e. new beach accesses, public dock or pier)</li> <li>– Cycle lanes and cycle paths</li> <li>– Other projects identified in the Parks Development Plan</li> </ul>
Municipal Services	<ul style="list-style-type: none"> <li>– Child care facilities</li> <li>– Municipal hall upgrades</li> <li>– Other municipal facilities (Fire Department and RCMP)</li> </ul>
Other Non-Municipal Amenities/Facilities	<ul style="list-style-type: none"> <li>– Dunsmuir Lodge</li> <li>– McTavish Elementary School</li> </ul>