

# Rezoning /OCP Amendment/Development Permit/ Development Permit Amendment Application

District of Saanich

## Part 2

Tel 250-475-5471  
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Development Permit Application		
Zoning	_____	
DP Area	_____	
Variances Requested	yes <input type="checkbox"/>	no <input type="checkbox"/>

Rezoning/OCP Amendment Application	
Current Zoning	Proposed Zoning _____
Current OCP Designation	_____
Proposed OCP Designation	_____

## Development Details

**Property Size** \_\_\_\_\_  
(m<sup>2</sup> or ha)

**Existing Use** \_\_\_\_\_

**Project Description** \_\_\_\_\_  
(i.e. 30 unit multi-family building)

### Justification

*How does your project comply with OCP policies and DP guidelines? How does your project benefit the community? What variances are requested, and how are they justified?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attach additional pages if needed)

### Services and Covenants

Services shall be provided in a manner acceptable to the Municipality. Proposals shall be reviewed and additional information may be required. Please complete the following:

yes  no  servicing details (storm, sewer, water and access) are indicated on my submitted plans and/or attached brief; and,

yes  no  registered covenants, rights-of-way, and easements have been reviewed and my plans reflect requirements in these documents.

### 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 will be required as part of this proposed application.

If **both** of these are applicable (yes), consult with Schedule 2 to determine if a Site Profile is necessary and indicate below. Additional information regarding contaminated sites is available from the Municipality or at <http://www.env.gov.bc.ca/epdiv/>.

- A Site Profile is required. A \$100 processing fee shall be submitted to the Municipality with a completed site profile.
- A Site Profile is not required

## Information Required for Submission

*It is the responsibility of the applicant to provide all required information. Processing of your application will not begin until the correct submission information in the requested format is received.*

### 1. INFORMATION REQUIREMENTS FOR PLANS, DRAWINGS & SUPPORTING REPORTS

*The following Plan Submission Details are required for all applications.*

	<b>Plan Submission Details (all plans must be submitted in metric only)</b>
<b>Site and Servicing Plan</b> same scale as Landscape Plan	North arrow and scale
	Dimensions of property lines, rights-of-way, easements
	Dimensions and setbacks of proposed and existing buildings/structures; separation to all buildings on and off site
	Projections/overhangs into setback areas
	Location of existing and proposed access, sidewalks, curbs, boulevards, edge of pavement & transit stops <i>at grade</i>
	Location, numbering and dimensions of all vehicle and bicycle parking, disabled persons' parking, manoeuvring aisles, vehicle stops & loading <i>at grade</i>
	Extent of underground parking shown in dashed line
	Natural & finished grades of site, at buildings & retaining walls (indicate source of grade data)
	Existing and proposed contour intervals of 0.5 m
	Elevations at parcel corners, and spot elevations along property lines, at curb, at building corners and other key locations
	Locate all existing water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes
	Location and dimensions of all free-standing signs
	Dimensions of area meeting Open Space requirement
	Existing and proposed covenant areas
Conceptual servicing both on-site and off-site (water, sewer, storm drains, hydro, telephone, cable, gas, including water flows according to Fire Underwriters Survey)	
All site and boulevard trees (within area to be developed); with numbers referencing numbered metal tree tags affixed to trees; show protected root zone or critical root zone	
<b>Floor Plans</b> min. scale 1:100	Uses of spaces and building dimensions for all levels
	Adaptable housing requirements
	Basement and non-basement areas clearly indicated on the plans (RS & RD zones)
<b>Elevations</b> min. scale 1:100	Building finishes, materials & colours (including product numbers and sample colour chips of exterior finish colours)
	Natural, average and finished grades; finished floor(s) elevations, roof & building height elevations
	Locations and sizes of roof mechanical equipment, stairwells, and elevator shafts that protrude above the roof line
<b>Sections</b> min. scale 1:100	Building sign details (location, type, dimension, illumination)
	Min. 2 sections of site & building (from curb/property line to curb, as applicable); in perpendicular directions (i.e. N-S, E-W)
	Sections to include portions of building dedicated to vertical circulation of people & vehicles (e.g. stairwells, ramps, etc.)
<b>Landscape Plan</b> same scale as Site Plan	Location of Sections to be shown on Site & Servicing Plan
	Conceptual landscape plan showing location, size, species of proposed plantings and trees, and existing vegetation and trees to be retained; installation as per BCLNA/BCSLA standards noted on plans
	Major topographical features (e.g. water course, rock outcrops)
	Surface storm water management features (rain gardens, swales, permeable paving)
	Rare or endangered species or habitats
	Existing and proposed covenant areas
	All screening (garbage/refuse collection), paving, retaining walls, fencing & other details
	Cost estimate for hard and soft landscaping
	Contour intervals of 0.5 m
Elevations at parcel corners, and spot elevations along property lines, at curb, at building corners and other key locations	
Extent of underground parking shown in dashed line	

## 2. DEVELOPMENT SUMMARY INFORMATION

*Include all of the following in the data table on the site plan.*

Data Table Information	
Owner & Designer/Architect	Number of units by type
Civic & legal address	Parking requirements & calculations
Project description	Height of building
Site area & site coverage (net after dedication of road & park)	Total Impervious Surface Area (bldg footprints, paved & covered areas)
Total floor area & floor area (or space) ratio (FAR/FSR)	Ratio of Open Space to Total Site Area
All setbacks	Variences requested

## 3. ADDITIONAL INFORMATION

*Provide the following.*

Documentation Required	
Certificate of Title	Submit a current copy (no older than 30 days prior to the date of submission) including relevant covenants, rights-of-way and easements
Community Consultation	Include any comments from meetings or open houses, and consultations with neighbours and community associations.
Stormwater Management Statement	Fill out the form attached to the application package and submit.
Sustainability Statement	Using the guide attached to the application package, write a sustainability statement for the project. This will be forwarded to Council with the Planning report.
Comprehensive Sign Plan	For parcels within Sign District C and D, indicate the type and illumination of business signs along with sign locations and/or sign bands.
Tree Inventory	For boulevard trees and those on-site (within the developable area), provide tree inventory done by ISA-certified arborist indicating: size (cm, at height of 1.50m), species, condition, tag #, PRZ or CRZ, status (to be retained or removed) cross-referenced with Site Plan
Tree Preservation Plan	Where there are retained trees (boulevard & on-site) that will be "affected" (by underground servicing, excavation, construction access routes or other development activity) provide Plan by ISA-certified arborist on tree protection and mitigation measures

## 4. SPECIAL REQUIREMENTS

*The following information may be requested during the application review depending on the type, size and complexity of the application.*

- Building separations on plans for RC, RT, RM and RA zones with building separation requirements
- Model showing massing of the proposal and surrounding buildings
- Shadow diagrams
- Streetscape analysis showing photos or drawings of views from important vantage points
- Site plan, elevations and sections showing proposal in context with surrounding buildings
- Arborist report for "protected" trees on adjacent parcels that may be affected by development
- Building details illustrating materials, colours and samples
- Renderings and perspective drawings of general views and specific features (such as entrances, street heads and corners)
- Crime Prevention through Environmental Design (CPTED) study
- Traffic study (terms of reference must be approved by Saanich)
- CD containing digital versions of all plans (.dwg format)

## 5. COMPLETE APPLICATION

*Your application will not be accepted unless it is complete.*

### **A COMPLETE APPLICATION FOR REZONINGS, DEVELOPMENT PERMITS, AND DEVELOPMENT PERMIT AMENDMENTS CONTAINS:**

- Fully completed application form (this form)
- All measurements are in metric (and metric only)
- Floor plans and elevations at a minimum scale of 1:100
- Site & Servicing Plan and landscape plan are at the same scale
- Six complete sets of plans (Site & Servicing Plan, Floor Plans, Elevations, Sections, Landscape Plan)
- Two additional Landscape Plans
- Four additional Site & Servicing Plans
- One complete set of plans reduced to 279 mm by 432 mm (tabloid) format
- Stormwater Management Statement
- Sustainability Statement
- Tree Inventory and Tree Preservation Plan (if applicable)
- Copy of current (no older than 30 days) Certificate of Title
- Building Code Information Sheet
- Fees

### **A COMPLETE APPLICATION FOR MINOR AMENDMENTS TO DEVELOPMENT PERMITS CONTAINS:**

- Fully completed application form (this form)
- All measurements in metric (and metric only)
- Floor plans and elevations at a minimum scale of 1:100
- Site & Servicing Plan and Landscape Plan are at the same scale
- Three complete sets of plans (Site & Servicing Plan, Floor Plans, Elevations, Sections, Landscape Plan)
- Copy of current (no older than 30 days) Certificate of Title
- Payment