

## Plan Submission Checklist

### Site Plan

- Location of all existing and proposed buildings and structures indicating setbacks to property lines and separation to other buildings.
- Off-site information relevant to the site development: e.g. boulevard trees, adjacent parks, sidewalks, street furnishings, and overhead utilities.
- Location of all Municipal services (storm, water, sewer etc.) on and off site.
- Location of driveways, walkways, curbs and vehicle stops, including transit stops.
- Parking areas shown with dimensioned stalls and aisles.
- Location and design drawings of free standing signs.
- Location of existing trees, hedgerows or other significant landscape features.
- Major topographic features, including contours, significant rock outcropping, water courses, etc.
- Natural grades relative to geodetic datum at the perimeter of the site, buildings and structures.
- Finished grades relative to geodetic datum at the perimeter of the site, buildings and structures.
- Exterior lighting location & design.
- Buffer strips, park & open space areas.

### Building Elevations & Floor Plans

- Elevations of all sides of the buildings.
- Exterior finishes, materials and colours.
- Location and design drawings of signs affixed to the buildings.
- Natural grade line on all elevations.
- Plans must include areas devoted to various uses and functions within the buildings.

### Plan Summary Information

- Owner/developer.
- Architect/designer/Landscape Arch.
- Legal description and civic address.
- Gross floor area.
- Height of building and structures.
- Number and type of dwelling units.
- Project description.
- Site size and lot coverage.
- Floor area ratio calculations.
- Parking spaces and calculations including loading bays and bicycle racks.

### Landscaping (if applicable)

- Location of planting and quantities; species (recommend native species); plant size; existing trees and other vegetation to be retained (show all trees having a caliper of 10cm or greater.)
- Vegetation retention plan.
- Site contours to be shown at intervals of not less than an 0.6m.
- All irrigation, including underground, automatic/manual, above ground (hose bib).
- Garbage collection area's screening.
- Fencing and screening details.
- Estimated costs of landscaping including tree/vegetation retention measures. (Note : A security deposit of 1.25 times the estimated cost of landscaping will be required).

### Environmental Assessments (if applicable)

- Site profile.
- Hydrological and geotechnical assessments.
- Environmentally sensitive areas.

*This pamphlet is intended for general guidance only. Applicants should consult the Local Government Act, the Land Title Act, the District of Central Saanich Land Use Bylaw and other municipal bylaws for requirements and procedures.*

**Revised September 1, 2021**



Central Saanich

# Rezoning Procedure

*(Bylaw Amendment)*

District of Central Saanich  
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## Land Use Bylaw and Rezoning

A Land Use Bylaw is a bylaw that regulates the type of allowable development, use and density on land, and location and use of buildings and structures. Contained in what is also referred to as the Zoning Bylaw, are a number of zoning designations, such as Residential, Commercial, Industrial and Agricultural.

The Land Use Bylaw regulates what is permitted in each of these zones including building height, setbacks, landscaping and parking requirements. When land is proposed for a use or density not permitted in the zone in which the land is situated, a rezoning is necessary.

## Application Requirements

The registered owner of the property or an authorized agent may apply for rezoning.

You are required to submit the following to the Planning Department;

- ◆ completed development application form, including the owner's signature;
- ◆ recent title search (within 30 days);
- ◆ application fee; and,
- ◆ plans and written submission outlining the proposed new use or development.

## Fees

Fee based on use:	
Single Residential/Duplex – Min. Fee OR \$360 per lot, whichever is greater	(min) \$3,600
Multiple Dwelling or Townhouse	\$4,800
Non Residential or Mixed Uses	\$4,800
<b>PLUS</b> Public Hearing Fee	+ \$1,500
<b>PLUS</b> Notification Sign	+ \$125

In addition to the application fees noted above, there may be other charges related to a development permit, building and plumbing permits as you proceed to those stages. There may also be Development Cost Charges, sewer connection fees, and other related costs.

All applications must include a title search dated no more than 30 days prior to the application. If there are covenant or easement documents listed on the title, the owner may be required to obtain this information directly from the Land Title Office, or through other legal channels.

**If an Official Community Plan (OCP) amendment is also required, please refer to the OCP Amending procedure.**

# Rezoning Process

## Application Submission

The **complete** application shall be submitted to the Planning Department (*Please refer to the checklist on the back*). Additional information may be requested to clarify your application.

## Review Process

The application is circulated to the following municipal departments: Planning, Engineering, Building Inspections, Fire Inspections and Community Services. In addition, one or more of the following agencies may be involved in the review process: Capital Health Region, Land and Water BC Inc., Ministry of Transportation, Federal Department of Fisheries and Oceans, Central Saanich Police, School District #63, BC Hydro, FortisBC Gas, Cable and Telus.

## Advisory Planning Commission

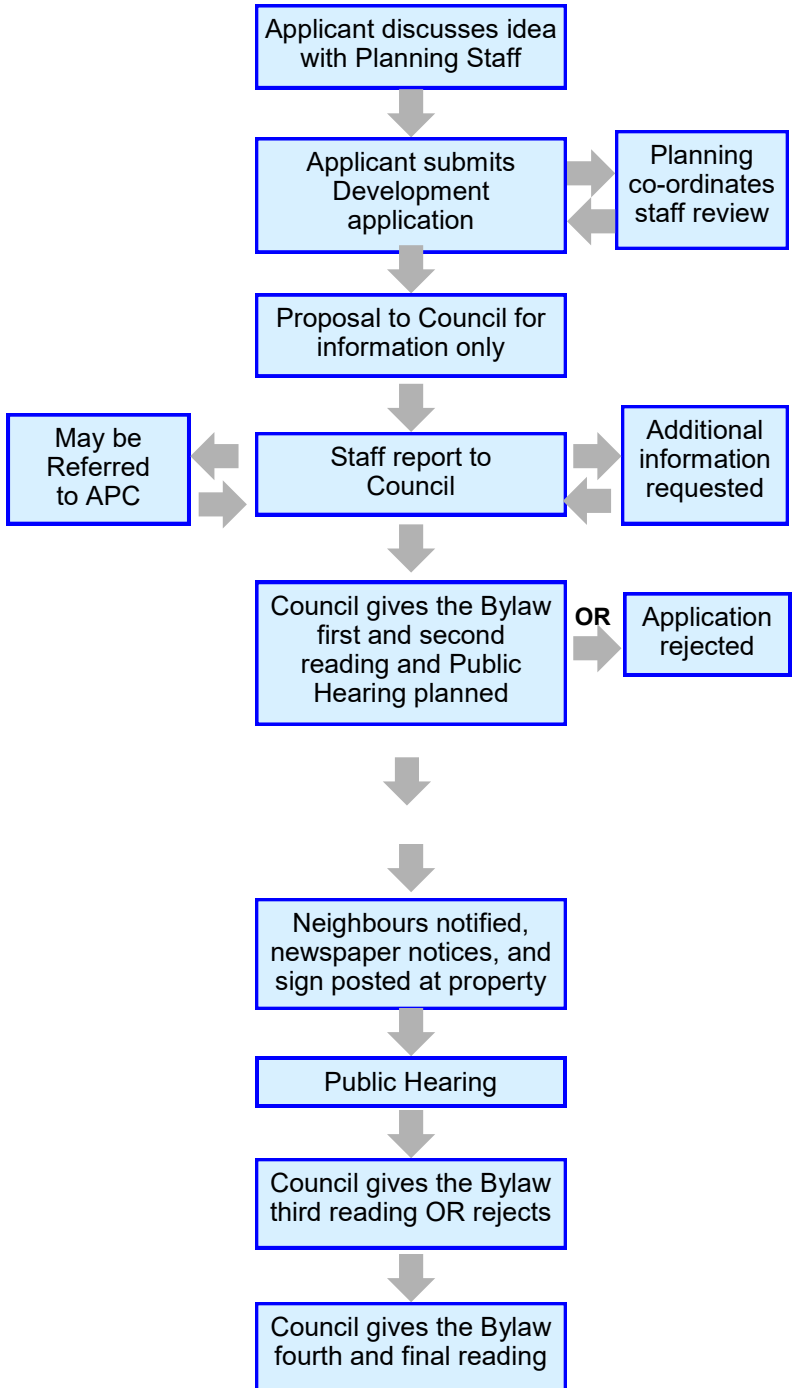
The Advisory Planning Commission (APC), an advisory body comprised of District residents appointed by Council, provides recommendations on each proposal. The applicant will be invited to attend the meeting of the APC when the proposal is to be discussed. The Commission's motion may suggest revisions to the project. The motion of the APC is then provided as advice to Council.

## The Committee of the Whole

A staff report is presented, including all appropriate comments and recommendations, to the Committee of the Whole. The Committee makes a recommendation to Council to either endorse the application to proceed, table for additional information, request a public information meeting, request changes, or reject the application.

## Public Information Meeting (if necessary)

If a public information meeting is to be held, newspaper advertising and written notification to surrounding owners/occupiers is required, which normally takes four weeks. This meeting is held at the applicant's cost. A brochure outlining the public information meeting process is available from the Planning Department.



## Council

If Council endorse the proposal to proceed, an amending bylaw may be given first and second reading at the Council meeting. A Public Hearing on the zoning amendment would then be set, usually about a month later.

If the subject property is within 800m (2600ft) of a Controlled Access Highway, the Ministry of Transportation and Highways is notified of the zoning amendment and must approve the zoning bylaw, in writing, before adoption of the bylaw. There may also be other conditions required of the applicant to be completed prior to final reading and bylaw adoption.

## Public Hearing Requirements

- Planning staff will the arrange for the following:
- ◆ a sign, providing details of the zoning amendment and the date of the Public Hearing. Applicant is responsible for the cost of the sign and installation of same on the subject property no later than 10 days before the Public Hearing;
  - ◆ the Public Hearing ad which must be displayed in the local newspaper for two consecutive editions before the Public Hearing; and,
  - ◆ notification by letter of the Public Hearing date and details of the rezoning proposal to owners and occupiers of land within a 100m (330ft) radius of the property being considered for the rezoning .

At the Public Hearing, the public has an opportunity to voice their support or concerns about the proposal. Once the Public Hearing is closed, Council may not receive any further communication from either the applicant or the residents before making a decision.

## Final Approval

At a scheduled Council Meeting following Public Hearing, Council may either give the bylaw third reading, table, or reject the bylaw. If the bylaw moves forward, fourth and final reading would take place at a subsequent Council meeting.

The owner may then apply for subdivision or the appropriate permits to undertake the construction of the project. If a Development Permit (DP) is required, the building permit will not be issued until the DP has been approved and issued. (*See guide to "Development Permits"*)