

## Plan Submission Checklist

### 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.
- Written rationale for proposed change.

### 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.

### Site Plan

- Location of all existing and proposed buildings and structures indicating setbacks to property lines and separation to other buildings.
- Photos provided of the site in relation to all adjacent properties including the frontage views.
- 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.

### Floor Plans

Plans should include areas devoted to various uses & functions within the buildings.

### Building Elevations

- 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.



Central Saanich

# Official Community Plan Amendment

## Official Community Plan

An Official Community Plan (OCP) is a general statement of Council's long-term objectives and policies for future development, providing direction on where and at what density certain types of development will occur in the future.

An OCP amendment is a bylaw that changes the content of the OCP, which may be processed in conjunction with rezoning and a development permit application.

An example of an OCP amendment is to alter one of the Development Permit Areas (see DP Guide) designated in the OCP. A property owner may also apply for an OCP amendment if a development is being proposed that does not correspond with the land use designation in the OCP.

## Application Requirements

The registered owner of the property or an authorized agent may apply for an OCP amendment. You are required to submit the following to the Planning Department;

- ◆ completed application form, including the owner's signature;
- ◆ application fee; and,
- ◆ preliminary plans and written submission which outline the proposed new use or development.

**A complete plan checklist is provided on the last page.**

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## Fees

Official Community Plan Amendment	\$3,600
<b>PLUS</b> Public Hearing Fee	+ \$1,500
Notification Sign	+ \$125

**Site Disclosure** (if applicable) \$50

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

## Title Search

All applications must include a title search dated no more than 30 days prior to the application. The purpose of this requirement is to confirm property ownership and to ensure that the legal description used for permits and bylaws is accurate. If there are covenant or easement documents that the District does not have record of, the owner may be required to obtain this information directly from the Land Titles Office, or through other legal channels.

## Amendment Application Process

Prior to submitting a formal Official Community Plan amendment application, you are advised to discuss the proposal with the Director of Planning and Building Services. Council has also endorsed a policy whereby an owner may present a proposal in writing to Council. A brief (10 min.) presentation, prior to submission of the application, may then be made to the Planning and Development Committee of Council to receive initial comments.

### Application Submission

The **complete** application shall be submitted to the Planning Department. 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, First Nations, Central Saanich Police, School District #63, BC Hydro, Terasen Gas, Cable and Telus.

### Advisory Planning Commission

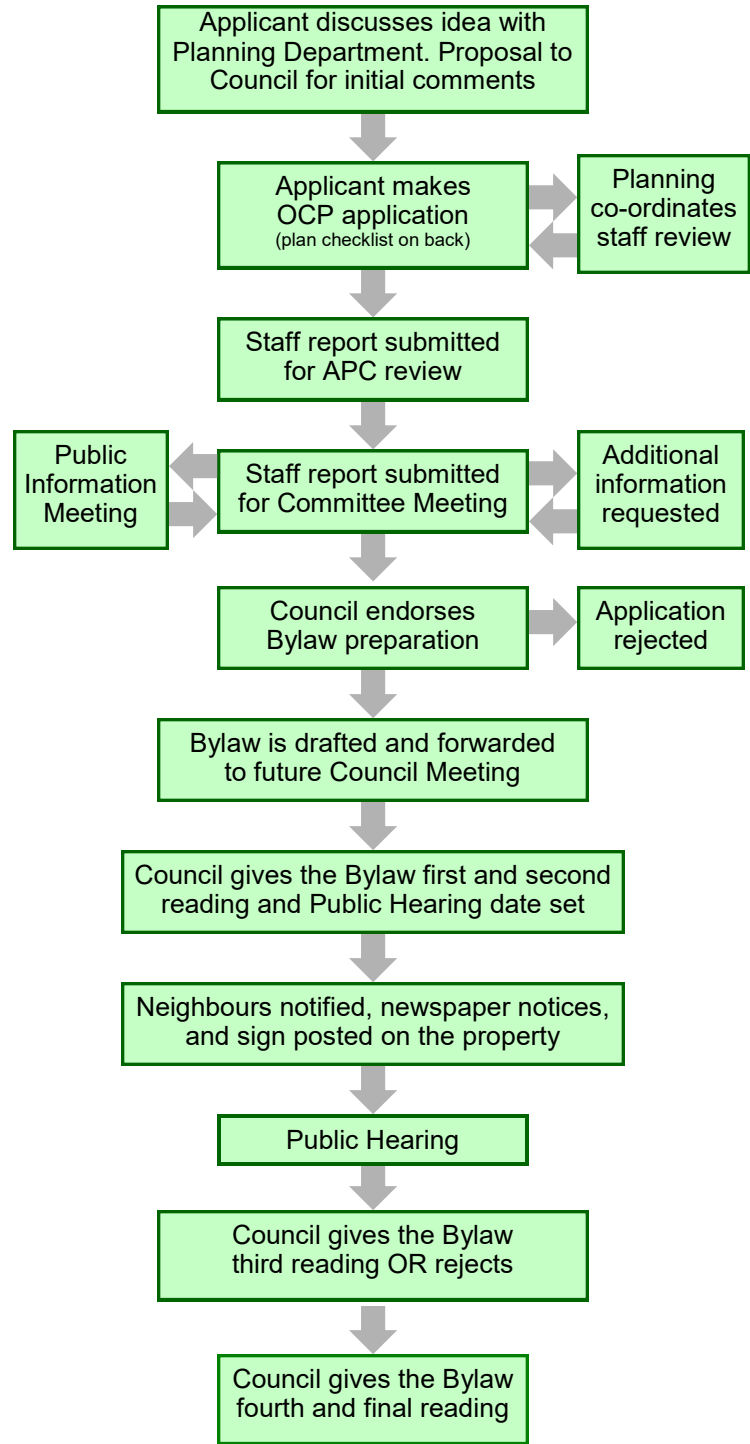
The Advisory Planning Commission (APC), an advisory body comprised of District residents appointed by Council, provides recommendations on each application. The applicant will be invited to attend the meeting of the APC when the proposed amendment is to be discussed. The Commission's motion may suggest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

### Planning and Development Committee

A staff report is presented, including all appropriate comments and recommendations, to the Planning and Development Committee of Council. The Committee makes a recommendation to Council to either approve the application to proceed, table for additional information, authorize 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. It is recommended that the applicant either make a presentation or



to be available to answer the public's questions at the meeting. A brochure outlining the public information meeting process is available from the Planning Department.

### Council

If Council approves the proposal to proceed, a draft amending bylaw is given first and second reading at a subsequent Council meeting. A date would then be set, usually a month later, for a Public Hearing on the OCP amendment. If the subject property is within 800m (2600ft) of a Controlled Access Highway, the Ministry of Transportation and Highways is notified of the OCP amendment and must approve the bylaw, in writing, before adoption.

### Public Hearing Requirements

Planning staff will arrange for the following:

- ◆ A sign, providing details of the OCP amendment and the date of the Public Hearing, is then to be installed by the applicants on the subject property at least two weeks before the Public Hearing.
- ◆ The Public Hearing must also be advertised in the local newspaper two consecutive Wednesdays before the Public Hearing.
- ◆ Owners and occupiers of land within a 100m (330ft) radius of the property being considered for the OCP amendment, are notified by letter of the Public Hearing date and details of the proposal.

At the Public Hearing, the public has an opportunity to voice their support or concerns about the proposed amendment. Once the Public Hearing is closed, Council may not receive any further communication from either the applicant or the residents before making a decision on the amendment. At the Council Meeting following Public Hearing, Council may either give the bylaw third reading, table or reject the bylaw.

### Final Approval

Prior to final reading of the bylaw, any roadworks, servicing or amenities must be secured by the applicant providing a cash bond or an irrevocable letter of credit. Other conditions, as required by Council, will need to be addressed prior to final reading. The applicant will be notified of Council's decision.

The owner may then apply for the appropriate permits to undertake the construction of the project. If a development permit is required, the building permit will not be issued until the D.P. has been approved

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