

SUBDIVISION (RE)APPLICATION CHECKLIST

SUBMISSION REQUIREMENTS	SUBMITTED	RECEIVED
Completed application package including:		
Completed Application form (4 copies)		
ALL owners signatures (all owners listed on Certificate of Title) (4 copies)		
Agent Authorization form (if applicable) (4 copies)		
Complete Project Description (including any variances) (4 copies)		
Completed Contamination Site Profile (or confirmation not required) (4 copies)		
Completed Floor Space Ratio Sheet (if existing structures are remaining) (4 copies)		
Building Code Information Sheet - Spatial Separations (4 copies)		
Fee Schedule		
Certificate of Title (4 copies) <ul style="list-style-type: none"> ▪ Current within 30 days, including copies of any encumbrances registered on title, e.g. restrictive covenants, easements and right-of-ways. https://ltsa.ca 		
Stormwater Management Statement (4 copies)		
Sustainability Statement (REZ for: 5 or more lot SUB, Industrial, Institutional, Multi Family, Commercial, greater than 500sqm GFA) (4 copies)		
Arborist Report / Tree Inventory/ Tree Preservation Plan (4 copies) if the report is on a plan then 3 sets of 36x24 and 1 set of 11x17 or greater		
Archaeology Confirmation from the Provincial Archaeology Branch		
Required plans:		
Subdivision Plan (Surveyed and showing any existing buildings and setbacks)		
<ul style="list-style-type: none"> ▪ 4 sets of 36X24 showing lot dimensions, any existing buildings, & setbacks ▪ 1 set of 11X17 showing lot dimensions, any existing buildings, & setbacks ▪ 4 sets of 36X24 or greater showing only lots, lot areas, and proposed zones ▪ 1 set of 11X17 or greater showing only lots, lot areas, and proposed zones 		
Site Servicing Plans		
<ul style="list-style-type: none"> ▪ 7 sets of 36X24 ▪ 1 set of 11X17 or greater 		
Tree Plans (not required if property is in Rural Saanich, Zoned A, RS-16 or RS-18, if there are no trees on the property, there must be a notation to this on the plans)		
<ul style="list-style-type: none"> ▪ 4 sets of 36X24 ▪ 1 set of 11X17 of greater 		
Building Scheme (4 copies)		
Fees paid:		
Please refer to fee schedule		
Notes:		

OFFICE USE ONLY			
Submitted date		Submitted to / initial check by	

Please submit this form with your subdivision application / resubmission

If you are resubmitting documents please only submit the documents that have been requested in your Request for More Information Letter, not an entire new package.

Please submit hard copies --- Please also submit electronic copies to planning@saanich.ca