

SUBMISSION REQUIREMENTS

Information Required for Submission

It is the responsibility of the applicant to consult with staff to determine the information required for a complete application. Additional information may be requested during application review.

All requirements must be met and submitted to Planning@saanich.ca for application processing.

PLAN SUBMISSION REQUIREMENTS (see table below)

- Digital Submission Site Plans: Existing Conditions
- Digital Submission Site Plans: Proposed Changes
- Digital set of Building Plans
- Current Certificate of Title (current within 30 days) - [Home - LTSA](#)

| Information | Details |
|---|--|
| Archaeological Information Request Form | If required by Environmental Services, current (within 30 days) Archaeological Information Request Form from Ministry of Forests, Lands, Natural Resource Operations & Rural Development Contacts. |
| Site Plan*: Existing Conditions within the Development metric scale only | Owner |
| | Civic & legal address |
| | North arrow and scale |
| | Property lines, rights-of-way, easements |
| | Existing buildings and structures and their setbacks |
| | Existing water lines, wells, septic fields, sanitary sewer & storm drain facilities |
| | Existing driveways, sidewalks, paths, fences, retaining walls, docks/landings, hard surfaces, other permanent features |
| | Trees (including species and diameter at breast height) |
| | Landscaped areas (lawn and gardens) |
| | Areas of native plant communities |
| | The following information may also be required, depending on the location and scope of the proposed changes: <ul style="list-style-type: none"> • High water mark of the stream; • Top of the ravine bank (if the stream is located in a ravine); • Streamside Protection and Enhancement Area boundary; and • Development Permit Area boundary. |
| Site Plan*: Proposed Changes within the Development Permit Area metric scale only | Owner |
| | Civic & legal address |
| | North arrow and scale |
| | Dimensions of property lines, rights-of-way, easements |
| | Proposed changes. |
| | The following information may also be required, depending on the location and scope of the proposed changes: <ul style="list-style-type: none"> • High water mark of the stream; • Top of the ravine bank (if the stream is located in a ravine); • Streamside Protection and Enhancement Area boundary; and • Development Permit Area boundary. |
| Building Plans | Complete set of building plans (if applicable) |

*Based on the scope of the project and the distance of the proposed work from the high-water mark of the stream or the top of the ravine bank, a professional surveyed site plan may not be required. All site plans must be accurate and to scale (1:500 scale site plans are recommended).

Additional Requirements (if applicable)

- Stormwater management statement** (if applicable) **Photographs of the area to be altered**
- Impact Studies:** The applicant may be required to commission an impact study completed by a professional biologist, geo-technical engineer or other qualified professional, depending on the scope and nature of the proposed work. Applicants are responsible for all costs associated with independent studies.