

Application Form • NO FEE

Tel. 250-475-5471 Fax. 250-475-5430
www.saanich.ca

Note: An application is not required for T.V. antenna, satellite dish or small antenna requiring no construction, to be affixed to buildings, utility poles or trees; or for new antenna systems less than 15 m above ground level, in accordance with Administrative Policy 1/ANT.

Email application to [Planning Department](#) with:

- Fully **digital** site plan and detailed design drawings
- Current Certificate of Title (within 30 days) - [Home - LTSA](#)

IMPORTANT • Prior to your application being forwarded to Council, applicants will be required to provide the Planning Department with a document which outlines the consultation process which occurred with the surrounding neighbourhood. The document should include details of any meetings, questionnaires, the number of households contacted, and a description of the area consulted.

• **A Building Permit is also required**

*Notice of Disclosure to Applicant(s): The following contact information will be available to the public and posted on Saanich's website to allow interested parties to contact you about this application.

APPLICANT				
Name				
Address		Postal Code		
Phone	Fax		E-mail	

OWNER				
Name				
Address		Postal Code		
Phone	Fax		E-mail	

PROPERTY DESCRIPTION/ADDRESS
Legal Description
Address

PROJECT DESCRIPTION
Zoning

In making this application the owner agrees to permit access to the property at all reasonable times by Saanich staff, members of council or consultants authorized by Saanich, for purposes of conducting inspections of the property.

The name, address and phone number of the applicant will be made available to the public on request.

CERTIFICATION
I hereby certify that the information is true to the best of my knowledge
SIGNATURE OF APPLICANT
DATE

AUTHORIZATION
Required if applicant is not the registered owner; strata titled developments require a written endorsement from strata council(s)
I hereby consent to the application herein
SIGNATURE OF OWNER
DATE

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7. t. 250-475-1775, e. foi@saanich.ca

STAFF USE ONLY
Project Name: _____
Project No: _____
Case No: _____