

(RE) APPLICATION CHECKLIST

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

If you are resubmitting documents, please only submit the documents that have been requested in your “Application Response Letter”, not an entirely new package.

Digital submissions accepted at planning@saanich.ca

ALL REQUIREMENTS TO BE SUBMITTED IN DIGITAL FORMAT

COMPLETED APPLICATION PACKAGE INCLUDES:

Completed Application Form
ALL owners’ signatures (all owners listed on Certificate of Title)
Agent Authorization form (if applicable)
Complete Project Description (including any variances)
Completed Contamination Site Profile (or confirmation not required)
Completed Floor Space Ratio Sheet (if existing structures are remaining)
Building Code Information Sheet - Spatial Separations
Project Summary Letter
Fee Schedule
Certificate of Title (current within 30 days) - https://ltsa.ca <i>Including copies of any encumbrances registered on title, e.g. restrictive covenants, easements and right-of-ways.</i>
Stormwater Management Statement
Sustainability Statement (REZ for: 5 or more lot SUB, Industrial, Institutional, Multi Family, Commercial, greater than 500sqm GFA)
Arborist Report / Tree Inventory/ Tree Preservation Plan
Archaeology Confirmation from the Provincial Archaeology Branch

REQUIRED PLANS:

Subdivision Plan (Prepared by a BC Land Surveyor, showing any existing buildings and setbacks)

Digital set showing lot dimensions, any existing buildings, & setbacks
Digital set showing only lots, lot areas, proposed zones

Site Servicing Plans

Digital set of Servicing Plans

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)*

Digital set of Tree Plans
Building Scheme, if requested

FEES PAID:

Please refer to fee schedule
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NOTES

OFFICE USE ONLY

Submitted date:		Submitted by/initial check by	
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9.10.15. Spatial Separation Between Houses

9.10.15.2. Area and Location of Exposing Building Face

1. Except as permitted by Sentence (5) the area of an exposing building face shall be
 - a) taken as the exterior wall area facing in one direction on any side of a building, and
 - b) calculated as
 - i) the total area measured from the finished ground level to the uppermost ceiling,
 - ii) reserved, or
 - iii) except as provided in Sentence (2), where Table 9.10.15.4. is used to determine the maximum aggregate area of glazed openings, the area of any number of individual portions of the exposing building face. (See Note A-9.10.15.4.)
2. If a *building* is divided by *fire separations* into *fire compartments*, the area of *exposing building face* is permitted to be calculated for each *fire compartment* provided the *fire separations* have a *fire-resistance ratings* not less than 45 min.
3. Where the *exposing building face* of any section of an exterior wall enclosing a single room or space, or combination room and space, has a *limiting distance* of 2 m or less, that section of the *exposing building face* serving the room or space shall not be divided into portions for the purpose of calculating area of *exposing building face*.
(See Sentence 9.10.15.4.(5) and Note A-9.10.15.4.(2).)
4. For the purpose of using Table 9.10.15.4. to determine the maximum permitted area of glazed openings in an irregularly shaped or skewed exterior wall, the location of the *exposing building face* shall be taken as a vertical plane located so that there are no glazed openings between the vertical plane and the line to which the *limiting distance* is measured. (See Note A-3.2.3.1.(4).)
5. In determining the required cladding-sheathing assembly and *fire-resistance rating* for an irregularly shaped or skewed exterior wall, the location of the *exposing building face* shall be taken as a vertical plane located so that no portion of the actual *exposing building face* is between the vertical plane and the line to which the *limiting distance* is measured.
(See Article 9.10.15.5. and Note A-3.2.3.1.(4).)

9.10.15.4. Glazed Openings in Exposing Building Face

1. Except as provided in Sentences (6) and (7), the maximum aggregate area of glazed openings in an exposing building face shall
 - a) conform to Table 9.10.15.4.,
 - b) conform to Subsection 3.2.3., or
 - c) where the limiting distance is not less than 1.2 m, be equal to or less than the limiting distance squared.
2. Where the limits on the area of glazed openings are determined for individual portions of the exposing building face, as described in Subclause 9.10.15.2.(1)(b)(iii), the maximum aggregate area of glazed openings for any portion shall be determined using the values in Table 9.10.15.4. corresponding to
 - a) the maximum total area of exposing building face, which is equal to the sum of all portions of the exposing building face, and
 - b) the limiting distance of each portion. (See Note A-9.10.15.4.(2).)
3. Except for *buildings* that are *sprinklered* and for openable windows having an unobstructed opening equal to 0.35 m² installed in accordance with Sentences 9.9.10.1.(1) and (2), where the *limiting distance* is 2 m or less, individual glazed openings or a group of glazed openings in an *exposing building face* shall not exceed 50% of the maximum allowable aggregate area of glazed openings determined in Sentence (1).

Subdivision Submission Requirements

4. The spacing between individual glazed openings or a group of glazed openings described in Sentence (3) serving a single room or space described in Sentence (5) shall be not less than
 - a. 2 m horizontally of another glazed opening that is on the same *exposing building face* and serves the single room or space, or
 - b. 2 m vertically of another glazed opening that serves the single room or space, or another room or space on the same *storey*.

5. For the purpose of Sentence (4), “single room or space” shall mean
 - a. two or more adjacent spaces having a full-height separating wall extending less than 1.5 m from the interior face of the exterior wall, or
 - b. two or more stacked spaces that are on the same *storey*.

6. The limits on the area of glazed openings shall not apply to the *exposing building face* of a *dwelling unit* facing a detached garage or accessory *building*, where
 - a. the detached garage or accessory *building* serves only one *dwelling unit*,
 - b. the detached garage or accessory *building* is located on the same property as that *dwelling unit*, and
 - c. the *dwelling unit* served by the detached garage or accessory *building* is the only *major occupancy* on the property.

Table 9.10.15.4.
Maximum Area of Glazed Openings in Exterior Walls of Houses
 Forming Part of Sentences 9.10.15.4.(1) and (2)

Maximum Total Area of Exposing Building Face, m ²	Maximum Aggregate Area of Glazed Openings, % of Exposing Building Face Area											
	Limiting Distance, m											
	Less than 1.2	1.2	1.5	2.0	4.0	6.0	8.0	10.0	12.0	16.0	20.0	25.0
30	0	7	9	12	39	88	100	-	-	-	-	-
40	0	7	8	11	32	69	100	-	-	-	-	-
50	0	7	8	10	28	57	100	-	-	-	-	-
100	0	7	8	9	18	34	56	84	100	-	-	-
Over 100	0	7	7	8	12	19	28	40	55	92	100	-

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Area of exterior wall of existing building adjacent to proposed new lot line: _____(a)

Area of all openings on the wall: _____(b)

Calculations: 100 X (b) _____divided by (a) _____= _____% (c)

From Column 1, select the closest value to (a) without going over the value. Stay on the same row as this value and go across to Column 2 and select the closest value to % (c) without going over. Read the distance in the heading of that column to determine the limiting distance from the proposed lot line.

For analysis of irregularly shaped or skewed building faces, contact [Subdivision Services](#) for assistance at 250-475-5471.

FLOOR SPACE RATIO (R)

The Floor Space Ratio (R) calculations of existing dwelling units on proposed lot 1 in accordance to Section _____ of Zoning Bylaw 8200 which reads as follows:

Shall not exceed a Floor Space Ratio (R) of ____ or a Gross Floor Area of ____ m² (____sq. ft.), whichever is the lesser provided, however, that not more than ____% of the allowable floor space shall be located in non-basement areas. For purposes of this section those portions of the floor area of a carport or garage exceeding m² (____sq. ft.) shall be included in the Gross Floor Area.

* IN ACCORDANCE WITH THE APPLICABLE ZONE DISTRICT

DEFINITIONS

Floor Space Ratio (R) - means the *gross floor area* excluding *non-useable areas* divided by the lot area.

gross floor area - means the sum of the total floor area on a lot of each storey in each building measured to the outside face of the exterior walls; excludes the areas of canopies, sundecks, outside stairs, concealed parking, separate and attached carports and garages.

non-useable areas - means those areas having a clear height measurement from the floor to the under side of the floor joists of the storey above the less than 1.67 m (5.5 ft.) and where the floor level is located below the elevation of the natural grade level adjacent to the exterior wall of the building.

FLOOR AREA CALCULATIONS - Refer to Zoning Bylaw for definitions and calculation requirements.

GROSS FLOOR AREA - G.F.A.

FLOOR SPACE RATIO - F.S.R.

FLOOR AREAS PERMITTED	EXISTING FLOOR AREAS	EXISTING NON-BASEMENT AREAS
F.S.R. - _____ LOT AREA - _____	TOP FLOOR _____	TOTAL G.F.A. (E) _____
MAXIMUM F.S.R. PERMITTED _____A	MAIN FLOOR _____	BASEMENT BYLAW (less) _____
MAXIMUM G.F.A. PERMITTED _____B	LOWER FLOOR _____
Lesser of A or B applies _____C	GARAGE / CARPORT _____	TOTAL G.F.A. NON-BASEMENT _____F
____% G.F.A. NON-BASEMENT = _____D	(Must be less than D)
	G.F.A. SUB TOTAL _____	
	GARAGE / CARPORT EXEMPT (less) _____	
	
	TOTAL G.F.A. _____E	
	(Must be less than C)	

PUBLIC INFORMATION MEETINGS

POLICY

The District of Saanich encourages applicants and their representatives to liaise with the immediate neighbourhood, area community associations and the general public on proposed zoning changes and development proposals through a Public Information Meeting prior to Council consideration.

RATIONALE

A Public Information Meeting will provide an opportunity to present the proposal, respond to questions, and address any concerns or misconceptions that may otherwise come up much later in the process.

PUBLIC INFORMATION MEETINGS - TIMING/NOTIFICATION/LOCALE

A Public Information Meeting should be held prior to the proposal being considered by Council.



A Notice of an Open House should be circulated to property owners and residents within 90 metres of the subject property as well as the area community association. The community association may be able to assist by posting information about the meeting on their website or including it in their newsletter. An ad in the newspaper may also be helpful if the proposal is significant or will affect Saanich residents beyond the immediate area. A sample notice is attached for your reference.

Depending on the anticipated attendance, the Public Information Meeting could be held in a private residence, local school, church or meeting hall. All costs related to the meeting are assumed by the applicant.

If you would like further information on holding a Public Information Meeting, please contact the Planning Department or Legislative Services at 250-475-1775.

Subdivision Submission Requirements

NOTICE OF MEETING

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

TOPIC: Include a short paragraph outlining the topic of the meeting and a description of the proposed development.

DATE:

TIME:

LOCATION:

For any further questions regarding this meeting, please contact (name of contact) at (phone, fax, and email).

The District of Saanich | 770 Vernon Avenue | Victoria BC | V8X 2W7

ATTENTION!!

RE: SITES TO BE SERVICED BY SEPTIC SYSTEMS

A COMPLETED **SITE INVESTIGATION REPORT** IS REQUIRED FOR REVIEW BY THE CAPITAL HEALTH REGION. THE COMPLETED FORM MUST BE RETURNED TO THE CORPORATION OF THE DISTRICT OF SAANICH, PLANNING DEPARTMENT, ALONG WITH THE SUBDIVISION APPLICATION.

A PRINT OF THE SUBDIVISION PLAN SHOWING THE ACCURATE LOCATION OF EXISTING BUILDINGS, SEPTIC FIELDS AND WELLS MUST ALSO BE PROVIDED WITH THE REPORT FOR REVIEW BY THE REGION AND MUNICIPALITY.

FAILURE TO COMPLY WITH THE ABOVE SPECIFICATIONS AT THE PRELIMINARY STAGE COULD RESULT IN A TIME DELAY IN THE OVERALL PROCESS OF THE APPLICATION.

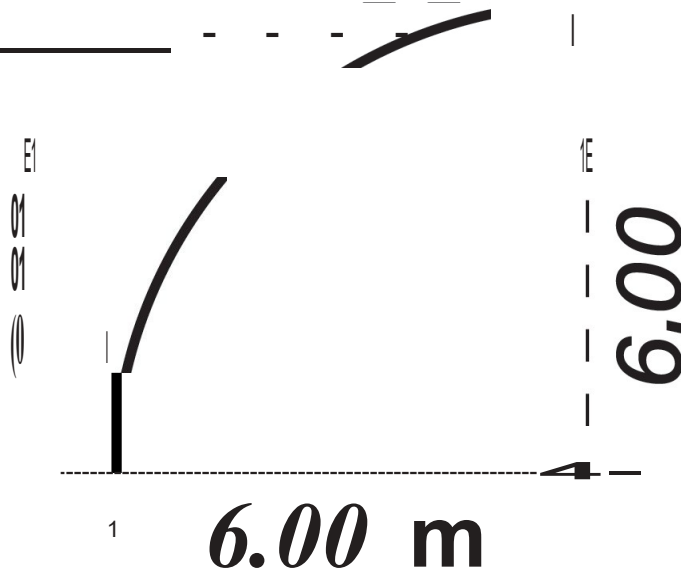
PLEASE NOTE THAT ADMINISTRATIVE FEES FOR SUBDIVISION REVIEW ARE PAYABLE DIRECTLY TO:

**ISLAND HEALTH
201-771 VERNON AVENUE
VICTORIA BC V8X 5A7**

TYPICAL 6 M CORNER CUT

7.70 m²

6.00 m



March 19, 2019