

Board of Variance Application Checklist

District of Saanich – Legislative Services



Information/materials **required** for all applications is listed below. Please submit the complete application package online.

Title Search
Current (within 30 days) Certificate of Title obtained from the Land Title and Authority Office (www.LTSA.ca). Include copies of all encumbrances the District of Saanich is party to, such as easements, covenants and rights-of-way. <input type="checkbox"/>
Letter Addressed to the Chair and Members of the Board of Variance
Explaining briefly the undue hardship/rationale for the requested variance(s). This may be included with the notification forwarded to adjacent property owners. <input type="checkbox"/>
Project Data Table (Refer to http://www.saanich.ca/bov for a sample & fillable form)
Project Data Table denoting the proposed values for lot coverage, setbacks, height, floor area and parking. <input type="checkbox"/>
Proposed Site Plan
Showing the proposed structure(s)/addition(s) with dimensions from the property lines and existing property lines, dimensions, building(s), setbacks, geodetic grades (as applicable), driveway, trees, easements, covenants and rights-of-way. <input type="checkbox"/>
Floor Plans and Elevation Plans
Dimensioned floor plans of all floor levels identifying walls, doors, plumbing fixtures, windows, stairs, decks, room uses labeled. Dimensioned partial floor plans are adequate for proposed deck additions. <input type="checkbox"/>
Dimensioned elevation plans (north, south, east and west) showing how the exterior building appearance and the proposed changes with respect to additions, doors, windows, decks/porches, roofing and cladding materials. <input type="checkbox"/>
Archaeological information request form – confirmation of request to the Province
A current (within 30 days) copy of confirmation of Archaeological Information Request Form from Ministry of Forests, Lands, Natural Resource Operations & Rural Development Contacts (www.archdatarequest.nrs.gov.bc.ca) <input type="checkbox"/>
BCLS Survey Plan (Prepared, Sealed and Signed by a registered British Columbia Land Surveyor)
<u>Required</u> for siting variance requests for all proposed additions, decks and existing structures. Showing existing property lines, dimensions, building(s), setbacks, geodetic grades (as applicable), driveway, trees, easements, covenants and rights-of-way. Not required for fences. <input type="checkbox"/>
BCLS Letter of Assurance (Prepared, Sealed and Signed by a registered British Columbia Land Surveyor)
<u>Required</u> for building height and/or single face building height variance requests. Not required for fences. <input type="checkbox"/>
Arborist Report (Details of requirements available at www.saanich.ca – Trees in Saanich)
<u>Required</u> for variance requests that have impacts to Bylaw protected trees. <input type="checkbox"/>
Fee
\$300.00 non-refundable application fee (the fee is the same regardless of the number of requested variances and taxes are included). <input type="checkbox"/>

***** Important Information *****

The Board members will be visiting the property. **Please ensure that the property address is clearly identified, that the site is fully accessible and the proposed variance(s) (height, setback, footprint) and the property line(s) are clearly marked on site at least one week prior to the meeting.** Failure to do so may result in the Board postponing your application for future consideration. Visit www.Saanich.ca/BOV for tips on how to mark your site.

Tree Protection Bylaw (No. 9272) requires a permit from Saanich Parks to be issued before work occurs within the root zone of a Protected Tree. ‘Work’ includes excavating or cutting roots or branches. Contact Parks at 250-475-5522 for further information.