

District of Saanich | Pre-Application Project Submission Details

The purpose of a pre-application process is to provide an expedited high-level cross-departmental review of a proposed development at a conceptual level to support prospective applicants.

FILE SUBMISSION REQUIREMENTS	
<ul style="list-style-type: none"> • Consolidate all plans into ONE document (maximum 30 MB) • PDF file format in metric scale, sized at 24" x 36" • Files to be unsealed/unlocked • Flatten vector layers • Plan resolution 72 dpi (minimum) • Do not include layer information, hyperlinks, bookmarks or comments • Do not capture fonts used in the drawing • Follow PDF file naming convention "YYYY-MM-DD-File Description-Address" <ul style="list-style-type: none"> ○ Example: 2024-06-25-Plans-234 Blue Corner Ave 	
TECHNICAL DATA SUMMARY	
Cover Sheet on the drawings with project statistics provided, including but not limited to: <ul style="list-style-type: none"> • Total site area (original and post-dedication if known) and dimensions • Floor space ratio (FSR) • Units per hectare • Site coverage • Building height(s) • Yard setbacks • Required and Proposed - Parking, loading, bicycle parking, and visitor spaces • Proposed uses • Number of dwelling units and unit mix (if known) • Anticipated variances (if known) 	
DRAWING TITLE	DESCRIPTION
Context Plan	<ul style="list-style-type: none"> • Places the proposed development parcel in the larger context of the community. The plan should identify the zoning and location of structures on adjacent parcels.
Site Plan	<ul style="list-style-type: none"> • Property lines, curbs and sidewalks located (if known) • Existing and proposed building footprints, with proposed setbacks dimensioned • Building widths, lengths and building separations dimensioned • Below grade structures identified (or dashed) • Location of primary entry identified • Location of any proposed structures • Location of vehicular access and on-site circulation and Fire Department access • Location of garbage and recycling facilities and loading areas • On site pedestrian circulation (e.g., internal pathways) and through block connections (if identified in policy) • Private at-grade vs communal outdoor spaces

Development Permit and Rezoning Pre-Application



Site Plan	<ul style="list-style-type: none"> • Location of any known Watercourse • If available, information (such as location, species, and size) on existing trees and/or significant vegetation. Specifically focused on High Value Trees as per the Development Permit Guidelines.
Floor Plans	<ul style="list-style-type: none"> • Vehicular and cycling parking • All internal uses identified
Streetscape Elevations	<ul style="list-style-type: none"> • Streetscape elevations (including adjacent building massing context based on existing and future policy)
Elevations	<ul style="list-style-type: none"> • Floor levels with existing and proposed grades
Sections	<ul style="list-style-type: none"> • Proposed building and parkade massing along with existing and proposed grades including connections to adjacent lands and highways • Building step backs should be dimensioned
Servicing	<ul style="list-style-type: none"> • Preferred point of connection for water, sanitary, storm and third-party utilities and connection routes to development, and the nearest fire hydrant • Location of overhead services identified
Block Massing	<ul style="list-style-type: none"> • 3D model or perspectives of building, with floor levels and shadowing

SUPPORTING DOCUMENTS
Official Community Plan (OCP)
Zoning Bylaw 8200
Development Permit Guidelines
Tree Protection Bylaw
Subdivision Bylaw
Schedule H - Engineering Specifications
Active Transportation Plan
Tenant Assistance Policy – Applicable in situations where five or more tenants are impacted
Biodiversity Conservation Strategy
Building Bylaw