



# TOWN OF SIDNEY

## APPLICATION FOR OFFICIAL COMMUNITY PLAN AMENDMENT, ZONING AMENDMENT AND APPLICATION FOR PERMIT

1. I hereby make application for a (**check applicable box**),

- Development Permit: Minor
- Development Permit: Major
- Development Variance Permit
- Temporary Commercial or Industrial Permit
- Official Community Plan Amendment
- Zoning Amendment

for the property described as,

Lot(s)\_\_\_\_\_, Block \_\_\_\_\_, Range\_\_\_\_\_ Section(s)\_\_\_\_\_, North Saanich District,  
Plan\_\_\_\_\_

Civic Address: \_\_\_\_\_

2. Are there any buildings on the site now?  Yes  No

If yes, current use is

\_\_\_\_\_  
\_\_\_\_\_

3. The present OCP designation of the property is \_\_\_\_\_

4. The property is within a Development Permit Area  Yes  No

5. The present zoning of the property is \_\_\_\_\_

6. If the application is for a Development Variance Permit:

The following variance is requested from Bylaw \_\_\_\_\_ Section \_\_\_\_\_:  
*(please provide detailed description of the variance below)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Full Description of Proposed Development

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***(including plans and specifications attached hereto, in conformance with the Town of Sidney Application Checklist)***

8. Registered owner(s) of the property: **(PLEASE PRINT CLEARLY)**

Name(s)\*: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Other \_\_\_\_\_ Email \_\_\_\_\_

9. If the applicant is not the owner: **(PLEASE PRINT CLEARLY)**

Name(s)\*: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Other \_\_\_\_\_ Email \_\_\_\_\_

**\* If the registered owner or applicant is a corporation, please provide the corporation name and name of the signatory who must have signing authority (e.g. a director). If more than one individual is registered as the owner, please provide all names. Don't forget to also provide all signatures!**

**If the application is for a strata lot or building, a signed statement from the Strata Council approving of the application is required.**

I hereby declare that all the above statements and the information contained in the material(s) submitted in support of this application are to the best of my belief true and correct in all respects.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Applicant's Signature

## APPLICATION REQUIREMENT CHECKLIST

### FOR ALL DEVELOPMENT PERMITS, DEVELOPMENT VARIANCE PERMITS, ZONING AND OCP AMENDMENT APPLICATIONS

**Site Plan:**

- i. Lot dimensions;
- ii. Lot area;
- iii. All buildings and structures and their minimum distance from respective lot lines;
- iv. Lot coverage of all buildings and structures, including all calculations;
- v. Access aisles, maneuvering aisles and parking and loading spaces, including all dimensions;
- vi. All outside land uses, including outside storage, garbage collection, recycling areas and transformer kiosks;
- vii. Site lighting, including location and design;
- viii. Statement of wiring – i.e. underground;
- ix. Free standing signs;
- x. Buildings on adjacent lots (i.e. lot on either side of the subject property) and their minimum distance from respective lot lines; and
- xi. Data Information Table – A Table comparing the proposed development with the requirements of the Zoning designation.
- xii. All existing trees on the site including details regarding their drip lines, species and size.

**Floor Plans:**

- i. Exterior Dimensions;
- ii. Uses of space indicated as well as their respective square footage; and
- iii. Roof Plan, including design, slopes and mechanical equipment and elevator shafts that protrude above the roof.

**Building Elevations:**

- i. All sides of all buildings and structures;
- ii. Exterior materials, finishes and colors;
- iii. Signage;
- iv. Grade line, both existing and proposed (if different); and
- v. Height of buildings and structures relative to grade.

**Graphic Cross Section:**

- i. Line of maximum building height;
- ii. Grade line, both existing and proposed (if different);
- iii. Finished floor elevations relative to grade; and
- iv. Finished ceiling elevations relative to grade.

**Landscape Plan:**

- i. Lot dimensions;
- ii. Planting material including size of planting;
- iii. Tree Retention Plan, including identification of all existing trees, their species, size and drip line, and of those, the trees proposed to be retained and removed;
- iv. Method of irrigation;
- v. Hard surfacing material specifications;
- vi. Fencing, including height and material;
- vii. Sidewalk location, including dimension and materials;
- viii. Boulevard trees, including species and size of planting; and
- ix. Street lighting, including location and design.

**Street and / or Waterfront Elevations:**

- i. Adjacent lots (i.e. lot on either side of the subject property) and the building or structures located on these lots.

- Colored Elevations:**
  - i. Colored drawing of all elevations of all buildings; and
  - ii. Paper-only sample sheet of all exterior finishes and colours (non-mounted).
  
- Perspective rendering drawing(s):**
  - i. Proposed buildings and structures on the subject property;
  - ii. Existing buildings and structures on adjacent lots (if requested); and
  - iii. For developments proposed within the COM-1 land use designation, a scale digital model of the building created in SketchUp (.skp file format) is required.
  
- Letter Addressed to Mayor & Council Explaining Rationale for Variance (to be provided if Application is for a Development Variance Permit)**
  
- Plan Requirements:**
  - i. One full-size paper copy of site plan (with Data Information Table), floor plans, building elevations, graphic cross section, landscape plan, street and waterfront elevations, perspective renderings and one copy of colored elevations with information on colours and materials.  
***IMPORTANT:** Site plans, landscape plans, street elevations and waterfront elevations must have the following minimum scales: 1 to 200 or 1/16" to 1'0"; Floor plans, building elevations, cross sections and color elevations: 1 to 100 or 1/8" to 1'0".*
  - ii. One copy reduced to 11" x 17" format of site plan (with Data Information Table), floor plans, building elevations, graphic cross section, landscape plan, street and waterfront elevations, colour elevations and perspective renderings.
  - iii. One digital PDF copy of all drawings is to be emailed to the Development Services Department at [developmentservices@sidney.ca](mailto:developmentservices@sidney.ca)
  
- Application Form:**
  - i. Completed by the applicant and to be signed by the owner of the subject property. If all property owners have not signed the application form, then a separate Owner Authorization form must be completed and submitted.
  
- Recent Title Search & Copy of Charges:**
  - i. Documents must be printed within the previous 14 days of submitting an application to the Town
  - ii. Digital & printed copies of all charges listing the Town of Sidney as registered owner
  
- By selecting this box you agree to the Town conducting this search on your behalf at a cost of \$13.50 (+ GST) per title and \$19.00 (+GST) per individual charge.**
  
- Application Fees:**
  - i. Fees are to be determined as outlined in the Application Form.
  - ii. Fees are to be submitted with the Application Form and Drawings.

**Ancillary Information:**

When Drawings for a Development Permit, Development Variance Permit, Zoning Amendment or OCP Amendment have been approved by Council, no changes to the approved design may occur without staff's notification. If the changes are deemed significant, an application to amend the approved drawings is first required.