



DEVELOPMENT PERMIT APPLICATION FORM

**** Applicants are advised to consult with Planning Staff before submitting an application.**

This application is submitted for the following:

- Development Permit Area (DPA) under Official Community Plan (OCP)
- Development Permit Renewal
- Development Permit Amendment

DESCRIPTION OF PROPERTY

Street Address: _____

Legal Description: Lot ___ Block ___ Section ___ Plan _____ Except _____

Property Size: _____

APPLICANT'S CONTACT INFORMATION - Please print clearly

Check if APPLICANT is the sole OWNER, if not complete *Owner's Authorization Form* - attached

Name			
Address	City	Province	Postal Code
Email	Tel	Cell	Fax

DESCRIPTION OF PROPOSED DEVELOPMENT/USE: (Attach a separate page if necessary)

PROPERTY DETAILS

Current Zoning: _____ Current OCP Designation: _____

Adjacent Land Uses: N _____ S _____ E _____ W _____

Within 30m of watercourse (stream, lake, wetland, etc?) or top of ravine bank? _____

Within 15m of the high water mark of Sooke Harbour or Basin? _____

Proposed Road Access: _____

Proposed Water Supply Method: _____

Proposed Sewage Disposal Method: _____

Proposed Storm Drainage Method: _____

Approximate Commencement Date of Proposed Project: _____

Other enactments of the District of Sooke, the Province of British Columbia and the Government of Canada may apply to development affected by this bylaw. Applicants should satisfy themselves that all regulatory requirements affecting their proposal are met

FEES

	Application Fee	Additional Fee	Each Variance
Development Permit Area under Official Community Plan	\$1,000	+\$1.00 per m ² of new/additional Gross Floor Area for Commercial, Industrial and Institutional and +\$200 per Dwelling Unit for residential to a maximum of \$15,000	+\$200
Development Permit under Official Community Plan where the owner of the subject property is an educational institution other than a private educational institution	\$800	n/a	
Development Permit under Official Community Plan where the owner of the subject property is a religious organization	\$700	n/a	
Development Permit under Official Community Plan where the owner of the subject property is a registered non-profit society or a library under the <i>Library Act</i>	\$500	n/a	
Development Permit Amendment	\$700	n/a	
Preparation of covenant or other legal document required under bylaw	+actual cost plus \$100 per document		
Renewal of any development permit application, in accordance with District of Sooke Policy 8.4 as amended	50% of the original development permit fee, to a maximum of \$5,000		

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AUTHORIZATION

WASTE MANAGEMENT ACT: I, the applicant and/or owner, represent and warrant to the District of Sooke, knowing that the District of Sooke relies on this representation and warranty, that the property covered by this application has never, to the best of my knowledge having made due and diligent inquiry, been used for any purpose such that a site profile is required to be submitted under the British Columbia *Waste Management Act* and that the property is not contaminated or polluted in any way that would make it unlawful, unsafe or unsuited for the purpose for which it is to be used, including within the meaning of the British Columbia *Waste Management Act*.

I have read and agree to the above paragraph _____ (initial)

WAIVER AND INDEMNITY: I, the applicant and/or owner, assume all risks incidental to this application and agree to release, save harmless and indemnify the District of Sooke and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to persons or property arising out of or in connection with this application. I agree to conform to all applicable bylaws. I understand that no warranty is implied for the approval of this application and that this waiver and indemnity is binding on me, my heirs, executors and assigns.

I have read and agree to the above paragraph _____ (initial)

The undersigned owner/authorized agent of the owner (**Owner's Authorization Form attached**) makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicant's Signature

Date

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INFORMATION REQUIREMENTS

Required	May be Required by District Staff
<ul style="list-style-type: none"> <input type="checkbox"/> a State of Title Certificate, to be dated within 30 days of the application and include copies of all non-financial charges on title (ie. covenants, easements, right-of-ways, etc.). <input type="checkbox"/> 3 copies of a legibly scaled (metric) Site Plan, one reduced 8.5" x 11" copy of the Site Plan and one digital copy of the Site Plan showing: <ul style="list-style-type: none"> <input type="checkbox"/> Designer/architect name <input type="checkbox"/> Civic address and legal description <input type="checkbox"/> Lot area and lot coverage <input type="checkbox"/> Total floor area (if applicable) <input type="checkbox"/> Density and dwelling units <input type="checkbox"/> Location of accesses <input type="checkbox"/> Location and dimensions of all vehicle and bicycle parking and loading bays <input type="checkbox"/> Dimensions of the property lines, right of ways, easements <input type="checkbox"/> Dimensions and setbacks of existing and proposed buildings, structures and utilities <input type="checkbox"/> Location of high water mark or top of bank of watercourses and riparian areas (if applicable) or location of SPEA if Riparian Areas Assessment has been completed <input type="checkbox"/> Location and grade of steep slopes (> 30%) <input type="checkbox"/> Location of all existing and proposed water lines, gas lines, wells, septic fields, sanitary sewer and storm drain facilities <input type="checkbox"/> Location of any contaminated or polluted sites <input type="checkbox"/> Scale bar and north arrow <input type="checkbox"/> Elevation plan showing: <ul style="list-style-type: none"> • Exterior finishing materials and colours • Average, existing and finished grades • Height from finished grade (<i>provide average grade calculations</i>) • Building sections • Recession Plane, if applicable <input type="checkbox"/> Landscape Plan from a <i>Registered Landscape Architect</i> with: <ul style="list-style-type: none"> • Detailed planting plan showing planting (species, size, quantity, locations, irrigation, finished grade, fencing, outdoor lighting) • Estimate of costs for completion of the landscaping plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Site plan to also include: <ul style="list-style-type: none"> • Location of sidewalks, pathways, curbs, boulevards, edge of pavement and transit stops <input type="checkbox"/> Contour plan with existing and proposed contours at 0.5m intervals. <input type="checkbox"/> Floor plans with uses of spaces and dimensions for all levels <input type="checkbox"/> Building signage details <input type="checkbox"/> Archaeology Study <input type="checkbox"/> Ecological Study <input type="checkbox"/> Rainwater management plan <input type="checkbox"/> Traffic study <input type="checkbox"/> Riparian Area Assessment Report <input type="checkbox"/> Other reports or information as required <input type="checkbox"/> That the Site Plan and Elevation Plan drawings be in accordance with the <i>Architects Act of British Columbia</i>

OWNER'S AUTHORIZATION FORM

All property owners registered on the Certificate of Title must provide written approval to allow the APPLICANT to act on their behalf.

_____, is hereby authorized to act as my agent for the purpose of _____, located at:

Street Address: _____
Legal Description: Lot ___ Block ___ Section ___ Plan _____ Except _____

REGISTERED OWNER 1

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____

REGISTERED OWNER 2

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____

REGISTERED OWNER 3

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____

REGISTERED OWNER 4

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____

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