

## PRELIMINARY LAYOUT ASSESSMENT APPLICATION

<b>A. PROPOSAL</b> – This is an application for preliminary layout assessment for all properties involved						
Subdivision Type	<input type="checkbox"/> Fee Simple <input type="checkbox"/> Sec. 946. Local Government Act <input type="checkbox"/> Bare Land Strata <input type="checkbox"/> Other (specify)					
Full Legal Description as per State of Title Certificate(s):						
Full Civic Address:						
Property Location	Kilometers	North	South	East	West	From
	Access Road					Property Zoning
	Existing Land Use					Intended Land Use
Surrounding Land Use	North	South	East	West		
Proposed Sewage Disposal:	Septic Tank	Community System	Other (specify)		Number of Lots	
	Proposed Water Supply:	Individual Well	Community System	Other (specify)		
Water Licenses (attach)						

### B. APPLICATION INFORMATION

**All of the following information is required in order to begin processing your application:**

1. I have enclosed:
  - a current State of Title Certificate for each property;
  - copies of all charges indicated on the title (covenants, easements, etc);
  - a current BC Assessment Authority Notice showing property classification.
  - Ten copies of a sketch plan drawn to scale and showing the following information:
    - all proposed lots, remainders and roads in relation to adjacent properties, extending at least beyond the far edge of each adjacent property
    - all pertinent dimensions, existing road names, north arrow and perimeter of the proposed subdivision
    - the accurate location and outline of all existing buildings and indicate which will remain after subdivision
    - the nature, location and dimensions of any restrictive covenant, easement or right-of-way affecting the proposed subdivision
    - the accurate location of wells, sewage disposal facilities, percolation test holes and soil inspection holes, water lines, sewage lines, hydro/telephone lines, driveways
    - the accurate location of all lakes, rivers, ponds and drainage courses that shows the natural boundary of each

- a contour plan of the subdivision area if any of the terrain slopes more than 10% (do not use average slope to determine if a contour plan must be supplied)

**FORM F-01** (Page 2 of 2)

- Under section 26.1 of the *Waste Management Act*, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a site profile (site profile attached). Schedule 2 of the *Contaminated Sites Regulation* sets out the types of industrial or commercial purposes or activities to which site profile requirements apply. (Schedule 2 attached.)
- I have flagged the corners of the property, the proposed lot lines, the proposed roads and the percolation test holes.
- Is the property location within the Agricultural Land Reserve? YES  NO
- Is the property located within the Forest Land Reserve? YES  NO
- I have indicated in section C:
  - if the property is subject to any natural hazards (i.e. land slide, rock fall, erosion, flooding, avalanche);
  - if the subdivision is for a relative (i.e. Section 946 Local Government Act).

**C. FURTHER INFORMATION AND COMMENTS** (*attach a separate sheet if more space is required*)

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**OWNER(S) / APPLICANT INFORMATION**

**Property Owner(s) Full Name(s) and Address:**

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Business Telephone	Home Telephone	Fax
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**Agent Full Name and Address:**

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Business Telephone	Home Telephone	Fax
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I certify that all the information above and on all plans and other attachments is true, correct and complete. I understand that this submission constitutes a preliminary application only.

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Owner/Authorized Agent Signature	Date	Applicant/Agent Signature	Date
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The personal information on this form is collected under the authority of the *Land Title Act*. The information collected will be used to process your preliminary layout assessment application. If you have any questions about the collection, use and disclosure of this information, contact the Deputy Clerk of the District of Sooke at 642-1634. **Incomplete applications will not be processed. All future correspondence regarding this application must quote the legal description of the lot or the file number**



## 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: \_\_\_\_\_



## SUBDIVISION APPLICATION FEES Required Fees

### Subdivision Application Fees

	<b>Fee</b>
1. Preliminary Application*	\$1,500 plus \$150 for each additional new lot created
2. Final Approval*	\$1,500 plus \$150 for each additional new lot created
3. Boundary Lot Adjustment*	\$1,000
4. Design Drawing Assessment*	\$50 per new lot created
5. Development Servicing Agreement *	\$250
6. Strata Title Conversion**	\$700 (4 strata lots or less) \$700 + \$100 per additional strata lot (more than 4 strata lots)

\* **Bylaw 249, April 13, 2006**

\*\***Bylaw 383, December 8, 2008**