

**SCHEDULE D**

**SUBDIVISION AND DEVELOPMENT  
STANDARDS BYLAW, 2003**

**STANDARD FORMS**

**and**

**CERTIFICATES**

## **SCHEDULE D**

### **STANDARD FORMS AND CERTIFICATES**

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District of Sooke  
 2205 Otter Point Road  
 Sooke, BC V0S 1N0

FORM F-01 (Page 1 of 2)

**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:**

- 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)

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.)
3. I have flagged the corners of the property, the proposed lot lines, the proposed roads and the percolation test holes.
4. Is the property location within the Agricultural Land Reserve? YES  NO
5. Is the property located within the Forest Land Reserve? YES  NO
6. 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 |
|----------------------------------|------|---------------------------|------|

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**

District of Sooke  
2205 Otter Point Road  
Sooke, BC V0S 1N0

## DESIGN DRAWING ASSESSMENT APPLICATION

To: District of Sooke Date: \_\_\_\_\_

Attention: Municipal Engineer District File No: \_\_\_\_\_

We/I \_\_\_\_\_ confirm that we/I have  
(Consulting Engineer)

been retained by \_\_\_\_\_ for the  
(Applicant)

subdivision of \_\_\_\_\_  
(Legal Description of properties)

to carry out the preparation of detailed design drawings in full compliance with the Bylaw No. 65, *Subdivision and Development Standards Bylaw, 2003*". This is an application for an assessment of the attached design drawings; the number, and the nature of which are specified in section 11 of Section G of Schedule B of the Bylaw.

### Consulting Engineer:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

ENGINEER'S SEAL

District of Sooke  
2205 Otter Point Road  
Sooke, BC V0S 1N0

## APPLICATION FOR SUBDIVISION APPROVAL

To: District of Sooke District File No: \_\_\_\_\_

Attention: Approving Officer

We/I \_\_\_\_\_ certify that we/I have met all the  
(Owner/Authorizing Agent)

requirements for the subdivision of \_\_\_\_\_  
(Legal Description of properties)

and hereby apply for subdivision approval.

Attached are:

- Completed Schedule "D" forms F-07, F-08, F-09 and F-10 complete with all required supporting documentation;
- The subdivision plan complete with all required copies ready for signature by the District of Sooke;
- All rights-of-way, easement, restrictive covenants, and similar documents required for registration on title; and
- All other documentation previously requested by the Approving Officer.

### Owner/Applicant:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

Date: \_\_\_\_\_

## ENGINEER'S UNDERTAKING

To: District of Sooke Date: \_\_\_\_\_

Attention: Approving Officer District File No: \_\_\_\_\_

We/I \_\_\_\_\_ confirm that we/I have  
(Consulting Engineer)

been retained by \_\_\_\_\_ for the  
(Applicant)

subdivision of \_\_\_\_\_  
(Legal Description of properties)

to carry out construction survey, required design revisions, construction inspections, project supervisions, field co-ordination, preparation of as-built drawings and certification of as-built drawings within 60 days of substantial completion inspection. The professional services provided during construction will assure that all construction is in substantial compliance with the accepted design drawings prepared by \_\_\_\_\_ (Design Engineer) and dated \_\_\_\_\_ and in full compliance with Bylaw No. 65, *Subdivision and Development Standards Bylaw, 2003*. We/I will also undertake quality management services on the subject project as required by the Engineers and Geoscientists Act Code of Ethics Section 14a. We/I confirm that we/I carry Professional Liability Insurance in the amount of not less than TWO HUNDRED AND FIFTY THOUSAND DOLLARS (\$250,000) for each occurrence.

### Consulting Engineer:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

ENGINEER'S SEAL

**DRAINAGE CERTIFICATE**

**DISTRICT FILE NO:** \_\_\_\_\_

**RE:            APPLICANT:** \_\_\_\_\_

Pursuant to Section D of Schedule B of the *Subdivision and Development Standards Bylaw*:

I hereby certify that downstream drainage facilities for a distance of 3 km have been checked with respect to line, grade and size, and that the downstream facilities are capable of handling the projected increase in drainage created by this project, without causing any adverse effect to District or private property.

Date: \_\_\_\_\_

**Professional Engineer responsible for design:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**ENGINEER'S SEAL:**

## PERMISSION TO CONSTRUCT

District File No: \_\_\_\_\_

Authorization to proceed with construction is hereby granted to:

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS:

\_\_\_\_\_

For the works described generally as: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

\_\_\_\_\_ Construction plans approved  
\_\_\_\_\_ Administration fee paid  
\_\_\_\_\_ Security deposit paid  
\_\_\_\_\_ Servicing Agreement completed

Consulting Engineer: \_\_\_\_\_

Contact: \_\_\_\_\_

Bus Tel: \_\_\_\_\_

Cell Tel: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Municipal Engineer's Signature

Date: \_\_\_\_\_

cc: Contractor  
Approving Officer

## PRIVATE WELL CERTIFICATION

Pursuant to Section WA of Schedule B of Bylaw 65, *Subdivision and Development Standards Bylaw*, 2003, which requires that each Service Level 1 lot to be created and/or each existing Service Level 1 lot forming part of the proposed development must be serviced with potable water in accordance with requirements of the Bylaw for the development of:

**LEGAL DESCRIPTION:** \_\_\_\_\_

**SOOKE FILE NO:** \_\_\_\_\_

I declare that I have undertaken hydrogeological studies using generally approved industry standard evaluation methods, including those recommended by the Ministry of Water, Land and Air Protection. In my opinion, a quantity not less than 2,500 litres per day is available for each existing or proposed lot in the development.

I declare that each existing well within the subdivision has been tested and evaluated using industry standard evaluation methods, including those recommended by the Ministry of Water, Land and Air Protection. Based on this assessment I believe that, under a condition of all wells operating simultaneously, the combined system will be capable of continuously providing water for each existing or proposed lot in the development at a rate of 9 litres per minute for a 2 hour period.

I declare that water quality tests consisting of \_\_\_\_\_ have been undertaken for each well in the subdivision. These analyses indicate that the water met the Canadian Drinking Water Guidelines for the parameters tested.

I declare that I have made an assessment of the possible impacts of the proposed development and future anticipated land uses on the groundwater quality. In my opinion the risk of future groundwater quality not meeting the Canadian Drinking Water Guidelines is low.

The declarations made above are based on the assumption that the groundwater conditions within and surrounding the subdivision will remain as at present and that the assessment of future surrounding developments or land use changes within the development will be required to ensure that the impact of those proposed developments will not reduce the water quantity or quality in the subject subdivision.

**Professional responsible for test:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_

PROFESSIONAL'S SEAL

Form F-07 must be submitted with completed sets of Forms F-08 and F-09 for each well as required pursuant to Section WA of Schedule B.

## WELL PUMP – FIELD TEST

OWNER'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SOOKE FILE NO: \_\_\_\_\_

WELL NO: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TEST NO: \_\_\_\_\_

\_\_\_\_\_

SHEET: \_\_\_\_ of \_\_\_\_

Drawdown

Recovery

| Reading No. | Time from Start<br>min | Depth to Water<br>m | Draw Down<br>m | Flow Measurement Data |   |     | Comments |
|-------------|------------------------|---------------------|----------------|-----------------------|---|-----|----------|
|             |                        |                     |                | min                   | l | lpm |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |
|             |                        |                     |                |                       |   |     |          |

## WELL PUMP – TEST SUMMARY

DISTRICT FILE NO: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

WELL NO: \_\_\_\_\_

LOCATION (UTM coord \_\_\_\_\_  
and description) \_\_\_\_\_

TEST NO: \_\_\_\_\_

SHEET: \_\_\_\_\_ of \_\_\_\_\_

**Well Completion Date    Screen Design (mark one)    Description of Aquifer**

Depth \_\_\_\_\_ m     Open Hole     Slotted Casing    \_\_\_\_\_

Diameter \_\_\_\_\_ mm     Screen     Gravel Pack    \_\_\_\_\_

Static Water Level \_\_\_\_\_ m     Other \_\_\_\_\_

Screen interval \_\_\_\_\_ m to \_\_\_\_\_ m    \_\_\_\_\_

### Pump Test

Start:    Date (d/m/y) \_\_\_\_\_    Time (h:m) \_\_\_\_\_

Pump Type:     Elect submersible     Jet     Air lift  
 Other(describe): \_\_\_\_\_

Test pump set at \_\_\_\_\_ m below ground

Water level sounded by:     Electric tape     Air bubbler     Steel tape  
 Other (describe): \_\_\_\_\_

Flow measured by:     Container & Watch     Flow meter     Orifice  
& tube  
 Other (describe): \_\_\_\_\_

### Test

Initial non-pumping level    \_\_\_\_\_ m

Constant rate of yield    \_\_\_\_\_ lpm

Test duration    \_\_\_\_\_ h

Drawdown at end of test    \_\_\_\_\_ m

Recommended pumping rate    \_\_\_\_\_ lpm

### Water Samples Taken During Test

Chemical Analysis     Yes     No

Bacterial Analysis     Yes     No

Water Temperature    \_\_\_\_\_ °C

Any particular gas smells noted

Comments on clarity of water

Other comments:

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

### CERTIFICATION OF INSPECTION

I hereby certify that all engineering and construction services required under the *Subdivision and Development Standards Bylaw* of the District of Sooke for the subdivision of:

**LEGAL DESCRIPTION:** \_\_\_\_\_

**SOOKE FILE NO:** \_\_\_\_\_

Which services were approved for construction under drawing numbers:

| Drawing No. | Date | Drawing No. | Date |
|-------------|------|-------------|------|
|             |      |             |      |
|             |      |             |      |
|             |      |             |      |
|             |      |             |      |
|             |      |             |      |
|             |      |             |      |

have been inspected by or under the direction of:

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

I further certify that the "Record (as-built) Drawings" hereby submitted represent the works and services as installed for the aforementioned subdivision. These works and services were installed with sufficient inspection to assure construction in substantial compliance with approved design drawings, in full compliance with the District of Sooke *Subdivision and Development Standards Bylaw* and as required by the Engineer and Geoscientist Act Code of Ethics.

**Professional Engineer responsible for design:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

\_\_\_\_\_

**Engineer's Seal**

Date: \_\_\_\_\_

FORM F-11

**AGREEMENT TO PAY NON-REFUNDABLE DEPOSIT**

I, Name: \_\_\_\_\_

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

(Applicant)

Agree to pay the amount of \$ \_\_\_\_\_ as a non-refundable deposit towards the installation described as:

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

This payment is made pursuant to section 12 of the *Subdivision and Development Standards Bylaw, 2003* and is made in lieu of construction of the Works and Services as itemized on the attached form identified as "Estimates of Non-Refundable Deposit".

This payment is made as full compensation for the itemized works and services and fulfills all the requirements of the *Subdivision and Development Standards Bylaw, 2003*.

**FOR** **SIGNED, SEALED AND DATED this** \_\_\_\_\_  
**CORPORATE** **Day of** \_\_\_\_\_, **20** \_\_\_\_\_ )  
**BODY** The Corporate Seal of \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 was hereunto affixed in the presence )  
 of: \_\_\_\_\_ )  
**Signature:** \_\_\_\_\_ )  
**Title:** \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )

SEAL

**FOR** **SIGNED, SEALED AND DATED this** \_\_\_\_\_  
**PRIVATE** **Day of** \_\_\_\_\_, **20** \_\_\_\_\_ )  
**INDIVIDUAL** by the above named in the presence of )  
 (witness): \_\_\_\_\_ )  
**Signature:** \_\_\_\_\_ )  
**Name:** \_\_\_\_\_ )  
**Address:** \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )

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

**FOR THE** **SIGNED, SEALED AND DATED THIS** \_\_\_\_\_  
**CORPORATION** **Day of** \_\_\_\_\_, **20** \_\_\_\_\_ )  
**OF THE DISTRICT** \_\_\_\_\_ )  
**OF SOOKE** \_\_\_\_\_ )  
**MAYOR:** \_\_\_\_\_ )  
**C.A.O. :** \_\_\_\_\_ )

SEAL

## AGREEMENT FOR CONSTRUCTION OF SUBDIVISION SERVICES

THIS AGREEMENT made the      day of                      , 20      .

BETWEEN:

District of Sooke  
2205 Otter Point Road  
Sooke, British Columbia.  
V0S 1N0

(the "District")

OF THE FIRST PART

AND:

(the "Owner")

OF THE SECOND PART

WHEREAS:

- A. The Owner is the registered owner of, and proposes to subdivide land located within the District of Sooke and described as:

(insert legal description of the "Lands");

- B. In order to subdivide the Lands in conformity with the proposed subdivision plan attached as Schedule "A" to the agreement, the Owner is required to construct and install certain works and services as described in Schedule "B" (the "secured services") within or in the vicinity of the Lands;

- C. This Owner has requested approval of the subdivision of the Lands prior to construction and installation of the secured services and the District has agreed to accept security for completion of the secured services in accordance with this agreement.

NOW THEREFORE pursuant to Section 940 of the *Local Government Act* and in consideration of the terms of this agreement and the sum of \$10.00 now paid by each party to the other, the District and the Owner agree as follows:

1. The estimated cost of completing the secured services, including construction costs, engineering fees, administrative costs and contingency allowances, is \$\_\_\_\_\_.
2. The Owner has paid the amount of \$\_\_\_\_\_ (the "Security") to the District prior to execution of this agreement as security for the installation and construction of the secured services.
3. If the secured services have not been completed within one year from the date of this agreement, the Security shall be forfeited to the District for its use in accordance with the terms of this agreement.
4. If the secured services are not completed upon the expiry of one year from the date of this agreement:
  - (a) The District shall retain the Security and shall use the Security only for completion of the secured services. Without limitation, the District may employ the Security towards the design and construction of the secured services and other facilities necessary for development of the secured services.
  - (b) The District may invest the Security in its discretion and any interest on the Security shall be retained by the District and applied towards completion of the secured services.
  - (c) The District shall have discretion as to the timing and method of the completion of the secured services.
  - (d) The District shall have no obligation to the Owner to complete the secured services within any definite period and under no circumstances shall the Security or interest on the security be repaid to the Owner.
  - (e) For so long as the Owner owns the Lands, the Owner shall permit the District to enter and make use of the Lands without payment or compensation, as may be necessary or convenient for the completion of the secured services by the District.





**SCHEDULE E**

**SUBDIVISION AND DEVELOPMENT  
STANDARDS BYLAW, 2003**

**BARE LAND STRATA SERVICE LEVELS  
FOR FEWER THAN FOUR LOTS**

## **SCHEDULE E**

### **BARE LAND STRATA SERVICE LEVELS (FOR FEWER THAN FOUR LOTS)**

Roads, storm water (drains), water service, sanitary sewerage, electrical/wiring, and walkways/trails must be provided to the Service levels of Schedule B; except that roads must be constructed with a minimum asphalt paved width of 6.0 metres and a maximum grade of 15 %.

**SCHEDULE F**

**SUBDIVISION AND DEVELOPMENT  
STANDARDS BYLAW, 2003**

**ON-SITE BUILDING  
PERMIT SERVICE LEVELS**

## **SCHEDULE F**

### **ONSITE BUILDING PERMIT SERVICE LEVELS**

Roads, storm water (drains), water service, sanitary sewerage, and electrical/wiring must be provided to the Service Level specified in Schedule B; except that roads must be constructed with a minimum asphalt paved width of 6.0 metres and a maximum grade of 15%.