



Engineering and Infrastructure Division
Operations Department
2205 Otter Point Road, Sooke, BC V9Z 1J2
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM
Phone: (250) 642-1634 Email: engineering@sooke.ca

Highways Use Permit Application Frontage Improvements

PLEASE NOTE: Only complete applications will be accepted // A pre-application meeting, whether a phone consultation for straightforward proposals or a comprehensive in-person discussion with multiple staff for more complex projects, is required to ensure that applicants submit all essential information, facilitating a streamlined and efficient review process.

Highways Use Permit Type:

☐ Frontage Improvements

Description of Property

Civic Address:

Sooke

British Columbia

City

Province

Postal Code

Legal Description:

Lot

Block

Section

Plan

PID

Applicant Contact Information

Applicant is:

Sole Property Owner

☐ Yes

☐ No *(See Owner's Authorization Form)*

Name:

Email:

Phone Number(s):

Mailing Address:

City

Province

Postal Code

Description of Proposal *(attach a separate page if necessary)*

Example: Frontage Improvements



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Application Fee Schedule

A complete application includes payment of fees. The fees for development applications are outlined in the [District of Sooke Fees and Charges Bylaw No. 752](#); please refer to this Bylaw for complete details.

	FEE	TOTAL
Application Fee	\$50.00	\$50.00
Additional Fee (to be determined by Engineering Staff)	6% of the first \$500,000 plus 0.5% of the remainder of the cost of all works	
Total Application Fee(s) Due		

Application Requirements Checklist

All required Attachments must be provided as separate digital PDFs without any passwords or restrictions.

PLEASE NOTE: All application submissions must adhere to the following naming convention: [YYYY-MM-DD Attachment Title.pdf]. For example, the attachment for the Application Form would be named: 2024-01-01 Application Form.pdf.

Complete application packages can be submitted by email to engineering@sooke.ca. If the application cannot be submitted electronically, please contact the Engineering and Infrastructure Division at engineering@sooke.ca or (250) 642-1634 to make alternative arrangements for submission.

REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Application Form	Completed Application Form.
☐	☐	<u>Owner's Authorization Form</u>	Signed by all Property Owners registered on Certificate of Title.
☐	☐	Corporate Registry/ Company Search	Required only if the registered property owner is a registered company, current within 30 days of application submission.
☐	☐	LTSA Title Search	Copy of LTSA Title Search, current within 30 days of application submission.
☐	☐	Copy of All Documents Registered on Title	Provide copies of the non-financial legal documents registered on the Certificate of Title (Covenants, Easements, Right-of-Ways, etc.).
☐	☐	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .



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REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Site Plan	Site Plan approved through Design Drawing Assessment Process
☐	☐	Certificate of Insurance	Certificate of Insurance for liability with a minimum coverage of \$2 million dollars per occurrence with the District of Sooke listed as an additional insured.
☐	☐	Certified Cost Estimate	Certified Cost Estimate approved through Design Drawing Assessment Process
☐	☐	Engineer's Engagement Letter	Engineer's Engagement Letter as per Bylaw 404 Schedule 2 – section 2.2
☐	☐	Engineer's Undertaking Form	Completed Engineer's Undertaking Form

Application Submission Acknowledgement

- ☐ I hereby make an application as specified herein and declare that all the information submitted in support of the application is true and correct in all respects.
- ☐ I hereby acknowledge that all the information provided herein is collected for the purpose of administering the *Local Government Act* and the bylaws of the municipality under the *Local Government Act*, and under the authority of those enactments.
- ☐ I hereby acknowledge that submission of the Application Form and associated Attachments does not automatically constitute acceptance of the application.

PLEASE NOTE: Upon receipt of a complete application, District of Sooke staff will confirm acceptance of the application with the applicant.

Applicant's Signature

Date