DISTRICT OF Sooke

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

Development Permit Application

PLEASE NOTE: Only complete applications will be accepted // A pre-application meeting is required

Check all that apply:

- ☐ DPA 1 – Energy and Water Conservation and Greenhouse Gas Emissions Reduction
- ☐ DPA 2 – General Environmental Protection
- ☐ DPA 3 – Foreshore Area
- ☐ DPA 4 – Riparian Area
- ☐ DPA 5 – Steep Slopes
- ☐ DPA 6 – Town Centre
- ☐ DPA 7 – Intensive Residential
- ☐ DPA 8 – Neighbourhood Commercial
- ☐ DPA 9 – Employment Lands
- ☐ DP with Variance(s)
- ☐ DP Amendment
- ☐ DP Renewal

Description of Property

Civic Address: _____

Sooke | British Columbia | _____
City | *Province* | *Postal Code*

Legal Description:

Lot	Block	Section	Plan	PID

Zoning: _____

OCP Designation: _____

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*

Freedom of Information and Protection of Privacy Act Notice: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act sections 26(c) and will be used for the purpose of processing your application. If you have any questions about the collection and use of this information please contact Corporate Services.

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

Requested Variance(s) *(to be completed where applicable)*

Bylaw & Applicable Sections	Permitted	Proposed	Difference
Example: Proposal to vary Sooke Zoning Bylaw, Section 101.7 by reducing the Minimum Front Lot Line Setback for a Principal Building or Structure	***7.5m***	*6m*	*1.5m*

Project Rationale

In a letter, applicants must rationalize their proposal by generally demonstrating how the proposed development (and requested variance(s), if applicable):

1) Benefits the District (economically, environmentally, socially, etc.),
2) Fits within surrounding land uses,
3) Complies with applicable development permit area guidelines, and
4) Aligns with the general community vision established by the Official Community Plan.

Site Disclosure Statement (SDS) for Contaminated Sites

Pursuant to the *Environmental Management Act*, the Province of British Columbia requires an applicant to submit a Site Disclosure Statement Form on properties that are or were used for commercial or industrial purposes as defined within the provincial regulations, i.e., Schedule 2 activities. Please indicate if the subject property qualifies for the following major exemptions for requiring a Site Disclosure Statement:

The property has always been used for residential purposes ☐ Yes ☐ No *(See SDS Form - Schedule 1)*

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Application Fee Schedule

A complete application includes payment of fees. The fees for development applications are outlined in Schedule 5 of *District of Sooke Fees and Charges Bylaw*; please refer to this Bylaw for complete details.

	FEE	TOTAL
Development Permit (only)	$1200.00	
Additional Fee (applies to all)	$1.50/m^2 of gross floor area	
Development Permit with Variance	$2200.00	
Additional Fee	$250.00 per additional variance	
Development Permit Amendment	$700.00	
Development Permit Renewal	50% of original fee, to a maximum of $5000.00	
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 planning@sooke.ca. If the application cannot be submitted electronically, please contact the Planning department at planning@sooke.ca or 250-642-1634 to make alternative arrangements for submission.

REC.	ATTACHMENT	DETAILS
	Administrative and Legal Documents	
☐	Application Form	Completed Application Form.
☐	Owner's Authorization Form	Signed by all Property Owners registered on Title.
☐	Corporate Registry/ Company Search	Required only if the registered property owner is a registered company – current within 30 days of application submission.

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☐	**LTSA Title Search**	Copy of LTSA Title Search, current within 30 days of application submission.
☐	**Copy of All Charges 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*.
	Project Context	
☐	**Project Rationale**	Rationale letter, as per the Project Rationale requirements listed above.
☐	**Site Disclosure Statement Form *(Schedule 1)***	Required only if the property has NOT always been used for residential purposes.
	Survey	
☐	**Site Survey**** ***(metric scale only)***	☑ **BCLS Site Survey, including:** ☐ North arrow and scale. ☐ Location and dimensions of all property boundaries, covenant areas, easement areas, right-of-way areas, etc. ☐ Location of the Natural Boundary or High-Water Mark of any lake river, stream, the sea, or any other body of water. ☐ Topographic information, including watercourses. ☐ Location and dimensions of all required setbacks. ☐ Location and dimensions of all existing and proposed buildings and structures, including setbacks. ☐ Location of existing and proposed roads, site access, sidewalks, curbs, boulevards, edge of pavement, transit stops, etc. ☐ Location of all water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities.
	Civil	
☐	**Grading & Geotechnical (If Applicable**	☐ Geotechnical Report: Verifying safety for intended use and compliant with relevant OCP and Zoning regulations; must address slope stability if in DPA 5. ☐ Preliminary Grading Plan: Showing contours, retaining walls, cut/fill, and erosion mitigation measures.
☐	**Stormwater Management Plan**	Stormwater Management Plan
☐	**Traffic Impact Assessment**	Per Terms of Reference, scoped with staff.
	Architectural Drawing Set	
☐	**Site Plan**	☐ Base requirements: Setbacks, lot area, parking stats. ☐ Circulation & Access: Vehicle/truck turning, pedestrian pathways, bike parking.

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		☐ Operational Elements: Location and screening of garbage/recycling, loading bays, mechanical systems, and outdoor storage.
☐	**Building Plans**	☐ Floor Plans: Uses of space and dimensions. ☐ Elevations & Sections: Height (geodetic), grade relationship, and massing. ☐ Storefront & Street Interface: Details on glazing, entrances, and weather protection (Town Centre specific).
☐	**Design Details**	☐ Material & Colour Schedule ☐ Signage Concept Plan: Location and type of signage. ☐ Lighting Concept Plan: Exterior lighting locations to ensure safety and minimize spill
☐	**Shadow Study**	Impact on neighbours and public spaces.
☐	**View & Waterfront Integration**	Analysis of public access and view corridors.
☐	**Landscape Plan**	☐ Soft/hard landscaping, irrigation, fencing, and cost estimates. Prepared by BCSLA Landscape Architect where specified by staff. ☐ Public Realm Integration: Street trees, frontage improvements, and outdoor seating areas (if Town Centre) Civic address and legal description.

☐	**Project Data Table**	☐ Civic address and legal description.
		☐ Zone (existing).
		☐ Total lot area (m^2).
		☐ Proposed variances.
		☐ Zoning Analysis (permitted and proposed), including but not limited to the following information:
		  ☐ Site coverage (%).
		  ☐ All setbacks (m).
		  ☐ Total floor area (m^2) and floor area ratio (F.A.R.).
		  ☐ Number and type of dwelling units.
		  ☐ Height of building(s) (m) and number of storeys.
		  ☐ The Number of off-street parking spaces separated by type. *(accessible, loading, EV/standard vehicle/bicycle, etc.).*

☐	**Design Framework/Building Scheme (DPA 7 – Intensive Residential)**	☐ Consolidated design document to be secured as a schedule to the Development Permit, including but not limited to the following information:
		  ☐ Proposed subdivision layout and lot configuration, including connectivity.
		  ☐ Streetscape and public realm interface concept.
		  ☐ Building envelopes and massing parameters (height ranges, setback envelopes, garage placement zones).
		  ☐ Objective architectural controls (materials, façade articulation, roof forms, frontage differentiation).
		  ☐ Prepared by a qualified design professional with experience in small-lot or multi-unit residential projects.

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Environmental & Energy Reports (DPA Specific)

☐	**Arborist Report**	Tree Inventory and Tree Protection Plan
☐	**Energy & Passive Design (DPA 1):**	☐ Passive Design Summary: Orientation, shading, and material choices. ☐ Supporting Diagrams: Solar access/shading diagrams, daylighting details, and roof heat-island mitigation.
☐	**Landscape Restoration Plan**	Where riparian or foreshore areas are deemed to require restoration (if previously disturbed), and for hillside/steep slope development, where replanting is required on disturbed slopes.
☐	**Ecological & Watercourse Protection (DPA 2, 3, 4)**	☐ QEP Environmental Report: Ecological study, habitat assessment, and mitigation. ☐ Riparian/Foreshore: RAPR Assessment, Foreshore Impact Assessment. ☐ Protection Measures: Sediment and Erosion Control Plan, Habitat Impact Avoidance Summary. Confirmation of Provincial/Federal approvals, if applicable.
☐	**Other** *(as requested by staff, in accordance with the District's Development Procedures Bylaw)*	

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*

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