



Subdivision - Preliminary Layout Assessment (PLA)

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.

- ☒ **Subdivision - Preliminary Layout Assessment (PLA):**
- ☐ Creation of Additional Lots – Fee Simple
 - ☐ Creation of Additional Lots – Bare Land Stratal
 - ☐ Creation of No Additional Lots - Lot Line Adjustment

Description of Property

Civic Address:

Sooke

British Columbia

City

Province

Postal Code

Legal Description:

Lot

Block

Section

Plan

PID

Zoning:

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: Subdivision request to create 1 additional lot for residential use resulting with a total of 2 lots



Subdivision Land Development 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: subdivision@sooke.ca

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](#))

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
Preliminary Layout Assessment	\$2000.00	
Additional Fee	\$150.00 for each newly created lot	
Lot Line Adjustment	\$2000.00	
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 subdivision@sooke.ca. If the application cannot be submitted electronically, please contact the Subdivision Land Development Division at subdivision@sooke.ca or (250) 642-1634 to make alternative arrangements for submission.

REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Application Form	Completed Application Form.
☐	☐	Owner's Authorization Form	Signed by all Property Owners registered on Certificate of Title.



REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	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 (<i>Covenants, Easements, Right-of-Ways, etc.</i>).
☐	☐	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .
☐	☐	Site Disclosure Statement Form (Schedule 1)	Required only if the property has NOT always been used for residential purposes.
☐	☐	Proposed Subdivision Plan (referenced to a Survey prepared by a BC Land Surveyor; metric scale only)	☒ Subdivision Plan ☐ Legal Description(s) of affected lots. ☐ Lot number labels for all proposed lots. ☐ Location and dimensions of all existing and proposed property boundaries, covenant areas, easement areas, right-of-way areas, etc. ☐ Location of all existing buildings and structures, including setback dimensions. ☐ Identification of all existing buildings and structures to be removed. ☐ Location of existing and proposed water lines, wells, septic fields, sanitary sewer, stormwater drain facilities, natural gas lines, electrical services, and telecommunication infrastructure. ☐ Location of existing and proposed roads, site access(es), sidewalks, curbs, boulevards, edge of pavement, transit stops, etc. ☐ Location and dimensions of existing and proposed driveways, including Common Property Access Routes where applicable. ☐ Location and dimensions of areas proposed for park dedication, including trails. ☐ Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas. ☐ Topographic information (Contours) at 1.0 m intervals, including the location of existing waterbodies and watercourses. ☒ Subdivision Summary Table (<i>Project Information Table</i>): ☐ Lot Area of each proposed lot, including remaining area of existing lot(s)(m²); Note that a separate area value is required for panhandle access area(s). ☐ Where Bare Land Strata lot averaging is proposed, show calculation, and provide written rationale. ☐ Lot Area of proposed park dedication and trails (m²), including the percent value calculation (%).
☐	☐	Other	☐ Additional materials may be identified during pre-application meeting. ☐



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REQ. REC. ATTACHMENT
Other

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