



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

Owner's Authorization Form

PLEASE NOTE: This form must be completed for all development applications where the applicant is not the sole owner of the subject property.

Description of Property

Civic Address:

District of Sooke	British Columbia	
City	Province	Postal Code

Legal Description:

Lot	Block	Section	Plan	PID
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Agent Contact Information

Agent Name:

**Company /
Organization**

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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Registered Owner's Authorization *(to be completed by all owner's of the property)*

As the registered owner(s) of the property described above, I/we authorize:

Agent Name:

to act as my/our Agent in regard to the following development application(s) at my/our property:

Corporate Authorization *(to be completed if the owner is a corporation)*

Corporation Name	Limited #
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Name of Signing Officer	Signing Officer Signature	Date
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CHECK ALL APPLICABLE APPLICATION TYPES

- ☐ Building – Commercial Building Permit
- ☐ Building – Residential Building Permit: New
- ☐ Building – Residential Building Permit: Addition
- ☐ Building – Residential Building Permit: Renovation
- ☐ Building – Residential Building Permit: Deck
- ☐ Building – Residential Building Permit: Demolition
- ☐ Building – Retaining Wall Permit
- ☐ Building – Backflow Preventer Permit
- ☐ Building – Plumbing Permit
- ☐ Building – Pool Permit
- ☐ Building – Site Servicing Permit
- ☐ Building – Solid Fuel Burning Appliance (SFBA) Permit
- ☐ Planning – Board of Variance
- ☐ Planning – Development Permit
- ☐ Planning – Development Variance Permit
- ☐ Planning - Floodplain Exemption
- ☐ Planning - Legal Document Amendment
- ☐ Planning - Radiocommunication and Broadcasting Antenna System Referral
- ☐ Planning - Strata Title Conversion
- ☐ Planning – Temporary Use Permit
- ☐ Planning – Official Community Plan Amendment
- ☐ Planning – Zoning Bylaw Amendment
- ☐ Planning – Official Community Plan and Zoning Bylaw Amendment
- ☐ Subdivision – Preliminary Layout Assessment (PLA)
- ☐ Subdivision – Preliminary Layout Assessment (PLA) Amendment



CHECK ALL APPLICABLE APPLICATION TYPES

- ☐ Subdivision – Preliminary Layout Assessment (PLA) Extension
- ☐ Subdivision - Phased Strata
- ☐ Subdivision - Final Subdivision Assessment
- ☐ Subdivision Land Development - Road Closure
- ☐ Other

By completing this authorization form, I/we hereby acknowledge that:

- 1) This authorization allows the above noted Agent to make all necessary arrangements with the District of Sooke to perform all matters and to undertake all necessary proceedings with the respect to the application(s) noted above;
- 2) The District of Sooke shall deal exclusively with the above noted Agent with respect to all matters pertaining to the application(s) and is under no obligation to communicate with the owner(s) of the subject property or any other person(s);
- 3) It is the responsibility of the registered owner(s) to review the application package(s) and understand all requirements of the application(s) as well as the general process and the associated timelines;
- 4) Upon review of the application(s) by the District of Sooke, additional documents and/or information may be requested by the District;
- 5) All information, including personal information, collected for the purposes of the above application(s) may be made available to the public;
- 6) It is the responsibility of the registered owner(s) to notify the District of Sooke, in writing, of any changes regarding this information; and
- 7) It is the responsibility of the registered owner(s) to notify the District of Sooke, in writing, of their wish to cancel the above application(s).

Owners Name (print)	Owner Signature	Date
Owners Name (print)	Owner Signature	Date
Owners Name (print)	Owner Signature	Date
Owners Name (print)	Owner Signature	Date
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PLEASE NOTE:

For properties registered pursuant to the *Strata Property Act*, an application must be accompanied by a resolution passed by $\frac{3}{4}$ vote at an annual or special general meeting authorizing the changes to the common property of limited common property as **requested in this application.**

Agent's Acknowledgement (to be completed by Authorized Agent)

I hereby understand the above information and acknowledge I will be the primary contact for all communications with the District of Sooke with respect to the above application(s). Further, I understand that it is my responsibility, as the applicant, to coordinate and communicate with any and/or all sub-consultants, and the owner(s) of the subject property with respect to the above application(s).

Agent Name

Agent Signature

Date