

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
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Zoning:

Applicant Contact Information

Applicant is:

Sole Property Owner	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(See Owner's Authorization Form)</i>
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Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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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

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.

REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Application Form	Completed Application Form.
<input type="checkbox"/>	Owner's Authorization Form	Signed by all Property Owners registered on Certificate of Title.
<input type="checkbox"/>	Corporate Registry/ Company Search	Required only if the registered property owner is a registered company, current within 30 days of application submission.



REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	LTSA Title Search	Copy of LTSA Title Search, current within 30 days of application submission.
<input type="checkbox"/>	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>).
<input type="checkbox"/>	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .
<input type="checkbox"/>	Site Disclosure Statement Form (Schedule 1)	Required only if the property has NOT always been used for residential purposes.
<input type="checkbox"/>	Proposed Subdivision Plan <i>(referenced to a Survey prepared by a BC Land Surveyor; metric scale only)</i>	<input checked="" type="checkbox"/> Subdivision Plan <ul style="list-style-type: none"> <input type="checkbox"/> Legal Description(s) of affected lots. <input type="checkbox"/> Lot number labels for all proposed lots. <input type="checkbox"/> Location and dimensions of all existing and proposed property boundaries, covenant areas, easement areas, right-of-way areas, etc. <input type="checkbox"/> Location of all existing buildings and structures, including setback dimensions. <input type="checkbox"/> Identification of all existing buildings and structures to be removed. <input type="checkbox"/> Location of existing and proposed water lines, wells, septic fields, sanitary sewer, stormwater drain facilities, natural gas lines, electrical services, and telecommunication infrastructure. <input type="checkbox"/> Location of existing and proposed roads, site access(es), sidewalks, curbs, boulevards, edge of pavement, transit stops, etc. <input type="checkbox"/> Location and dimensions of existing and proposed driveways, including Common Property Access Routes where applicable. <input type="checkbox"/> Location and dimensions of areas proposed for park dedication, including trails. <input type="checkbox"/> Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas. <input type="checkbox"/> Topographic information (Contours) at 1.0 m intervals, including the location of existing waterbodies and watercourses. <input checked="" type="checkbox"/> Subdivision Summary Table <i>(Project Information Table):</i> <ul style="list-style-type: none"> <input type="checkbox"/> 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). <input type="checkbox"/> Where Bare Land Strata lot averaging is proposed, show calculation, and provide written rationale. <input type="checkbox"/> Lot Area of proposed park dedication and trails (m²), including the percent value calculation (%).
<input type="checkbox"/>	Other	<input type="checkbox"/> Additional materials may be identified during pre-application meeting. <input type="checkbox"/>



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