



Development Variance Permit Application

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

Description of Property

Civic Address:

Sooke		British Columbia		
City		Province		Postal Code

Legal Description:

Lot	Block	Section	Plan	PID
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Zoning:

OCP Designation:

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)*

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 justify the requested variance(s) by generally demonstrating how the proposal does not:

- 1) Adversely affect the natural environment,
- 2) Result in inappropriate development of the site,
- 3) Substantially affect the use and enjoyment of adjacent land,
- 4) Vary permitted uses and densities, or
- 5) Defeat the intent of the applicable Bylaw.

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 Schedule 5 of [District of Sooke Fees and Charges Bylaw No. 752](#); please refer to this Bylaw for complete details.

	FEE	TOTAL
Development Variance Permit	\$1000.00	
Additional Fee	\$250.00 per additional variance	
Total Application Fee(s) Due		

Application Requirements Checklist

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.

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
<input type="checkbox"/>	Application Form	Completed Application Form.
<input type="checkbox"/>	Owner's Authorization Form	Signed by all Property Owners registered on 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.
<input type="checkbox"/>	LTSA Title Search	Copy of LTSA Title Search, current within 30 days of application submission.
<input type="checkbox"/>	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.).
<input type="checkbox"/>	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .
<input type="checkbox"/>	Project Rationale	Rationale letter, as per the Project Rationale requirements listed above.
<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"/>	Site Survey** <i>(metric scale only)</i>	<input checked="" type="checkbox"/> Site Survey to be prepared by a BC Land Surveyor, including: <ul style="list-style-type: none"> <input type="checkbox"/> North arrow and scale. <input type="checkbox"/> Location and dimensions of all property boundaries, covenant areas, easement areas, right-of-way areas, etc. <input type="checkbox"/> Location of the Natural Boundary or High Water Mark of any lake river, stream, the sea, or any other body of water, including the Active Floodplain. <input type="checkbox"/> Topographic information, including watercourses. <input type="checkbox"/> Location and dimensions of all required setbacks. <input type="checkbox"/> Location and dimensions of all existing and proposed buildings and structures, including setbacks. <input type="checkbox"/> Location of existing and proposed roads, site access, sidewalks, curbs, boulevards, edge of pavement, transit stops, etc. <input type="checkbox"/> Location of all water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities.
<input type="checkbox"/>	Site Plan/ Design Drawings** <i>(referenced to above Site Survey)</i>	<input checked="" type="checkbox"/> Renderings of proposed development. <input checked="" type="checkbox"/> Floor Plans: <i>(minimum scale 1:50)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Uses of spaces and building dimensions.

REC.	ATTACHMENT	DETAILS
		<ul style="list-style-type: none"> <input type="checkbox"/> Location and dimensions of all vehicle and bicycle parking loading bays, accessible parking stalls, etc. <input checked="" type="checkbox"/> Elevations: <i>(as Geodetic Datum values)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Building Height, measured from finished grade to highest point of the roof of a structure (see Zoning Bylaw for complete definition). <input type="checkbox"/> Building finishes, materials, and colours (including proposed signage). <input type="checkbox"/> Building cross-sections. <input checked="" type="checkbox"/> Development Summary: <i>(Project Information Table)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Civic address and legal description. <input type="checkbox"/> Zone (existing). <input type="checkbox"/> Total lot area (m²). <input type="checkbox"/> Proposed variances. <input type="checkbox"/> Zoning Analysis (permitted and proposed), including but not limited to the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Site coverage (%). <input type="checkbox"/> All setbacks (m). <input type="checkbox"/> Total floor area (m²) and floor area ratio (F.A.R.). <input type="checkbox"/> Number and type of dwelling units. <input type="checkbox"/> Height of building(s) (m) and number of storeys. <input type="checkbox"/> Number of off-street parking spaces separated by type <i>(accessible, loading, bicycle, etc.)</i>.
<input type="checkbox"/>	Geotechnical Report	Report from a Geotechnical Engineer verifying the suitability and safety of the proposed development, in accordance with the Development Permit guidelines established by the District's Official Community Plan and applicable regulations outlined in the Zoning Bylaw related to steep slopes.
<input type="checkbox"/>	Environmental Report	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Report from a Qualified Environmental Professional (QEP), including but not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Ecological Study. <input type="checkbox"/> Hazard Risk Assessment. <input type="checkbox"/> Riparian Area Assessment. <input type="checkbox"/> Soil & Erosion Control Plan. <input type="checkbox"/> Stormwater Management Plan. <input type="checkbox"/> Review of Arborist Report & Tree Protection Plan. <input type="checkbox"/> Review of Landscape Plan. <input type="checkbox"/> Other (as determined by staff).
<input type="checkbox"/>	Other <i>(as requested by Staff, in accordance with the District's Development Procedures Bylaw)</i>	

*Pre-Application meeting to determine which attachments are required / **Pre-Application meeting to determine level of detail required

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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