



## Temporary Use Permit Application

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

- ☒ Check all that apply:
- ☐ Temporary Use Permit
  - ☐ Temporary Use Permit 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 |
|------|----------|-------------|

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



## Project Rationale

In a letter, applicants must justify how the requested Temporary Use and its:

- 1) Impact the natural environment,
- 2) Suitability of the use for the site on a temporary basis,
- 3) Any economic benefits that meet the intent of the community vision and its master plans, and
- 4) Impact on the use and enjoyment of adjacent land.

## 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 |
|------------------------------|-----------|-------|
| Temporary Use Permit         | \$3300.00 |       |
| Temporary Use Permit Renewal | \$2800.00 |       |
| 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](mailto:planning@sooke.ca). If the application cannot be submitted electronically, please contact the Planning department at [planning@sooke.ca](mailto: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. |



| REC.                     | ATTACHMENT                                                              | DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Corporate Registry/<br>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<br>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 <a href="#">District of Sooke Bylaw Fees and Charges Bylaw No. 752</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> | Project Rationale                                                       | Rationale letter, as per the Project Rationale requirements listed above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | Site Disclosure<br>Statement Form<br>(Schedule 1)                       | Required only if the property has NOT always been used for residential purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | Site Survey**<br>(metric scale only)                                    | <div><input checked="" type="checkbox"/> <b>Site Survey to be prepared by a BC Land Surveyor, including:</b><ul style="list-style-type: none"><li><input type="checkbox"/> North arrow and scale.</li><li><input type="checkbox"/> Location and dimensions of all property boundaries, covenant areas, easement areas, right-of-way areas, etc.</li><li><input type="checkbox"/> Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas.</li><li><input type="checkbox"/> Topographic information, including watercourses.</li><li><input type="checkbox"/> Location and dimensions of all applicable setbacks.</li><li><input type="checkbox"/> Location and dimensions of all existing and proposed buildings and structures, including setbacks.</li><li><input type="checkbox"/> Location of existing and proposed roads, site access, sidewalks, curbs, boulevards, edge of pavement, transit stops, etc.</li><li><input type="checkbox"/> Location of all water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities.</li></ul></div>                                                                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | Site Plan/ Design<br>Drawings**<br>(referenced to above<br>Site Survey) | <div><input checked="" type="checkbox"/> <b>Renderings of proposed development.</b></div> <div><input checked="" type="checkbox"/> <b>Floor Plans:</b> (minimum scale 1:50)<ul style="list-style-type: none"><li><input type="checkbox"/> Uses of spaces and building dimensions.</li><li><input type="checkbox"/> Location and dimensions of all vehicle and bicycle parking loading bays, accessible parking stalls, etc.</li></ul></div> <div><input checked="" type="checkbox"/> <b>Elevations:</b> (as Geodetic Datum values)<ul style="list-style-type: none"><li><input type="checkbox"/> Average natural and average finished grades; including values for roof fixtures, building, and floor heights.</li><li><input type="checkbox"/> Building finishes, materials, and colours (including proposed signage).</li><li><input type="checkbox"/> Building cross-sections.</li></ul></div> <div><input checked="" type="checkbox"/> <b>Development Summary:</b> (Project Information Table)<ul style="list-style-type: none"><li><input type="checkbox"/> Civic address and legal description.</li><li><input type="checkbox"/> Zone (existing).</li><li><input type="checkbox"/> Total lot area (m<sup>2</sup>).</li><li><input type="checkbox"/> Proposed variances.</li><li><input type="checkbox"/> Zoning Analysis (permitted and proposed), including but not limited to the following information:</li><li><input type="checkbox"/> Site coverage (%).</li></ul></div> |



| REC.                     | ATTACHMENT                                        | DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |                                                   | <ul style="list-style-type: none"><li><input type="checkbox"/> All setbacks (m).</li><li><input type="checkbox"/> Total floor area (m<sup>2</sup>) and floor area ratio (F.A.R.).</li><li><input type="checkbox"/> Number and type of dwelling units.</li><li><input type="checkbox"/> Height of building(s) (m) and number of storeys.</li><li><input type="checkbox"/> The Number of off-street parking spaces separated by type. (accessible, loading, EV/standard vehicle/bicycle, etc.).</li></ul> |
| <input type="checkbox"/> | <b>Arborist Report &amp; Tree Protection Plan</b> | Report from a certified Arborist, including a Tree Survey and Tree Protection Plan.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <b>Other</b><br>(as requested by staff)           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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

## 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