



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

Road Closure

PLEASE NOTE: Only complete applications will be accepted // Refer to [Road Closure and Sale Policy No.2.2](#)

RELATED DEVELOPMENT APPLICATIONS

- ☐ 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
- ☐ Subdivision – Preliminary Layout Assessment (PLA) Extension
- ☐ Subdivision – Phased Strata
- ☐ Subdivision – Final Approval
- ☐ Other

DISTRICT OF SOOKE FILE # (Office Use Only)

Applicant Contact Information

Applicant is:	☐ Sole Property Owner	☐ Yes	☐ No (<u>See Owner's Authorization Form</u>)
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 addressed to Mayor and Council, applicants must rationalize their proposal by demonstrating how the proposed Road Closure:

- 1) Benefits the District (*economically, environmentally, socially, etc.*),
- 2) Fulfills a public need,
- 3) Fits within surrounding land uses,
- 4) Effects conditions in the surrounding area,
- 5) Complies with applicable development permit and/or design guidelines, and
- 6) Aligns with the general community vision established by the Official Community Plan.

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
Road Closure	\$2000.00 per closure	
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. 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.

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



REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Copy of All Charges 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 .
☐	☐	Project Rationale	Addressed to Mayor and Council.
☐	☐	Site Disclosure Statement Form (Schedule 1)	Required only if the property has NOT always been used for residential purposes.
☐	☐	Proposed Road Closure Plan (referenced to a Survey prepared by a BC Land Surveyor; metric scale only)	☒ Road Closure Plan: ☐ Legal Description(s) of affected and/or adjacent lots. ☐ Location and dimensions of road proposed for closure and/or exchange. ☐ Location and dimensions of proposed consolidation of closed/exchanged road with adjacent property. ☐ Location and dimensions of all existing and proposed property boundaries, covenant areas, easement areas, right-of-way areas, etc. ☐ Location of existing and proposed water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities. ☐ 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 of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas . ☐ Topographic information at 1.0 m intervals, including the location of existing waterbodies and watercourses.
☐	☐	Arborist Report & Tree Protection Plan	☒ Report from a certified Arborist, including a Tree Survey and Tree Protection Plan.
☐	☐	Archaeology Report	☒ Report from an Archaeological Consultant.
☐	☐	Environmental Report	☒ Report from a Qualified Environmental Professional (QEP), including: ☐ Ecological Study. ☐ Hazard Risk Assessment. ☐ Riparian Area Assessment. ☐ Soil & Erosion Control Plan. ☐ Stormwater Management Plan. ☐ Review of Arborist Report & Tree Protection Plan. ☐ Review of Landscape Plan.
☐	☐	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.



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REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Traffic Impact Assessment/ Traffic Study	☐ Impact Assessment/Study to be completed by a licensed engineer.
☐	☐	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