

Subdivision - Preliminary Layout Assessment (PLA) Amendment

PLEASE NOTE: Only complete applications will be accepted

Description of Property

Civic Address:

Sooke	British Columbia	
City	Province	Postal Code

Legal Description:

Lot	Block	Section	Plan	PID

Zoning:

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
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Current Application Details

District File No: ENG0 _____

Date of PLA Issuance: _____

Date of PLA Expiry: _____

Rationale for Proposed Amendment *(attach a separate page if necessary)*

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 Amendment	\$750.00	
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	Required if the applicant and/or the registered ownership has changed since issuance of the PLA, signed by all Property Owners registered on the Certificate of Title.
<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 new non-financial legal documents registered on the Certificate of Title (<i>Covenants, Easements, Right-of-Ways, etc.</i>) since initial PLA application.
<input type="checkbox"/>	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .
<input type="checkbox"/>	Revised 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.

REC.	ATTACHMENT	DETAILS
		<ul style="list-style-type: none"> <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, and 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 (%).

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