

Highways Use Permit Application Utility/Non-Utility

PLEASE NOTE: Only complete applications will be accepted.

Highways Use Permit Type:

Non-Utility (Work within the Municipal Right-of-Way)

Public Utility

Description of Property

Civic Address: _____

Sooke British Columbia

City Province Postal Code

Legal Description:

Lot	Block	Section	Plan	PID
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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)*

Example: Extension of existing driveway access

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
Application Fee	\$50.00	\$50.00
Security Deposit to be determined by Engineering Staff		
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 engineering@sooke.ca. If the application cannot be submitted electronically, please contact the Engineering and Infrastructure Division at engineering@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"/>	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .
<input type="checkbox"/>	<u>Owner's Authorization Form</u>	Signed by all Property Owners registered on Certificate of Title.
<input type="checkbox"/>	Site Plan	Detailed Site Plan to include: <ul style="list-style-type: none"> <input type="checkbox"/> Be referenced to a current survey plan prepared by a BC Land Surveyor <input type="checkbox"/> Property Lines with dimensions <input type="checkbox"/> Show the location of the proposed works with dimensions to the property lines <input type="checkbox"/> Show the location of every structure on the property

REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Certificate of Insurance	<ul style="list-style-type: none"> <input type="checkbox"/> Show the locations and grades of any driveways and parking areas. <input type="checkbox"/> Show any easements, rights-of-way, and/or covenant areas referenced by the Land Title charge number <input type="checkbox"/> Show utility (electricity, telephone/cable, gas), sanitary sewer, storm sewer, and water connections <input type="checkbox"/> Show any fronting sidewalks or trails <p>Certificate of Insurance for liability with a minimum coverage of \$2 million dollars per occurrence with the District of Sooke listed as an additional insured.</p>

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