



Board of Variance Application

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:

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>
---------------------	------------------------------	---

Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
------	----------	-------------

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

Requested Variance(s) (to be completed where applicable)

Bylaw & Applicable Sections	Permitted	Proposed	Difference
<i>Example: Proposal to vary Sooke Zoning Bylaw, Section 101.7 by reducing the Minimum Front Lot Line Setback for a Principal Building or Structure</i>	7.5m	6m	1.5m

Project Rationale

In a letter addressed to the Board of Variance, applicants must rationalize the requested variance(s) by demonstrating how:

- 1) Compliance with the existing regulation causes undue hardship; and
- 2) The requested variance does not:
 - Adversely affect the natural environment,
 - Result in inappropriate development of the site,
 - Substantially affect the use and enjoyment of adjacent land,
 - Vary permitted uses and densities, or
 - Defeat the intent of the Zoning 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
Board of Variance Application	\$500.00	
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. 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 (<i>Covenants, Easements, Right-of-Ways, etc.</i>).
<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.



REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	<p>Site Plan/ Design Drawings (referenced to above Site Survey)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Renderings of proposed development. <input checked="" type="checkbox"/> Floor Plans: (minimum scale 1:50) <ul style="list-style-type: none"> <input type="checkbox"/> Uses of spaces and building dimensions. <input type="checkbox"/> Location and dimensions of all vehicle and bicycle parking, loading bays, accessible parking stalls, etc. <input checked="" type="checkbox"/> Elevations: (as Geodetic Datum values) <ul style="list-style-type: none"> <input type="checkbox"/> Building Height, measured from finished grades to highest point of the roof of a structure (see Zoning Bylaw definition). <input type="checkbox"/> Building cross-sections. <input checked="" type="checkbox"/> Development Summary (Project Information Table): <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 (accessible, loading, bicycle, etc.).
<input type="checkbox"/>	<p>Other (as requested by staff, in accordance with the District's Development Procedures Bylaw)</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