



Engineering and Infrastructure 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: engineering@sooke.ca

Highways Use Permit Application

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

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



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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.

REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Application Form	Completed Application Form.
☐	☐	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .
☐	☐	<u>Owner's Authorization Form</u>	Signed by all Property Owners registered on Certificate of Title.
☐	☐	Site Plan	Detailed Site Plan to include: ☐ Be referenced to a current survey plan prepared by a BC Land Surveyor ☐ Property Lines with dimensions ☐ Show the location of the proposed works with dimensions to the property lines



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REQ. REC. ATTACHMENT DETAILS

- | | | | |
|--------------------------|--------------------------|---------------------------------|--|
| ☐ | ☐ | Certificate of Insurance | <ul style="list-style-type: none">☐ Show the location of every structure on the property☐ Show the locations and grades of any driveways and parking areas.☐ Show any easements, rights-of-way, and/or covenant areas referenced by the Land Title charge number☐ Show utility (electricity, telephone/cable, gas), sanitary sewer, storm sewer, and water connections☐ Show any fronting sidewalks or trails |
| | | | 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. |

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