



Design Drawing Assessment Application

PLEASE NOTE: Only complete applications will be accepted // A pre-application meeting, whether a phone consultation for straightforward proposals or a comprehensive in-person discussion with multiple staff for more complex projects, is required to ensure that applicants submit all essential information, facilitating a streamlined and efficient review process.

☒ Design Drawing Assessment (DDA)

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

Description of Proposal (attach a separate page if necessary)

Example: Design Drawing Assessment for 2-lot Subdivision



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

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 the [District of Sooke Fees and Charges Bylaw No. 752](#); please refer to this Bylaw for complete details.

	FEE	TOTAL
Design Drawing Assessment	\$500.00	
Additional Fee (to be determined by Engineering Staff)	1.25% of Engineers Estimate up to \$200,000 and 0.5% of the remainder	
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.
☐	☐	Owner's Authorization Form	Signed by all Property Owners registered on Certificate of 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.
☐	☐	Copy of All Documents 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 .
☐	☐	Site Disclosure Statement Form (Schedule 1)	Required only if the property has NOT always been used for residential purposes.
☐	☐	Certified Cost Estimate	Completed Certified Cost Estimate
☐	☐	Engineer's Engagement Letter	Engineer's Engagement Letter as per Bylaw 404 Schedule 2 – section 2.2
☐	☐	Engineer's Undertaking Form	Completed Engineer's Undertaking Form
☐	☐	Drainage Certificate	Completed Drainage Certificate Form
☐	☐	Design Drawing Submission	☐ Civil off-site servicing drawings ☐ Stormwater Management Plan ☐ FUS ☐ Geotechnical Report (<i>if applicable</i>) ☐ Traffic Impact Assessment (<i>Memo or Comprehensive as outlined in the Traffic Management Plan</i>) ☐ Streetlight Drawings

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.



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- ☐ 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