



Official Community Plan and/or Zoning Bylaw Amendment Application

PLEASE NOTE: Only complete applications will be accepted // A pre-application meeting is required

Check all that apply:

- ☐ Official Community Plan Bylaw Amendment
- ☐ Zoning Bylaw Amendment
- ☐ Zoning Bylaw Text Amendment

Description of Property

Civic Address:

Sooke	British Columbia
City	Province
	Postal Code

Legal Description:

Lot	Block	Section	Plan	PID
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Zoning:

Existing	
Proposed	

OCP Designation:

Existing	
Proposed	

Applicant Contact Information

Applicant is:

Sole Property Owner	☐ Yes	☐ No (See Owner's Authorization Form)
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Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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Description of Proposal (attach a separate page if necessary)

Project Rationale

In a letter, applicants must rationalize their proposal by demonstrating how the proposal:

- 1) Benefits the District (economically, environmentally, socially, etc.),
- 2) Fulfills a public need,
- 3) Fits within surrounding land uses,
- 4) Effects conditions in the surrounding area,
- 5) Complies with applicable development permit and/or design guidelines, and
- 6) Aligns with the general community vision established by the Official Community Plan.

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
OCP and Zoning Bylaw Amendment	\$7300.00	
OCP or Zoning Bylaw Amendment	\$5300.00	
OCP or Zoning Bylaw Text Amendment (only)	\$4300.00	
Additional Fee (applies to all)	\$0.15/m ² of lot area	
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.

*REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Application Form	Completed Application Form.
☐	☐	<u>Owner's Authorization Form</u>	Signed by all Property Owners registered on 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 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>).
☐	☐	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .
☐	☐	Project Rationale	Rationale letter, as per the Project Rationale requirements listed above.
☐	☐	Site Disclosure Statement Form (Schedule 1)	Required only if the property has NOT always been used for residential purposes.
☐	☐	Site Survey** (metric scale only)	☐ Site Survey to be prepared by a BC Land Surveyor, including: ☐ North arrow and scale. ☐ Location and dimensions of all property boundaries, covenant areas, easement areas, right-of-way areas, etc. ☐ Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas. ☐ Topographic information, including watercourses. ☐ Location and dimensions of all applicable setbacks. ☐ Location and dimensions of all existing and proposed buildings and structures, including setbacks. ☐ Location of existing and proposed roads, site access, sidewalks, curbs, boulevards, edge of pavement, transit stops, etc. ☐ Location of all water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities.



*REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Conceptual Development Plans	Conceptual drawings of the proposed development (e.g., elevations, site plan, renderings, etc.). Note: Conceptual plans are not reviewed as part of an OCP or Zoning Bylaw Amendment application but may be provided for additional context information. A separate Development Permit application may be submitted concurrently with an OCP or Zoning Bylaw Amendment application; however, application requirements are determined and reviewed through a separate Development Permit application process. Please contact District staff for more details.
☐	☐	Arborist Report & Tree Protection Plan	Report from a certified Arborist, including a Tree Survey and Tree Protection Plan.
☐	☐	Environmental Report	☐ Report from a Qualified Environmental Professional (QEP), including: ☐ Ecological Study. ☐ Hazard Risk Assessment. ☐ Riparian Area Assessment. ☐ Soil & Erosion Control Plan. ☐ Stormwater Management Plan. ☐ Review of Arborist Report & Tree Protection Plan. ☐ Review of Landscape Plan.
☐	☐	Geotechnical Report	Report from a Geotechnical Engineer verifying the suitability and safety of the proposed development in accordance with the Development Permit guidelines established by the District's Official Community Plan.
☐	☐	Traffic Impact Assessment/ Traffic Study	Impact Assessment/Study to be completed by a licensed Engineer, detailing the anticipated traffic implications of the proposed development as well as any improvements required to accommodate the proposed development. Note: a Terms of Reference must be scoped with District staff prior to conducting the assessment.
☐	☐	Other (as requested by staff, in accordance with the District's Development Procedures Bylaw)	

*Pre-Application meeting to determine which attachments are required / **Pre-Application meeting to determine level of detail required

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.



Planning Division
Planning and Development Department
2205 Otter Point Road, Sooke, BC V9Z 1J2
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM
Phone: (250) 642-1634 Email: planning@sooke.ca

- ☐ 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