

Development Permit Application

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

Check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> DPA 1 – Energy and Water Conservation and Greenhouse Gas Emissions Reduction
<input type="checkbox"/> DPA 3 – Foreshore Area
<input type="checkbox"/> DPA 5 – Steep Slopes
<input type="checkbox"/> DPA 7 – Intensive Residential
<input type="checkbox"/> DPA 9 – Employment Lands
<input type="checkbox"/> DP Amendment | <input type="checkbox"/> DPA 2 – General Environmental Protection
<input type="checkbox"/> DPA 4 – Riparian Area
<input type="checkbox"/> DPA 6 – Town Centre
<input type="checkbox"/> DPA 8 – Neighbourhood Commercial
<input type="checkbox"/> DP with Variance(s)
<input type="checkbox"/> DP Renewal |
|---|---|

Description of Property

Civic Address:

Sooke	British Columbia
City	Province

Legal Description:

Lot	Block	Section	Plan	PID
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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>
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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)*

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

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

Project Rationale

In a letter, applicants must rationalize their proposal by generally demonstrating how the proposed development (and requested variance(s), if applicable):

- 1) Benefits the District (economically, environmentally, socially, etc.),
- 2) Fits within surrounding land uses,
- 3) Complies with applicable development permit area guidelines, and
- 4) 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
Development Permit (only)	\$1200.00	
Additional Fee (applies to all)	\$1.50/m ² of gross floor area	
Development Permit with Variance	\$2200.00	
Additional Fee	\$250.00 per additional variance	
Development Permit Amendment	\$700.00	
Development Permit Renewal	50% of original fee, to a maximum of \$5000.00	
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
<u>Administrative and Legal Documents</u>		
<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.



- 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 (*Covenants, Easements, Right-of-Ways, etc.*).
- Application Fee** Per [District of Sooke Bylaw Fees and Charges Bylaw No. 752](#).

Project Context

- 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.

Survey

- Site Survey** (metric scale only)**
 - BCLS Site Survey, including:**
 - North arrow and scale.
 - Location and dimensions of all property boundaries, covenant areas, easement areas, right-of-way areas, etc.
 - Location of the Natural Boundary or High-Water Mark of any lake, river, stream, the sea, or any other body of water.
 - Topographic information, including watercourses.
 - Location and dimensions of all required 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.

Civil

- Grading & Geotechnical (If Applicable)**
 - Geotechnical Report: Verifying safety for intended use and compliant with relevant OCP and Zoning regulations; must address slope stability if in DPA 5.
 - Preliminary Grading Plan: Showing contours, retaining walls, cut/fill, and erosion mitigation measures.
- Stormwater Management Plan** Stormwater Management Plan
- Traffic Impact Assessment** Per Terms of Reference, scoped with staff.

Architectural Drawing Set

- Site Plan**
 - Base requirements: Setbacks, lot area, parking stats.
 - Circulation & Access: Vehicle/truck turning, pedestrian pathways, bike parking.

	<ul style="list-style-type: none"> <input type="checkbox"/> Operational Elements: Location and screening of garbage/recycling, loading bays, mechanical systems, and outdoor storage.
<ul style="list-style-type: none"> <input type="checkbox"/> Building Plans 	<ul style="list-style-type: none"> <input type="checkbox"/> Floor Plans: Uses of space and dimensions. <input type="checkbox"/> Elevations & Sections: Height (geodetic), grade relationship, and massing. <input type="checkbox"/> Storefront & Street Interface: Details on glazing, entrances, and weather protection (Town Centre specific).
<ul style="list-style-type: none"> <input type="checkbox"/> Design Details 	<ul style="list-style-type: none"> <input type="checkbox"/> Material & Colour Schedule <input type="checkbox"/> Signage Concept Plan: Location and type of signage. <input type="checkbox"/> Lighting Concept Plan: Exterior lighting locations to ensure safety and minimize spill
<ul style="list-style-type: none"> <input type="checkbox"/> Shadow Study 	<p>Impact on neighbours and public spaces.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> View & Waterfront Integration 	<p>Analysis of public access and view corridors.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Landscape Plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Soft/hard landscaping, irrigation, fencing, and cost estimates. Prepared by BCSLA Landscape Architect where specified by staff. <input type="checkbox"/> Public Realm Integration: Street trees, frontage improvements, and outdoor seating areas (if Town Centre) Civic address and legal description.
<ul style="list-style-type: none"> <input type="checkbox"/> Project Data 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"/> The Number of off-street parking spaces separated by type. (accessible, loading, EV/standard vehicle/bicycle, etc.).
<ul style="list-style-type: none"> <input type="checkbox"/> Design Framework/Building Scheme (DPA 7 – Intensive Residential) 	<ul style="list-style-type: none"> <input type="checkbox"/> Consolidated design document to be secured as a schedule to the Development Permit, including but not limited to the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Proposed subdivision layout and lot configuration, including connectivity. <input type="checkbox"/> Streetscape and public realm interface concept. <input type="checkbox"/> Building envelopes and massing parameters (height ranges, setback envelopes, garage placement zones). <input type="checkbox"/> Objective architectural controls (materials, façade articulation, roof forms, frontage differentiation). <input type="checkbox"/> Prepared by a qualified design professional with experience in small-lot or multi-unit residential projects.



Environmental & Energy Reports (DPA Specific)

<input type="checkbox"/> Arborist Report	Tree Inventory and Tree Protection Plan
<input type="checkbox"/> Energy & Passive Design (DPA 1):	<input type="checkbox"/> Passive Design Summary: Orientation, shading, and material choices. <input type="checkbox"/> Supporting Diagrams: Solar access/shading diagrams, daylighting details, and roof heat-island mitigation.
<input type="checkbox"/> Landscape Restoration Plan	Where riparian or foreshore areas are deemed to require restoration (if previously disturbed), and for hillside/steep slope development, where replanting is required on disturbed slopes.
<input type="checkbox"/> Ecological & Watercourse Protection (DPA 2, 3, 4)	<input type="checkbox"/> QEP Environmental Report: Ecological study, habitat assessment, and mitigation. <input type="checkbox"/> Riparian/Foreshore: RAPR Assessment, Foreshore Impact Assessment. <input type="checkbox"/> Protection Measures: Sediment and Erosion Control Plan, Habitat Impact Avoidance Summary. Confirmation of Provincial/Federal approvals, if applicable.
<input type="checkbox"/> Other <i>(as requested by staff, in accordance with the District's Development Procedures Bylaw)</i>	

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