

Road Closure

PLEASE NOTE: Only complete applications will be accepted // Refer to *Road Closure and Sale Policy No.2.2*

RELATED DEVELOPMENT APPLICATIONS	DISTRICT OF SOOKE FILE # (Office Use Only)
<input type="checkbox"/> Planning – Official Community Plan Amendment	
<input type="checkbox"/> Planning – Zoning Bylaw Amendment	
<input type="checkbox"/> Planning – Official Community Plan and Zoning Bylaw Amendment	
<input type="checkbox"/> Subdivision – Preliminary Layout Assessment (PLA)	
<input type="checkbox"/> Subdivision – Preliminary Layout Assessment (PLA) Amendment	
<input type="checkbox"/> Subdivision – Preliminary Layout Assessment (PLA) Extension	
<input type="checkbox"/> Subdivision – Phased Strata	
<input type="checkbox"/> Subdivision – Final Approval	
<input type="checkbox"/> Other	

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)*

Project Rationale

In a letter addressed to Mayor and Council, applicants must rationalize their proposal by demonstrating how the proposed Road Closure:

- 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.

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
Road Closure	\$2000.00 per closure	
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.



REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	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.).
<input type="checkbox"/>	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .
<input type="checkbox"/>	Project Rationale	Addressed to Mayor and Council.
<input type="checkbox"/>	Proposed Road Closure Plan <i>(referenced to a Survey prepared by a BC Land Surveyor; metric scale only)</i>	<input checked="" type="checkbox"/> Road Closure Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Legal Description(s) of affected and/or adjacent lots. <input type="checkbox"/> Location and dimensions of road proposed for closure and/or exchange. <input type="checkbox"/> Location and dimensions of proposed consolidation of closed/exchanged road with adjacent property. <input type="checkbox"/> Location and dimensions of all existing and proposed property boundaries, covenant areas, easement areas, right-of-way areas, etc. <input type="checkbox"/> Location of existing and proposed water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities. <input type="checkbox"/> Location of existing and proposed roads, site access(es), sidewalks, curbs, boulevards, edge of pavement, transit stops, etc. <input type="checkbox"/> Location and dimensions of existing and proposed driveways, including Common Property Access Routes where applicable. <input type="checkbox"/> Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas . <input type="checkbox"/> Topographic information at 1.0 m intervals, including the location of existing waterbodies and watercourses.
<input type="checkbox"/>	Arborist Report & Tree Protection Plan	<input checked="" type="checkbox"/> Report from a certified Arborist, including a Tree Survey and Tree Protection Plan.
<input type="checkbox"/>	Archaeology Report	<input checked="" type="checkbox"/> Report from an Archaeological Consultant.
<input type="checkbox"/>	Environmental Report	<input checked="" type="checkbox"/> Report from a Qualified Environmental Professional (QEP), including: <ul style="list-style-type: none"> <input type="checkbox"/> Ecological Study. <input type="checkbox"/> Hazard Risk Assessment. <input type="checkbox"/> Riparian Area Assessment. <input type="checkbox"/> Soil & Erosion Control Plan. <input type="checkbox"/> Stormwater Management Plan. <input type="checkbox"/> Review of Arborist Report & Tree Protection Plan. <input type="checkbox"/> Review of Landscape Plan.
<input type="checkbox"/>	Geotechnical Report	<input type="checkbox"/> 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.
<input type="checkbox"/>	Traffic Impact Assessment/ Traffic Study	<input type="checkbox"/> Impact Assessment/Study to be completed by a licensed engineer.



Other

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