DISTRICT OF
Sooke

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

Floodplain Exemption

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

Description of Property

Civic Address:

Sooke	British Columbia	
City	*Province*	*Postal Code*

Legal Description:

Lot	Block	Section	Plan	PID

Zoning:

OCP Designation:

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)*

Freedom of Information and Protection of Privacy Act Notice: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act sections 26(c) and will be used for the purpose of processing your application. If you have any questions about the collection and use of this information please contact Corporate Services.

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

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*; please refer to this Bylaw for complete details.

	FEE	TOTAL
Floodplain Exemption	$500.00	
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
☐	**Application Form**	Completed Application Form.
☐	**Owner's Authorization Form**	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.

Freedom of Information and Protection of Privacy Act Notice: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act sections 26(c) and will be used for the purpose of processing your application. If you have any questions about the collection and use of this information please contact Corporate Services.

DISTRICT OF Sooke

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

☐	**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*.
☐	**Project Rationale**	Rationale letter (an explanation of and rationale for the impacts of the proposal, including any impacts to surrounding uses and any biophysical constraints).
☐	**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 the Natural Boundary or High Water Mark of any lake river, stream, the sea, or any other body of water, including the Active Floodplain. ☐ 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.
☐	**Site Plan/ Design Drawings**** ***(referenced to above Site Survey)***	☑ **Renderings of proposed development.** ☑ **Floor Plans:** *(minimum scale 1:50)* ☐ Uses of spaces and building dimensions. ☐ Location and dimensions of all vehicle and bicycle parking loading bays, accessible parking stalls, etc. ☑ **Elevations:** *(as Geodetic Datum values)* ☐ Building Height, measured from finished grade to highest point of the roof of a structure (see Zoning Bylaw for complete definition). ☐ Building finishes, materials, and colours *(including proposed signage)*. ☐ Building cross-sections. ☐ Flood Construction Level *(FCL).* ☑ **Development Summary:** *(Project Information Table)* ☐ Civic address and legal description. ☐ Zone *(existing)*. ☐ Total lot area *(m^2)*. ☐ Proposed variances. ☐ Zoning Analysis (permitted and proposed), including but not limited to the following information: ☐ Site coverage (%). ☐ All setbacks (m). ☐ Total floor area (m^2) and floor area ratio (F.A.R.).

Freedom of Information and Protection of Privacy Act Notice: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act sections 26(c) and will be used for the purpose of processing your application. If you have any questions about the collection and use of this information please contact Corporate Services.

DISTRICT OF Sooke

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

		☐ Number and type of dwelling units. ☐ Height of building(s) (m) and number of storeys. ☐ Number of off-street parking spaces separated by type *(accessible, loading, bicycle, etc.).*
☐	**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 but not limited to:** ☐ 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. ☐ Other (as determined by staff).
☐	**Flood Hazard Assessment**	A report from a Professional Engineer in accordance with District Bylaws and Provincial legislation that identifies existing flood characteristics, determines whether a development is safe for the intended use, and specifies any corresponding flood mitigation measures.
☐	**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*

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

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*

Freedom of Information and Protection of Privacy Act Notice: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act sections 26(c) and will be used for the purpose of processing your application. If you have any questions about the collection and use of this information please contact Corporate Services.