

## Subdivision - Phased Strata

**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.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>Phased Strata Declaration</b><br><input type="checkbox"/> Bare Land Strata<br><input type="checkbox"/> Building Strata | <input type="checkbox"/> <b>Phased Strata Declaration Amendment</b><br><input type="checkbox"/> Bare Land Strata<br><input type="checkbox"/> Building Strata | <input type="checkbox"/> <b>Phase Completion Review</b><br><input type="checkbox"/> Phase _____<br><input type="checkbox"/> Final Phase |
|--|--|---|

## Description of Property

**Civic Address:**

Sooke	British Columbia
City	Province

**Legal Description:**

Lot	Block	Section	Plan	PID
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**Zoning:**

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## Applicant Contact Information

**Applicant is:** Sole Property Owner  Yes  No (See Owner's Authorization Form)

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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City	Province	Postal Code
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## Current Application Details

**District File No:** PLN0  
ENG0

## Description of Proposal (attach a separate page if necessary)

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## 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
<b>Declaration or Amendment</b>	\$1000.00	
<b>Phase Completion Review</b>	\$500.00 per phase, due at the time of approval for each phase.	
<b>Total Application Fee(s) Due</b>		

## 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 [subdivision@sooke.ca](mailto:subdivision@sooke.ca). If the application cannot be submitted electronically, please contact the Planning department at [subdivision@sooke.ca](mailto:subdivision@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.
<input type="checkbox"/>	Documents Registered on Title	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 <a href="#">District of Sooke Bylaw Fees and Charges Bylaw No. 752</a> .
<input type="checkbox"/>	Site Disclosure Statement Form <a href="#">(Schedule 1)</a>	Required only if the property has NOT always been used for residential purposes.
<input type="checkbox"/>	Phased Strata Declaration	Copy of Phased Strata Declaration (Form P) signed by the Owner (prepared by a lawyer licensed in BC).
<input type="checkbox"/>	Proposed Phased Strata Plan	<input checked="" type="checkbox"/> <b>Subdivision Plan</b> (prepared by a registered BC Land Surveyor): <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal Description(s) of affected lot(s).</li> <li><input type="checkbox"/> Phased lot number labels for all proposed phases.</li> <li><input type="checkbox"/> Location and dimensions of all existing and proposed phased boundaries, property boundaries, covenant areas, easement areas, right-of-way areas, etc.</li> <li><input type="checkbox"/> Location and dimensions of all proposed common facilities.</li> <li><input type="checkbox"/> Location of all proposed buildings and structures, including setback dimensions to proposed phased boundaries and property boundaries.</li> </ul>

**REC. ATTACHMENT DETAILS**

		<ul style="list-style-type: none"> <li><input type="checkbox"/> Location of all existing buildings and structures, including setback dimensions.</li> <li><input type="checkbox"/> Identification of all existing buildings and structures to be removed.</li> <li><input type="checkbox"/> Location of existing and proposed water lines, wells, septic fields, sanitary sewer, and stormwater drain, facilities natural gas lines, electrical services, and telecommunication infrastructure.</li> <li><input type="checkbox"/> Location of existing and proposed roads, site access(es), sidewalks, curbs, boulevards, edge of pavement, transit stops, etc.</li> <li><input type="checkbox"/> Location and dimensions of existing and proposed driveways, including Common Property Access Routes where applicable.</li> <li><input type="checkbox"/> Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas.</li> <li><input type="checkbox"/> Location and dimensions of areas proposed for park dedication, including trails.</li> </ul>
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Location of existing waterbodies and watercourses.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul>	<p><b>Other</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Additional materials may be identified during pre-application meeting.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>

## 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