DISTRICT OF Sooke

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

Zoning:

Existing	
Proposed	

OCP Designation:

Existing	
Proposed	

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, 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 Site Disclosure Statement 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.

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.
☐	**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 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.
☐	**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.

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REC.	ATTACHMENT	DETAILS
☐	**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.

☐ 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*