



Temporary Use Permit Application

PLEASE NOTE: Only complete applications will be accepted // A pre-application meetings are required

☐ Check all that apply:

- ☐ Temporary Use Permit
☐ Temporary Use Permit Renewal

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)*



Project Rationale

In a letter, applicants must justify how the requested Temporary Use and its:

- 1) Impact the natural environment,
- 2) Suitability of the use for the site on a temporary basis,
- 3) Any economic benefits that meet the intent of the community vision and its master plans, and
- 4) Impact on the use and enjoyment of adjacent land.

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
Temporary Use Permit	\$3300.00	
Temporary Use Permit Renewal	\$2800.00	
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.

*REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Application Form	Completed Application Form.



*REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	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 (<i>Covenants, Easements, Right-of-Ways, etc.</i>).
☐	☐	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.
☐	☐	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) ☐ Average natural and average finished grades; including values for roof fixtures, building, and floor heights. ☐ Building finishes, materials, and colours (including proposed signage). ☐ Building cross-sections. ☐ Development Summary: (Project Information Table) ☐ Civic address and legal description. ☐ Zone (existing).



*REQ.	REC.	ATTACHMENT	DETAILS
			☐ Total lot area (m²). ☐ Proposed variances. ☐ Zoning Analysis (permitted and proposed), including but not limited to the following information: ☐ Site coverage (%). ☐ All setbacks (m). ☐ Total floor area (m²) and floor area ratio (F.A.R.). ☐ Number and type of dwelling units. ☐ Height of building(s) (m) and number of storeys. ☐ The Number of off-street parking spaces separated by type. (accessible, loading, EV/standard vehicle/bicycle, etc.).
☐	☐	Arborist Report & Tree Protection Plan	Report from a certified Arborist, including a Tree Survey and Tree Protection Plan.
☐	☐	Other (as requested by staff)	

*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