



Subdivision Land Development Division
Operations Department
2205 Otter Point Road, Sooke, BC V9Z 1J2
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM
Phone: (250) 642-1634 Email: subdivision@sooke.ca

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.

- | | | |
|--|--|---|
| ☐ Phased Strata Declaration
☐ Bare Land Strata
☐ Building Strata | ☐ Phased Strata Declaration Amendment
☐ Bare Land Strata
☐ Building Strata | ☐ Phase Completion Review
☐ Phase _____
☐ Final Phase |
|--|--|---|

Description of Property

Civic Address:

Sooke	British Columbia
City	Province

Legal Description:

Lot	Block	Section	Plan	PID
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Zoning:

Applicant Contact Information

Applicant is:

Sole Property Owner	☐ Yes	☐ No (See Owner's Authorization Form)
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Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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Current Application Details

District File No:

PLN0
ENG0



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Description of Proposal (attach a separate page if necessary)

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
Declaration or Amendment	\$1000.00	
Phase Completion Review	\$500.00 per phase, due at the time of approval for each phase.	
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 subdivision@sooke.ca. If the application cannot be submitted electronically, please contact the Planning department at subdivision@sooke.ca or (250) 642-1634 to make alternative arrangements for submission.

REQ.	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.
☐	☐	Documents Registered on Title	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 .
☐	☐	Site Disclosure Statement Form (Schedule 1)	Required only if the property has NOT always been used for residential purposes.
☐	☐	Phased Strata Declaration	Copy of Phased Strata Declaration (Form P) signed by the Owner (prepared by a lawyer licensed in BC).
☐	☐	Proposed Phased Strata Plan	☒ Subdivision Plan (prepared by a registered BC Land Surveyor): ☐ Legal Description(s) of affected lot(s). ☐ Phased lot number labels for all proposed phases. ☐ Location and dimensions of all existing and proposed phased boundaries, property boundaries, covenant areas, easement areas, right-of-way areas, etc. ☐ Location and dimensions of all proposed common facilities.



REQ. REC. ATTACHMENT DETAILS

☐	☐	☐	☐ Location of all proposed buildings and structures, including setback dimensions to proposed phased boundaries and property boundaries. ☐ Location of all existing buildings and structures, including setback dimensions. ☐ Identification of all existing buildings and structures to be removed. ☐ Location of existing and proposed water lines, wells, septic fields, sanitary sewer, and stormwater drain, facilities natural gas lines, electrical services, and telecommunication infrastructure. ☐ Location of existing and proposed roads, site access(es), sidewalks, curbs, boulevards, edge of pavement, transit stops, etc. ☐ Location and dimensions of existing and proposed driveways, including Common Property Access Routes where applicable. ☐ Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas. ☐ Location and dimensions of areas proposed for park dedication, including trails.
☐	☐	Other	☐ Location of existing waterbodies and watercourses. ☐ Additional materials may be identified during pre-application meeting. ☐ ☐

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 _____