



Covenant or Legal Document Amendment / Discharge

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



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
Legal Document Amendment	\$500.00	
If Public Hearing is Required	\$2300.00	
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.
☐	☐	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 .
☐	☐	Letter of Rationale	Rationale letter, describing the reason for the proposal and any related context.



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

*REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Legal Submission (prepared by a Lawyer licensed in British Columbia)	☐ Letter of Undertaking. ☐ Land Title and Survey Authority (LTSA) Forms and Documents, including for the release of District-held charges. ☐ Copies of all Legal Agreements associated with new and amended charges registered on Title (Easements, Right-of-Ways, Covenants, School Site Agreements, etc.). ☐ Survey Plan(s) prepared by a BC Land Surveyor.
☐	☐	Other (as requested by staff)	

*Pre-Application meeting to determine which attachments are 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