



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](mailto:subdivision@sooke.ca)

## Subdivision - Final Assessment with Issued Preliminary Layout Assessment (PLA)

**PLEASE NOTE:** Only complete applications will be accepted

### Description of Property

**Civic Address:**

Sooke British Columbia

City Province Postal Code

**Legal Description:**

Lot Block Section Plan PID

**Zoning:**

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### Applicant Contact Information

**Applicant is:**

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

**Name:**

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**Email:**

**Phone Number(s):**

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**Mailing Address:**

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City Province Postal Code

### Current PLA Application Details

**District File No:**

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**Date of PLA Issuance:**

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**Date of PLA Expiry:**

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## Application Fee Schedule

A complete application includes payment of fees. The fees for development applications are outlined in the [District of Sooke Fees and Charges Bylaw No. 752](#); please refer to this Bylaw for complete details.

|                                                                       | FEE                                                                                                                               | TOTAL |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------|
| With Preliminary Layout Assessment                                    | \$1500.00                                                                                                                         |       |
| Fee Per Lot                                                           | \$150.00 for each newly created lot                                                                                               |       |
| Other Fees and Charges (DCC's, School Site Acquisition Charges, etc.) | Refer to PLA or contact <a href="mailto:subdivision@sooke.ca">subdivision@sooke.ca</a> for confirmation of other fees and charges |       |
| 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.

Ensure that all conditions described within the Preliminary Layout Assessment (PLA) have been satisfied prior to applying for final subdivision approval.

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 Subdivision Land Development division at [subdivision@sooke.ca](mailto:subdivision@sooke.ca) or (250) 642-1634 to make alternative arrangements for submission.

| REQ.                     | REC.                     | ATTACHMENT                   | DETAILS                                                                                                                               |
|--------------------------|--------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Application Form             | Completed Application Form.                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Authorization Form   | Required if the applicant has changed since the PLA was issued, signed by all Property Owners registered on the Certificate of Title. |
| <input type="checkbox"/> | <input type="checkbox"/> | LTSA Title Search            | Copy of LTSA Title Search, current within 30 days of application submission.                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | PLA Conditions               | Provide completed issued PLA checklist and associated documents confirming all conditions have been addressed.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Application Fees and Charges | Refer to Application Fee Schedule above.                                                                                              |



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## 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.

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Applicant's Signature

Date