

Floodplain Exemption

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

Zoning:

OCP Designation:

Applicant Contact Information

Applicant is:

Sole Property Owner	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(See Owner's Authorization Form)</i>
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Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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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
Floodplain Exemption	\$500.00	
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.

REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Application Form	Completed Application Form.
<input type="checkbox"/>	Owner's Authorization Form	Signed by all Property Owners registered on Title.
<input type="checkbox"/>	Corporate Registry/ Company Search	Required only if the registered property owner is a registered company, current within 30 days of application submission.
<input type="checkbox"/>	LTSA Title Search	Copy of LTSA Title Search, current within 30 days of application submission.



<input type="checkbox"/> 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>).
<input type="checkbox"/> Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .
<input type="checkbox"/> Project Rationale	Rationale letter (an explanation of and rationale for the impacts of the proposal, including any impacts to surrounding uses and any biophysical constraints).
<input type="checkbox"/> Site Disclosure Statement Form (Schedule 1)	Required only if the property has NOT always been used for residential purposes.
<input type="checkbox"/> Site Survey** (metric scale only)	<input checked="" type="checkbox"/> Site Survey to be prepared by a BC Land Surveyor, including: <ul style="list-style-type: none"> <input type="checkbox"/> North arrow and scale. <input type="checkbox"/> Location and dimensions of all property boundaries, covenant areas, easement areas, right-of-way areas, etc. <input type="checkbox"/> Location of the Natural Boundary or High Water Mark of any lake river, stream, the sea, or any other body of water, including the Active Floodplain. <input type="checkbox"/> Topographic information, including watercourses. <input type="checkbox"/> Location and dimensions of all applicable setbacks. <input type="checkbox"/> Location and dimensions of all existing and proposed buildings and structures, including setbacks. <input type="checkbox"/> Location of existing and proposed roads, site access, sidewalks, curbs, boulevards, edge of pavement, transit stops, etc. <input type="checkbox"/> Location of all water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities.
<input type="checkbox"/> Site Plan/ Design Drawings** (referenced to above Site Survey)	<input checked="" type="checkbox"/> Renderings of proposed development. <input checked="" type="checkbox"/> Floor Plans: (<i>minimum scale 1:50</i>) <ul style="list-style-type: none"> <input type="checkbox"/> Uses of spaces and building dimensions. <input type="checkbox"/> Location and dimensions of all vehicle and bicycle parking loading bays, accessible parking stalls, etc. <input checked="" type="checkbox"/> Elevations: (<i>as Geodetic Datum values</i>) <ul style="list-style-type: none"> <input type="checkbox"/> Building Height, measured from finished grade to highest point of the roof of a structure (see Zoning Bylaw for complete definition). <input type="checkbox"/> Building finishes, materials, and colours (<i>including proposed signage</i>). <input type="checkbox"/> Building cross-sections. <input type="checkbox"/> Flood Construction Level (<i>FCL</i>). <input checked="" type="checkbox"/> Development Summary: (<i>Project Information Table</i>) <ul style="list-style-type: none"> <input type="checkbox"/> Civic address and legal description. <input type="checkbox"/> Zone (<i>existing</i>). <input type="checkbox"/> Total lot area (<i>m²</i>). <input type="checkbox"/> Proposed variances. <input type="checkbox"/> Zoning Analysis (permitted and proposed), including but not limited to the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Site coverage (%). <input type="checkbox"/> All setbacks (m). <input type="checkbox"/> Total floor area (<i>m²</i>) and floor area ratio (<i>F.A.R.</i>).

	<ul style="list-style-type: none"> <input type="checkbox"/> Number and type of dwelling units. <input type="checkbox"/> Height of building(s) (m) and number of storeys. <input type="checkbox"/> Number of off-street parking spaces separated by type (<i>accessible, loading, bicycle, etc.</i>).
<input type="checkbox"/> Arborist Report & Tree Protection Plan	<p>Report from a certified Arborist, including a Tree Survey and Tree Protection Plan.</p>
<input type="checkbox"/> Environmental Report	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Report from a Qualified Environmental Professional (QEP), including but not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Ecological Study. <input type="checkbox"/> Hazard Risk Assessment. <input type="checkbox"/> Riparian Area Assessment. <input type="checkbox"/> Soil & Erosion Control Plan. <input type="checkbox"/> Stormwater Management Plan. <input type="checkbox"/> Review of Arborist Report & Tree Protection Plan. <input type="checkbox"/> Review of Landscape Plan. <input type="checkbox"/> Other (as determined by staff).
<input type="checkbox"/> Flood Hazard Assessment	<p>A report from a Professional Engineer in accordance with District Bylaws and Provincial legislation that identifies existing flood characteristics, determines whether a development is safe for the intended use, and specifies any corresponding flood mitigation measures.</p>
<input type="checkbox"/> Other <i>(as requested by staff, in accordance with the District's Development Procedures Bylaw)</i>	

*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