

Design Drawing Assessment Application

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.

Design Drawing Assessment (DDA)

Description of Property

Civic Address:

Sooke	British Columbia	
City	Province	Postal Code

Legal Description:

Lot	Block	Section	Plan	PID
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Zoning:

Applicant Contact Information

Applicant is:

Sole Property Owner	<input type="checkbox"/> Yes	<input type="checkbox"/> 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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Description of Proposal (attach a separate page if necessary)

Example: Design Drawing Assessment for 2-lot Subdivision

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 the [District of Sooke Fees and Charges Bylaw No. 752](#); please refer to this Bylaw for complete details.

	FEE	TOTAL
Design Drawing Assessment	\$500.00	
Additional Fee (to be determined by Engineering Staff)	1.25% of Engineers Estimate up to \$200,000 and 0.5% of the remainder	
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 engineering@sooke.ca. If the application cannot be submitted electronically, please contact the Engineering and Infrastructure Division at engineering@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"/>	<u>Owner's Authorization Form</u>	Signed by all Property Owners registered on Certificate of Title.
<input type="checkbox"/>	<u>Corporate Registry/ Company Search</u>	Required only if the registered property owner is a registered company, current within 30 days of application submission.
<input type="checkbox"/>	<u>LTSA Title Search</u>	Copy of LTSA Title Search, current within 30 days of application submission.



<input type="checkbox"/> Copy of All Documents 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"/> Site Disclosure Statement Form (Schedule 1)	Required only if the property has NOT always been used for residential purposes.
<input type="checkbox"/> Certified Cost Estimate	Completed Certified Cost Estimate
<input type="checkbox"/> Engineer's Engagement Letter	Engineer's Engagement Letter as per Bylaw 404 Schedule 2 – section 2.2
<input type="checkbox"/> Engineer's Undertaking Form	Completed Engineer's Undertaking Form
<input type="checkbox"/> Drainage Certificate	Completed Drainage Certificate Form
<input type="checkbox"/> Design Drawing Submission	<input type="checkbox"/> Civil off-site servicing drawings <input type="checkbox"/> Stormwater Management Plan <input type="checkbox"/> FUS <input type="checkbox"/> Geotechnical Report (<i>if applicable</i>) <input type="checkbox"/> Traffic Impact Assessment (<i>Memo or Comprehensive as outlined in the Traffic Management Plan</i>) <input type="checkbox"/> Streetlight Drawings

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