



SUBDIVISION AND DEVELOPMENT APPLICATION FORM

Bylaw No. 404, *Subdivision and Development Standards Bylaw, 2014*

APPLICATION FOR (check box):

- ☐ PRELIMINARY LAYOUT ASSESSMENT (PLA)
- ☐ PLA EXTENSION
- ☐ LOT LINE ADJUSTMENT
- ☐ FINAL SUBDIVISION APPROVAL WITH PLA
- ☐ FINAL SUBDIVISION APPROVAL WITHOUT PLA

DESCRIPTION OF PROPERTY

Civic Address: _____

Legal Description: Lot ____ Block ____ Section ____ Plan ____ Except _____

Property Size: _____

Existing Use: _____ Proposed Use (# of new lots) _____

APPLICANT'S CONTACT INFORMATION - Please print clearly

- ☐ Check if APPLICANT is the sole OWNER, if not, complete *Owner's Authorization Form*

Name

Mailing Address

City

Province

Postal Code

Email

Tel

Cell

Fax

WASTE MANAGEMENT ACT: I, the applicant and/or owner, represent and warrant to the District of Sooke, knowing that the District of Sooke relies on this representation and warranty, that the property covered by this application has never, to the best of my knowledge having made due and diligent inquiry, been used for any purpose such that a site profile is required to be submitted under the British Columbia *Waste Management Act* and that the property is not contaminated or polluted in any way that would make it unlawful, unsafe or unsuited for the purpose for which it is to be used, including within the meaning of the British Columbia *Waste Management Act*.

I have read and agree to the above paragraph _____ (initial)

WAIVER AND INDEMNITY: I, the applicant and/or owner, assume all risks incidental to this application and agree to release, save harmless and indemnify the District of Sooke and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to persons or property arising out of or in connection with this application. I agree to conform to all applicable bylaws. I understand that no warranty is implied for the approval of this application and that this waiver and indemnity is binding on me, my heirs, executors and assigns.

I have read and agree to the above paragraph _____ (initial)



PROPERTY DETAILS

Current Zoning: _____ Current OCP Designation: _____
Adjacent Land Uses: N _____ S _____ E _____ W _____
Within 30m of watercourse (stream, lake, wetland, etc?) or top of ravine bank? _____
Within 15m of the high water mark of Sooke Harbour or Basin? _____
Proposed Road Access: _____
Proposed Water Supply Method: _____
Proposed Sewage Disposal Method: _____
Proposed Storm Drainage Method: _____
Approximate Commencement Date of Proposed Project: _____

APPLICATION CHECKLIST

LIST OF REQUIRED ITEMS FOR ALL APPLICATIONS

1. Title Search

- ☐ Provision of current (within 30 days) Certificate of Title as well as copies of all non-financial charges.

2. Paper Prints of Proposed Layout

An application for Preliminary Layout Assessment shall be accompanied by two paper copies and one digital PDF drawing of a sketch plan showing the following information:

- ☐ Legal description of the property(ies);
- ☐ Heavy or bold outline of the parcels included in application;
- ☐ The present use and location of all existing/proposed buildings and structures on the property(ies) showing measurements to the existing and proposed lot lines;
- ☐ The location, dimensions, area and boundaries of both the existing parcels and proposed parcels;
- ☐ A number assigned to each proposed lot;
- ☐ Existing street and road names;
- ☐ The location and dimensions of any highway, public access, road, lane, walkway, trail or park existing on or reasonably adjacent to the parcels included in the application;
- ☐ Plan of any proposed park, trail and open space;
- ☐ The location and names of any bodies of water;
- ☐ The location and names of any water courses within or adjacent to the land to be subdivided.
- ☐ The location, dimensions and plan numbers of any registered rights-of-way or easements existing on or adjacent to the lands under application;
- ☐ Plan must show location of the top of bank, leave strip and watercourse locations if watercourse is present;
- ☐ Plan must show the location of any significant natural features, environmentally sensitive areas, floodplain, unstable soils, high water table areas;



APPLICATION FOR FINAL SUBDIVISION APPROVAL - REQUIREMENTS

1. Financial:

- ☐ Proof of payment of all property taxes;
- ☐ Payment of all Development Cost Charges and School Site Acquisition charges;
- ☐ Payment of 5% cash-in-lieu of parkland dedication (if required);
- ☐ Completion of all Bylaw forms and Charges/Deposits.

2. Plans:

- ☐ Electronic plan of subdivision prepared by a BC Land Surveyor;
- ☐ Survey Certificate to confirm the location of any buildings on the parcels included in the application;
- ☐ Electronic reference plan for rights-of-way, covenants or easements;

3. Legal Documentation:

- ☐ Any Land Title forms or documents requiring the District to sign for approval of a subdivision (including any release forms for municipal charges to be released from the title of the parent parcel(s);
- ☐ Three (3) signed original copies of all Agreements and documents, including: Rights-of-Way, Covenants, School Site Agreements, etc. required by the Approving Officer;
- ☐ One (1) copy of any signed original private easement documents.

4. Other Documentation:

- ☐ CRD Water Approval;
- ☐ Geotechnical Certification (as required);
- ☐ Forms and documents as required by Bylaw 404 and the Approving Officer.



Owner's Authorization Form

All property owners registered on the Certificate of Title must provide written approval to allow the APPLICANT to act on their behalf.

_____, is hereby authorized to act as my agent for the
purpose of _____, located at:

Street Address: _____

Legal Description: Lot ____ Block ____ Section ____ Plan ____ Except

REGISTERED OWNER 1

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____ Mailing Address: _____

Phone: _____ Email Address: _____

REGISTERED OWNER 2

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____ Mailing Address: _____

Phone: _____ Email Address: _____

REGISTERED OWNER 3

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____ Mailing Address: _____

Phone: _____ Email Address: _____