



DEVELOPMENT PERMIT APPLICATION FORM

**** Applicants are advised to consult with Planning Staff before submitting an application.**

This application is submitted for the following:

- Form and Character (DPA 1, 2, 3, 5, 8, 9 and 10) Environmental (DPA 4, 5, 6, 7, 8 or 11)

DESCRIPTION OF PROPERTY

Street Address: _____
Legal Description: Lot ___ Block ___ Section ___ Plan _____ Except _____
Property Size: _____

APPLICANT'S CONTACT INFORMATION - Please print clearly

<input type="checkbox"/> Check if APPLICANT is the sole OWNER, if not complete <i>Owner's Authorization Form</i>			
Name _____			
Address _____	City _____	Province _____	Postal Code _____
Email _____	Tel _____	Cell _____	Fax _____

DESCRIPTION OF PROPOSED DEVELOPMENT/USE: (Attach a separate page if necessary)

<p>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 <i>Waste Management Act</i> 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 <i>Waste Management Act</i>.</p> <p>I have read and agree to the above paragraph _____ (initial)</p> <p>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.</p> <p>I have read and agree to the above paragraph _____ (initial)</p>
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The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.	
Applicant's Signature _____	Date _____

FOR OFFICE USE ONLY:

Date: _____	Received By: _____	File No: _____	Total Fees: _____
<input type="checkbox"/> Required Documents and Plans		<input type="checkbox"/> Additional Information Required (see Page 3)	



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: _____	

Fees

	Application Fee	Additional Fee	Each Additional Variance
Form and Character	\$1,000	+\$1.00 per m ² of Gross Floor Area or +\$200 per Dwelling Unit	+ \$100
Environmental			
Lots less than 4,000 m ²	\$1,000	+ 0.12 per m ² of lot area	
Lots between 4,000 m ² -2 ha	\$1,000	+ 0.08 per m ² of lot area	
Lots greater than 2 ha	\$1,000	+ 0.06 per m ² of lot area	
Combined Form and Character and Environmental	Form and Character Fee + 1/2 of the Environmental Fee		
Development Permit Amendment	\$700	n/a	



INFORMATION REQUIREMENTS

Required	Required by District Staff (if checked)
<p>A. STATE OF TITLE CERTIFICATE – Dated within 30 days of the application and include copies of all non-financial charges on title (ie. covenants, easements, right-of-ways, etc.).</p> <p>B. SITE PLAN – Three copies drawn to scale (metric), and one reduced 8.5” x 11” Site Plan, showing:</p> <ul style="list-style-type: none"> • Applicant and designer/architect • Civic address and legal description • Lot area and lot coverage • Density and dwelling units • Dimensions of the property lines, right-of-ways and easements • Dimensions and setbacks of existing and proposed buildings and structures • Scale bar and north arrow • Total floor area (if applicable) • Location of high water mark or top of bank of watercourses and riparian areas (if applicable) • Location and grade of steep slopes (> 30%) • Location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drain facilities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Site plan to also include: <ul style="list-style-type: none"> a. Location of existing and proposed access, sidewalks, path, curbs, boulevards, edge of pavement and transit stops b. Location, numbering and dimensions of all vehicle and bicycle parking and disabled persons’ parking, manoeuvring aisles, vehicle stops & loading bays <input type="checkbox"/> Contour plan with existing and proposed contours at 0.5m intervals. <input type="checkbox"/> Landscape plan showing location, size and species of existing vegetation to be retained, proposed plantings and trees; major topographical features; rare and endangered species or habitats; existing and proposed covenant areas; all screening, paving, retaining walls, fencing & other details; location and design of outdoor lighting. <input type="checkbox"/> Landscaping cost estimate. <input type="checkbox"/> Floor plans with uses of spaces and dimensions for all levels <input type="checkbox"/> Building elevations with finishes, materials and colours; natural and finished grades; finished floor(s) elevations, roof & building heights; building sign details <input type="checkbox"/> Archaeology Study <input type="checkbox"/> Ecological Study <input type="checkbox"/> Stormwater management plan <input type="checkbox"/> Traffic study (as per a Development Agreement) <input type="checkbox"/> QEP report <input type="checkbox"/> Other reports or information as required (description below)