



Policy 8.4

Adopted: July 9th, 2007

Amended by Council Resolution April 14, 2009

Development Application Procedure Policy, 2007

1. The District of Sooke Planning Department accepts applications for Official Community Bylaw Amendments, Zoning Bylaw Amendments, Development Permits, Development Variance Permits, Board of Variance Permits and Temporary Commercial and Industrial Use Permits.
 2. All applicants must complete an application form (Schedule A through E), available from the District of Sooke Municipal Hall or the District website (www.sooke.ca), pay the designated fees and submit all the *basic submittal requirements*.
 3. District of Sooke Planning staff conducts an initial review of all applications, and if necessary, requests *additional information* from applicants and works with the applicant to resolve any issues prior to processing the application.
 4. *Additional information* may be requested by staff at any stage of the application to help resolve issues that arise.
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ZONING BYLAW AMENDMENT

5. The procedures for assessing Zoning Bylaw Amendment applications are as follows:

- 5.1 The applicant must submit the following *basic submittal requirements*:
 - 5.1.1 A complete application form (Schedule A) signed by the property owner(s).
 - 5.1.2 If there is more than one property owner or the applicant is not a property owner, then an *Owner's Authorization Form* must be completed (Schedule F).
 - 5.1.3 All applications must include a *State of Title Certificate*, be dated within 30 days of the application and include copies of all non-

financial charges on title (ie. covenants, easements, right-of-ways, etc.).

- 5.1.4 All applications must include 3 copies of a legibly scaled (metric) Site Plan, one reduced 8.5" x 11" copy of the Site Plan and one electronic copy of the Site Plan showing:
- Civic address and legal description
 - Lot area
 - Existing roads and access locations
 - Existing buildings and structures
 - Existing utility locations
 - Location of watercourses, steep slopes and statutory right-of-ways
 - Concept plan
 - Scale bar and north arrow
- 5.2 Staff may also request the following additional information at any point to assist with the evaluation of the Zoning Bylaw Amendment application:
- Archaeology Study
 - Traffic Study
 - Ecological Study
 - Contour Plan
 - Stormwater Management Plan
 - QEP Report (Riparian Area Assessment Report)
 - Geotechnical Assessment
 - Other reports or assessments necessary to evaluate the Zoning Bylaw Amendment.
- 5.3 The applicant is required to fulfil the notice sign posting requirements and fees as per Bylaw No. 255, *Development Procedures Bylaw, 2007*.
- 5.4 Staff sends referrals to applicable provincial and federal government departments and agencies, private service providers, utilities, SEAPARC, the T'Sou-ke Nation, RCMP, Canada Post, EPCOR, Sooke School District No. 62, BC Transit, and the District of Sooke Building, Engineering and Fire Departments. Referral recipients are given a maximum of 30 days in which to respond.
- 5.5 Council and/or Staff may require the applicant to hold an independent Public Information meeting at the applicant's cost at a separate location.

- 5.6 Staff considers the application and referral comments and prepares a report for presentation to the Committee of the Whole. Where appropriate, Staff or the Committee of the Whole may ask the applicant to also address the Committee of the Whole.
- 5.7 The Committee of the Whole considers the application and forwards a recommendation to Council. The Committee of the Whole may also recommend that Staff resolve any identified issues prior to presenting the issue to Council.
- 5.8 Council considers the recommendation from the Committee of the Whole and at their discretion, may:
- Give first and second reading to the Zoning Bylaw Amendment.
 - Deny the Zoning Bylaw Amendment application and close the application.
 - Give first reading and instruct Staff to work with the applicant to resolve outstanding issues before returning to Council for consideration of second reading.
- 5.9 Upon second reading and Council approval, staff will schedule a Public Hearing for the Zoning Amendment bylaw. Staff will mail notices at least 10 days prior to the Public Hearing to the owners/residents of all properties within 100m of the property(ies) being considered for a Zoning Amendment bylaw, unless 10 or more parcels owned by 10 or more persons are subject of the bylaw amendment, then a mailed notice is not required. The Public Hearing is advertised in the paper as per the requirements of the *Local Government Act*.
- 5.10 If required, Staff works with the applicant to draft a Development Agreement and the draft Development Agreement is made available prior to the Public Hearing.
- 5.11 The Public Hearing is held and Council considers third reading of the Zoning Bylaw Amendment.
- 5.12 If third reading is not given and the application is not denied immediately following the Public Hearing, Staff prepares a report to Council to incorporate and address issues identified at the Public Hearing.
- 5.13 Council considers third reading of the Zoning Bylaw Amendment and, at their discretion, may:

- Give third reading.
 - Give third reading with certain conditions.
 - Deny the Zoning Bylaw Amendment application and close the application.
- 5.14 If Council requires additional conditions with third reading then Staff works with the applicant to modify the draft Development Agreement to incorporate the required conditions.
- 5.15 The Development Agreement is executed.
- 5.16 If the applicant's property is located within 800m of an intersection on Highway 14, then Ministry of Transportation approval is required for the Zoning Bylaw Amendment.
- 5.17 Council considers adoption of the Zoning Bylaw Amendment and, at their discretion, may:
- Adopt the Zoning Bylaw Amendment
 - Deny the Zoning Bylaw Amendment application and close the application.
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OFFICIAL COMMUNITY PLAN AMENDMENT

6. The procedures for assessing Official Community Plan Amendment applications, which may be conducted simultaneously with a Zoning Bylaw Amendment application, are as follows:

- 6.1 The applicant must submit the following basic submittal requirements:
- 6.1.1 A complete application form (Schedule A) signed by the property owner(s).
 - 6.1.2 If there is more than one property owner or the applicant is not a property owner then an *Owner's Authorization Form* must be completed (Schedule E).
 - 6.1.3 All applications must include a *State of Title Certificate*, be dated within 30 days of the application and include copies of all non-financial charges on title (ie. covenants, easements, right-of-ways, etc.).

- 6.1.4 Where applicable, all applications must also include 3 copies of a legibly scaled (metric) Site Plan, one reduced 8.5" x 11" copy and one electronic copy of the Site Plan showing:
- Civic address and legal description
 - Lot area
 - Existing roads and access locations
 - Existing buildings and structures
 - Existing utility locations
 - Location of watercourses, steep slopes and statutory right-of-ways
 - Scale bar and north arrow
- 6.2 Staff may also request the following additional information at any point to assist with the evaluation of the Official Community Plan Amendment application:
- Archaeology Study
 - Traffic Study
 - Ecological Study
 - Contour Plan
 - Stormwater Management Plan
 - QEP Report (Riparian Area Assessment Report)
 - Geotechnical Assessment
 - Other reports or assessments necessary to evaluate the impact of the Official Community Plan amendment on the District of Sooke and neighbouring properties.
- 6.3 Staff sends referrals to applicable provincial and federal government departments and agencies, private service providers, utilities, SEAPARC, the T'Sou-ke Nation, RCMP, Canada Post, EPCOR, Sooke School District No. 62, BC Transit, and the District of Sooke Building, Engineering and Fire Departments. Referral recipients are given a maximum of 30 days in which to respond.
- 6.4 Council and/or Staff may require the applicant to hold an independent Public Information meeting at the applicant's cost, at a separate location.
- 6.5 Staff considers the application and referral comments and prepares a report for presentation to the Committee of the Whole. Where appropriate,

Staff or the Committee of the Whole may ask the applicant to also address the Committee of the Whole.

- 6.6 The Committee of the Whole considers the application and forwards a recommendation to Council. The Committee of the Whole may also recommend that Staff resolve any identified issues prior to presenting the issue to Council.
- 6.7 Council considers the recommendation from the Committee of the Whole and at their discretion, may:
 - Give first and second reading to the Official Community Plan Amendment bylaw.
 - Deny the Official Community Plan Amendment application and close the application.
 - Give first reading and instruct Staff to work with the applicant to resolve outstanding issues before returning to Council for consideration of second reading.
- 6.8 Upon second reading and Council approval, Staff will schedule a Public Hearing for the Official Community Plan Amendment bylaw. Staff will mail notices at least 10 days prior to the Public Hearing to the owners/residents of all properties within 100m of the property(ies) being considered for an Official Community Plan Amendment, unless 10 or more parcels owned by 10 or more persons are subject of the bylaw amendment, then a mailed notice is not required. The Public Hearing is advertised in the paper as per the requirements of the *Local Government Act*.
- 6.9 The Public Hearing is held and Council considers third reading of the Official Community Plan Amendment bylaw.
- 6.10 If third reading is not given and the application is not denied immediately following the Public Hearing, Staff prepares a report to Council to incorporate and address issues identified at the Public Hearing.
- 6.11 Council considers third reading of the Official Community Plan Amendment and, at their discretion, may:
 - Give third reading.
 - Deny the Official Community Plan Amendment application and close the application.
- 6.12 Council considers adoption of the Official Community Plan Amendment and, at their discretion, may:
 - Adopt the Official Community Plan Amendment Bylaw

- Deny the Official Community Plan Amendment application and close the application.
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DEVELOPMENT PERMIT APPLICATIONS

7. The procedures for assessing Development Permit applications are as follows:

- 7.1 The applicant must submit the following *basic submittal requirements*:
- 7.1.1 A complete application form (Schedule B) signed by the property owner(s).
- 7.1.2 If there is more than one property owner or the applicant is not a property owner then an *Owner's Authorization Form* must be completed (Schedule E).
- 7.1.3 All applications must include 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.).
- 7.1.4 All applications must include 3 copies of a scaled (metric) Site Plan, one reduced 8.5" x 11" copy of the Site Plan and one electronic copy of the Site Plan showing:
- Applicant and designer/architect name
 - 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, structures and utilities
 - 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, gas lines, wells, septic fields, sanitary sewer and storm drain facilities.
 - Location of any contaminated or polluted sites.

- 7.2 Staff may also request the following additional information at any point to assist with the evaluation of the Development Permit Application:
- That the Site Plan include:
 - a. Location of existing and proposed access, sidewalks, pathways, 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
 - Contour plan with existing and proposed contours at 0.5m intervals.
 - 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.
 - Landscaping cost estimate.
 - Floor plans with uses of spaces and dimensions for all levels
 - Building elevations with finishes, materials and colours; natural and finished grades; finished floor(s) elevations, roof & building heights; building sign details
 - Archaeology Study
 - Ecological Study
 - Stormwater management plan
 - Traffic study (as per a Development Agreement)
 - QEP Report (Riparian Area Assessment Report)
 - Other reports or assessments necessary to evaluate the Development Permit Application.
- 7.3 The applicant may appeal, without charge, staff requests for basic submittal information or additional information in writing to Council.
- 7.4 Staff sends referrals to applicable provincial and federal government departments and agencies, private service providers, utilities, SEAPARC, the T'Sou-ke Nation, RCMP, Canada Post, EPCOR, Sooke School District No. 62, BC Transit, and the District of Sooke Building, Engineering and Fire Departments. Referral recipients are given 30 days in which to respond.

7.5 *Complex* Development Permit applications:

7.5.1 Staff considers the application and referral comments and prepares a report for presentation to the Committee of the Whole. Where appropriate, Staff or the Committee of the Whole may ask the applicant to also address the Committee of the Whole.

7.5.2 Council and/or Staff may require the applicant to hold an independent Public Information meeting at the applicant's cost, at a separate time and location.

7.5.3 The Committee of the Whole considers the application and forwards a recommendation to Council. The Committee of the Whole may also recommend that Staff resolve any identified issues prior to presenting the issue to Council.

7.5.4 Council considers the Committee of the Whole recommendations and any staff reports and at their discretion, may:

- Accept the Committee of the Whole recommendations and approve the issuance of a Development Permit.
- Modify the recommendations of the Committee of the Whole and approve the issuance of a Development Permit.
- Request that the applicant work with Staff to resolve outstanding issues and have Staff bring the Development Permit application back to Council.

7.6 *Standard* Development Permit Applications:

7.6.1 Staff considers the referral comments and works with the applicant to resolve any outstanding issues.

7.6.2 Staff prepares report to Council;

7.6.3 Council considers the staff reports and at their discretion, may:

- Approve the issuance of a Development Permit.
- Modify and approve the issuance of a Development Permit.
- Request that the applicant to work with Staff to resolve outstanding issues and have Staff bring the Development Permit application back to Council.

7.7 The Director of Planning issues the Development Permit.

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

8. The procedures for assessing Development Variance Permit applications are as follows:

8.1. The applicant must submit the following basic submittal requirements:

- 8.1.1. A complete application form (Schedule C) signed by the property owner(s).
- 8.1.2. If there is more than one property owner or the applicant is not a property owner then an *Owner's Authorization Form* must be completed (Schedule E).
- 8.1.3. All applications must include a *State of Title Certificate* – Dated within 30 days of the application and include copies of all non-financial charges on title (i.e. covenants, easements, right-of-ways, etc.).
- 8.1.4. All applications must include 3 copies of a legibly scaled (metric) Site Plan, one reduced 8.5" x 11" copy of the Site Plan and one electronic copy of the Site Plan showing:
 - Civic address and legal description.
 - Lot area and lot coverage.
 - Dimensions of the property lines, right-of-ways and easements.
 - Dimensions and setbacks of existing and proposed buildings, structures and utilities.
 - Scale bar and north arrow.
 - Location of high water mark or top of bank of watercourses and riparian areas (if applicable).
 - Location and grade of steep slopes (> 30%).
 - Description of the variance application, and where applicable map the result of the variance request.
 - Adjacent property land uses.

8.2 Staff may also request the following additional information at any point to assist with the evaluation of the Development Variance Permit Application:

- That the Site Plan include:
 - a. Location of existing and proposed access, sidewalks, pathways, 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
 - Contour plan with existing and proposed contours at 0.5m intervals.
 - Archaeology Study
 - Ecological Study
 - Stormwater management plan
 - QEP Report (Riparian Area Assessment Report)
 - Other information, reports or assessments necessary to evaluate the Development Variance Permit Application.
- 8.3 Where applicable, staff sends referrals to applicable provincial and federal government departments and agencies, private service providers, utilities, SEAPARC, the T'Sou-ke Nation, RCMP, Canada Post, EPCOR, Sooke School District No. 62, BC Transit. Referral recipients are given a maximum of 30 days in which to respond.
- 8.4 Staff sends referrals to the District of Sooke Building, Engineering and Fire Departments.
- 8.5 Staff considers the referral comments and works with the applicant to resolve any issues.
- 8.6 Staff prepares a report to Council.
- 8.7 At least 10 days before the meeting of Council where the Development Variance Application is being considered for issuance, Staff will mail notices to the owners/residents of all properties within 100m of the property(ies) being considered for a Development Variance Permit.
- 8.8 Council considers the application, and at their discretion, may:
- Approve the Development Variance Permit, and, if necessary, specify certain conditions,
 - Deny the Development Variance Permit application and close the application.
 - Instruct Staff to work with the applicant to resolve outstanding issues before returning to Council for reconsideration.
- 8.9 The Director of Planning issues the Development Variance Permit.

TEMPORARY COMMERCIAL AND INDUSTRIAL USE PERMIT APPLICATIONS

9. The procedures for assessing a temporary commercial or industrial use permit are as follows:

9.1 The applicant must submit the following basic submittal requirements:

9.1.1. A complete application form (Schedule C) signed by the property owner(s).

9.1.2. If there is more than one property owner or the applicant is not a property owner then an Owner's Authorization Form must be completed (Schedule E).

9.1.3. All applications must include a State of Title Certificate – Dated within 30 days of the application and include copies of all non-financial charges on title (i.e. covenants, easements, right-of-ways, etc.).

9.1.4. All applications must include 3 copies of a legibly scaled (metric) Site Plan, one reduced 8.5" x 11" copy of the Site Plan and one electronic copy of the Site Plan showing:

- Civic address and legal description.
- Description of the temporary or commercial use and the anticipated length of use.
- Lot area and lot coverage.
- Dimensions of the property lines, right-of-ways and easements.
- Dimensions and setbacks of existing and proposed buildings, structures and utilities.
- Scale bar and north arrow.
- Location of high water mark or top of bank of watercourses and riparian areas (if applicable).
- Location and grade of steep slopes (> 30%).
- Adjacent property land uses.

9.2 Staff may also request the following additional information at any point to assist with the evaluation of the Development Variance Permit Application:

- Archaeology Study
- Traffic Study

- Ecological Study
 - Stormwater management plan
 - Contour
 - QEP Report (Riparian Area Assessment Report)
 - Other information, reports or assessments necessary to evaluate the Temporary Commercial or Industrial Use Permit Application.
- 9.3 Where applicable, staff sends referrals to applicable provincial and federal government departments and agencies, private service providers, utilities, SEAPARC, the T'Sou-ke Nation, RCMP, Canada Post, EPCOR, Sooke School District No. 62, BC Transit. Referral recipients are given a maximum of 30 days in which to respond.
- 9.4 Staff sends referrals to the District of Sooke Building, Engineering and Fire Departments.
- 9.5 Staff considers the referral comments and works with the applicant to resolve any issues.
- 9.6 Staff prepares a report to Council.
- 9.7 At least 10 days before the meeting of Council where the Temporary Commercial or Industrial Use Permit is being considered for issuance, Staff will mail notices to the owners/residents of all properties within 100m of the property(ies) being considered for the Temporary Use Permit.
- 9.8 Council considers the application, and at their discretion, may:
- Approve the Temporary Commercial or Industrial Use Permit, and, if necessary, specify certain conditions,
 - Deny the Temporary Commercial or Industrial Use Permit application and close the application.
 - Instruct Staff to work with the applicant to resolve outstanding issues before returning to Council for reconsideration.
- 9.9 The Director of Planning issues the Temporary Commercial or Industrial Use Permit

BOARD OF VARIANCE PERMIT APPLICATIONS

10. The procedures for assessing Board of Variance Permit applications are as follows:

10.1. The applicant must submit the following basic submittal requirements:

- 10.1.1. A complete application form (Schedule D) signed by the property owner(s).
- 10.1.2. If there is more than one property owner or the applicant is not a property owner then an Owner's Authorization Form must be completed (Schedule E).
- 10.1.3. All applications must include a State of Title Certificate – Dated within 30 days of the application and include copies of all non-financial charges on title (i.e. covenants, easements, right-of-ways, etc.).
- 10.1.4. All applications must include 3 copies of a legibly scaled (metric) Site Plan, one reduced 8.5" x 11" copy of the Site Plan and one electronic copy of the Site Plan showing:
 - Civic address and legal description.
 - Lot area and lot coverage.
 - Dimensions of the property lines, right-of-ways and easements.
 - Dimensions and setbacks of existing and proposed buildings, structures and utilities.
 - Scale bar and north arrow.
 - Location of high water mark or top of bank of watercourses and riparian areas (if applicable).
 - Location and grade of steep slopes (> 30%).
 - Description of the variance application, and where applicable map the result of the variance request.
 - Adjacent property land uses.

10.2 Staff may also request the following additional information at any point to assist with the evaluation of the Board of Variance Permit Application:

- That the Site Plan include:
 - a. Location of existing and proposed access, sidewalks, pathways, 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
- Contour plan with existing and proposed contours at 0.5m intervals.
- Archaeology Study
- Ecological Study
- Stormwater management plan
- QEP Report (Riparian Area Assessment Report)
- Other information, reports or assessments necessary to evaluate the Development Variance Permit Application.

- 10.3 Upon receipt of the application, the Development Services Clerk opens a new permit file in Tempest, logs events, assigns fees and processes invoice.
- 10.4 The Development Services Clerk gives the completed application to the Director of Planning, who assigns the application to a Planner.
- 10.5 The Planner reviews the application using guidelines in the Official Community Plan and Zoning Bylaw Regulation.
- 10.6 The Planner conducts a site investigation and reviews pertinent policy and issues that may need to be addressed.
- 10.7 The Planner completes referrals and distributes internally and to external agencies as required.
- 10.8 If needed, the Planner takes the application to the next available Pre-Application meeting.
- 10.9 The Planner considers the referral comments and works with the applicant to resolve any issues.
- 10.10 The Planner prepares a draft staff report for review and approval by the Director of Planning.

- 10.11 At least 10 days before where the Board of Variance Application is being considered for issuance, Staff will mail notices to the owners/residents of all adjacent property owners.
- 10.12 The Planner prepares a Board of Variance package that includes the agenda, the draft minutes from the previous meeting, and staff reports for the applications being considered. The package is sent to Board members.
- 10.13 The Board of Variance reviews the application, and either:
- Approves the Board of Variance Permit, and, if necessary, specify certain conditions,
 - Deny the Board of Variance Permit application.
- 10.14 The Planner prepares the draft minutes including the resolutions.
- 10.15 The Planner prepares and sends a letter to the applicant indicating how the Board of Variance has ruled on their application.
- 10.16 The Development Services Clerk notifies the Building Department of the Board of Variance resolution. The responsibility of ensuring compliance with the Board of Variance is now shared with the Building Inspector.
- 10.17 In conjunction with the occupancy permit, the Building Inspector ensures that all requirements and conditions of the Board of Variance are met.
- 10.18 The Development Services Clerk updates all events in Tempest.
- 10.19 The Development Services Clerk provides minutes to the Corporate Officer for Council information.
- 10.20 The original is placed in the safe.

SCHEDULES:

- A Rezoning and OCP Application Form
- B Development Permit Application Form
- C Development Variance Permit Application Form
- D. Board of Variance Permit Application Form
- E Temporary Industrial or Commercial Permit Application Form
- F Owners Authorization



SCHEDULE A - REZONING/OCP APPLICATION FORM

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

This application is submitted for the following:

- Zoning Bylaw Amendment Official Community Plan Bylaw Amendment

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>

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 _____	
Proposed Zoning: _____	Proposed OCP Designation: _____
Current Use: _____	Proposed Use: _____
Within 800m of an intersection on Sooke Road or West Coast Road? _____	

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"> • Civic address and legal description • Lot area • Existing roads and access locations • Existing buildings • Location of watercourses, steep slopes and statutory right-of-ways • Scale bar and north arrow 	<ul style="list-style-type: none"> <input type="checkbox"/> Archaeology Study <input type="checkbox"/> Traffic Study <input type="checkbox"/> Ecological Study <input type="checkbox"/> Contour Plan <input type="checkbox"/> Stormwater management plan <input type="checkbox"/> RAR QEP report <input type="checkbox"/> Geotechnical Assessment <input type="checkbox"/> Other (description below)



Fees*

	Application Fee	Fee per Public Hearing	Additional Fee Per m ² of Lot Area
All Single-Family Residential and Institutional Zones	\$2,000	+\$1,200	+\$0.05
All Agricultural, Forestry and Rural Zones	\$2,000	+\$1,200	+\$0.02
All Multiple-Family Residential, Commercial, Industrial and Comprehensive Development Zones	\$2,000	+\$1,200	+\$0.20
Official Community Plan or Zoning Bylaw text amendment	\$2,000	+\$1,200	n/a
Combined Official Community Plan Bylaw and Zoning Bylaw amendment	Total rezoning fees plus 50% of the OCP fees		
Sign Deposit	+\$50		

* Fees are non-refundable, except in the case where Council denies an Official Community Plan Bylaw and/or Zoning Bylaw amendment or temporary use permit before a public hearing/notice, then the public hearing/notice fee will be refunded to the applicant.

NOTICE SIGN REQUIREMENTS

1. The applicant must deposit \$50.00 with the District of Sooke for each notice sign at the time of application.
2. The notice sign(s) will be provided by the District of Sooke.
3. The applicant must prominently post a notice sign(s) in location where they are legible on each street frontage on the land that is subject of the application.
5. Notice sign(s) must not be obstructed from view.
6. The applicant must notify the Director of Planning once signs are posted.
7. The sign(s) must be posted within 24 hours of the application being filed with the District.
8. The sign(s) must remain posted until the date of adoption or date of refusal of the bylaw.
9. The applicant must maintain the sign(s) in good order and must return the sign(s) to the District of Sooke in good condition within 30 days of completion of the application at which time the deposit will be refunded without interest, otherwise the deposit will be forfeited.



SCHEDULE B - 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>

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)



SCHEDULE C - DEVELOPMENT VARIANCE PERMIT APPLICATION FORM

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

This application is submitted for the following:

Development Variance Permit

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)

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)

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? _____	
1 st Proposed Variance: _____	
2 nd Proposed Variance: _____	
3 rd Proposed Variance: _____	
4 th Proposed Variance: _____	

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"> • Civic address and legal description • Lot area and lot coverage • 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 • Location of high water mark or top of bank of watercourses and riparian areas (if applicable) • Location and grade of steep slopes (> 30%) 	<ul style="list-style-type: none"> <input type="checkbox"/> Site plan to also include location of existing and proposed access, sidewalks, path, curbs, boulevards, edge of pavement and transit stops <input type="checkbox"/> Site plan to also include location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drain facilities. <input type="checkbox"/> 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"/> QEP report <input type="checkbox"/> Other reports or information as required (description below)

Fees*

	Application Fee	Each Additional Variance
Development Variance Permit	\$800	+\$100



SCHEDULE D – BOARD OF VARIANCE PERMIT APPLICATION FORM

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

This application is submitted for the following:

Board of Variance Permit

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 VARIANCE AND RATIONALE: (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>

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? _____	
1 st Proposed Variance: _____	
2 nd Proposed Variance: _____	
3 rd Proposed Variance: _____	
4 th Proposed Variance: _____	

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"> • Civic address and legal description • Lot area and lot coverage • 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 • Location of high water mark or top of bank of watercourses and riparian areas (if applicable) • Location and grade of steep slopes (> 30%) • Mapped location and dimension of variance (if applicable) 	<ul style="list-style-type: none"> <input type="checkbox"/> Site plan to also include location of existing and proposed access, sidewalks, path, curbs, boulevards, edge of pavement and transit stops <input type="checkbox"/> Site plan to also include location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drain facilities. <input type="checkbox"/> 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"/> QEP report <input type="checkbox"/> Other reports or information as required (description below)

Fees*

	Application Fee
Board of Variance Permit	\$800



SCHEDULE E - TEMPORARY COMMERCIAL/INDUSTRIAL USE PERMIT

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

This application is submitted for the following:

- Temporary Commercial Use Permit Temporary Industrial Use Permit

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 USE: (Attach a separate page if necessary)

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)

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 2)	



PROPERTY DETAILS

Current Zoning: _____	Current OCP Designation: _____
Adjacent Land Uses: N _____ S _____ E _____ W _____	
Proposed Timing of Use? _____	
Within 800m of an intersection on Sooke Road or West Coast Road? _____	
Adjacent to the ALR? _____	

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"> • Civic address and legal description • Lot area • Existing roads and access locations & dimensions • Existing and proposed buildings & dimensions • Proposed building elevations (if applicable) • Location of temporary use • Existing and proposed parking, landscaping, signage and lighting • Location of watercourses, steep slopes and statutory right-of-ways • Scale bar and north arrow 	<ul style="list-style-type: none"> <input type="checkbox"/> Archaeology Study <input type="checkbox"/> Traffic Study <input type="checkbox"/> Ecological Study <input type="checkbox"/> Contour Plan <input type="checkbox"/> Stormwater management plan <input type="checkbox"/> QEP report <input type="checkbox"/> Geotechnical Assessment <input type="checkbox"/> Other (description below)

Fees

	Application Fee	Fee per Public Hearing
Temporary Use Permit	\$500	+\$1,200



SCHEDULE F – 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: _____

REGISTERED OWNER 2

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____

REGISTERED OWNER 3

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____

REGISTERED OWNER 4

Name of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____