



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

<input type="checkbox"/> Check if APPLICANT is the sole OWNER, if not, complete <i>Owner's Authorization Form</i>			
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;



- Plan must show the location of any hazard areas, steep slopes and any areas subject to flooding;
- Topographic plan with 2 meter contour intervals as required;
- Contour plan at 5 meter intervals where the grade is greater than 10%;
- The location and size of septic disposal fields;
- The location of potable wells;
- The location, species, critical root area and size of all trees within, adjacent to, or within close proximity to the area to be subdivided and where the Approving Officer requests.
- Completion of Island Health Application for Subdivision if outside the Sewer Specified Area.

3. Fees as per Schedule 2 of Bylaw 404

SIGNATURE FOR SUBDIVISION APPLICATION

I/WE hereby declare that all of the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge, true and correct in all respects.

_____ DATE

_____ APPLICANT'S SIGNATURE

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

_____ DATE

_____ REGISTERED OWNER

_____ DATE

_____ REGISTERED OWNER

_____ DATE

_____ REGISTERED OWNER

*Where the applicant is not the REGISTERED OWNER, the application must be signed by the REGISTERED OWNER.
Please note that ALL registered owners must sign the application form.*



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: _____