



Preliminary Layout Assessment and Subdivision Final Approval Application Submission Requirements

The following identifies the Approving Officer's subdivision application submission requirements in support of an application for Preliminary Layout Assessment and final subdivision approval. Applicants should also review the District's website at www.sooke.ca for additional sources of subdivision-related information.

APPLICATION FOR PRELIMINARY LAYOUT ASSESSMENT

1. Any property owner or other person wishing to subdivide land may obtain a Preliminary Layout Assessment from the Approving Officer of the conditions which must be fulfilled in order to obtain approval of a subdivision.
2. Every application for Preliminary Layout Assessment must be submitted in writing on the applicable form (as prescribed by the Approving Officer) and be complete with appropriate fees as per the *Subdivision and Development Standards Bylaw*. The Works and Services required under this Bylaw must be completed prior to final approval consideration. An application for a Preliminary Layout Assessment must be accompanied by, but is not limited to, the following:
 - a. Certificate of Title; and,
 - b. Copies of all non-financial charges including rights of way, easement and covenant documents pertaining to the subject property.
3. Two (2) paper copies and a digital PDF drawing of the proposed subdivision which must include:
 - a. Legal description of the property(ies);
 - b. Heavy or bold outline of the parcels included in application;
 - c. 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;
 - d. The location, dimensions, area and boundaries of both the existing parcels and proposed parcels;
 - e. A number assigned to each proposed lot;
 - f. Existing street and road names;
 - g. 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;
 - h. Plan of any proposed park, trail and open space;
 - i. The location and names of any bodies of water;
 - j. The location and names of any water courses within or adjacent to the land to be subdivided.

- k. The location, dimensions and plan numbers of any registered rights-of-way or easements existing on or adjacent to the lands under application;
 - l. Plan must show location of the top of bank, leave strip and watercourse locations if watercourse is present;
 - m. Plan must show the location of any significant natural features, environmentally sensitive areas, floodplain, unstable soils, high water table areas;
 - n. Plan must show the location of any hazard areas, steep slopes and any areas subject to flooding;
 - o. Topographic plan with 2 meter contour intervals as required;
 - p. Contour plan at 1 meter intervals where the grade is greater than 10%;
 - q. The location and size of septic disposal fields;
 - r. The location of potable wells;
 - s. 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.
 - t. Completion of Island Health Application for Subdivision if outside the Sewer Specified Area.
 - u. A letter of authorization from the owner if an agent is acting on their behalf.
4. In considering a subdivision (application for Preliminary Layout Assessment, or request for Final Approval or at any time during), the Approving Officer may request that additional information be provided by a registered professional in regards to natural and or geotechnical hazards, both on-site and off-site, which may impact the subdivision (as noted in s.86 of the *Land Title Act*). These may include but are not limited to: avalanche, debris torrent, earthquake, erosion, flooding, fire, rock fall, land slippage and unstable soils and tsunamis.

The registered professional preparing the reports as noted above must provide a statement in that report that the report in question may be relied upon by the District of Sooke and the Approving Officer for the purpose of confirming the feasibility of the subdivision.

Additional Information:

If, in the opinion of the Approving Officer, the subdivision layout has changed substantially so that additional referrals and a new Preliminary Layout Assessment is necessary, or the Preliminary Layout Assessment has expired without application for an extension, the existing file may be closed and a new application and fees will be required.

If the applicant cannot apply for approval of the subdivision within one calendar year from the date of issuance of the Approving Officer's Preliminary Layout Assessment, the applicant may request one 12 month extension and pay the extension fee in accordance with the *Subdivision and Development Standards Bylaw*.

APPLICATION FOR FINAL SUBDIVISION APPROVAL

1. Any applicant intending to apply for final approval of a subdivision must pay the application fee specified in the Subdivision and Development Standards Bylaw and complete the Application for Subdivision Approval form (as prescribed by the Approving Officer) and accompanying document requirements as set out in the Bylaw.

2. Subdivision plans submitted for final subdivision approval must be accompanied by:
 - a. A state of title certificate current within seven days of final approval application;
 - b. All executed legal documentation as required by the Approving Officer, complete with priority agreements if necessary;
 - c. Approved road names included on the plan (Road names must be approved by the Approving Officer and be in accordance with District of Sooke *Highway Naming Policy*);
 - d. One AutoCAD digital copy to NAD83 coordinates, referenced to two monuments;
 - e. One PDF copy of the subdivision plan;
 - f. The owner must provide proof that property taxes are up to date prior to final approval;
and
 - g. Remittance of appropriate Development Cost Charges.