



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634
email: info@sooke.ca

Fax: (250) 642-0541
website: www.sooke.ca

Pre-Application Meeting Information Review Request

Please fill out the following information and provide as much detail as possible. Once we receive and review this information, you will be contacted to schedule a pre-application meeting. You are welcome to attend this meeting and present your information, or staff will discuss your proposal and provide a response following the meeting.

1. Property Owner	2. Applicant
Name:	Name:
Mailing Address:	Mailing Address:
Daytime Phone Number:	Daytime Phone Number:
Fax Number:	Fax Number:
Email Address:	Email Address:

3. Professional Representative (Surveyor, Engineer, Consultant, etc.)	
Name:	
Mailing Address:	
Phone Number:	Fax Number:
Email Address:	

4. Who should be contacted to schedule the pre-application meeting?	
<input type="radio"/> Applicant	<input type="radio"/> Representative

5. Subject Property
Civic Address:
Legal Description:
Approximate Size:

6. PROJECT DESCRIPTION/QUESTIONS – Provide a description of the project (you may attach a separate page) AND/OR describe the questions you may have in regard to the subject property and potential development of it.

7. Information to Attach

<ul style="list-style-type: none"> ✓ Vicinity map with site identified – show access roads, nearby creeks and streams 	<ul style="list-style-type: none"> ✓ Copies of existing covenants, easements, rights-of-way, registered on title
<ul style="list-style-type: none"> ✓ Concept plan – what you propose to do with the property 	<ul style="list-style-type: none"> ✓ copy of zoning map, with site identified. Map is available at www.sooke.ca
<ul style="list-style-type: none"> ✓ Preliminary sketch plan showing information on the current status of the site including: <ul style="list-style-type: none"> ✓ location ✓ lot boundaries ✓ description of general terrain ✓ natural features e.g. lakes, streams, riparian areas ✓ existing structures and improvements ✓ approximate location of existing utilities ✓ approximate location of existing easements, rights-of-way and covenant areas 	<ul style="list-style-type: none"> ✓ Preliminary sketch plan showing proposed subdivision/development including: <ul style="list-style-type: none"> ✓ location ✓ building/lot layout ✓ proposed access ✓ proposed public improvements ✓ general location of proposed utilities ✓ approximate location of easements, rights-of-way and covenant areas ✓ parks and open space, if applicable

8. Preferred Meeting Date:

<p>Please indicate below your preferred meeting date. Meetings are held every Thursday.</p>