DISTRICT OF Sooke

Engineering and Infrastructure Division
Operations Department
2205 Otter Point Road, Sooke, BC V9Z 1J2
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM
Phone: (250) 642-1634 Email: engineering@sooke.ca

Design Drawing Assessment Application

PLEASE NOTE: Only complete applications will be accepted // A pre-application meeting, whether a phone consultation for straightforward proposals or a comprehensive in-person discussion with multiple staff for more complex projects, is required to ensure that applicants submit all essential information, facilitating a streamlined and efficient review process.

☑ **Design Drawing Assessment (DDA)**

Description of Property

Civic Address: _____

Sooke | British Columbia | _____
City | *Province* | *Postal Code*

Legal Description: Lot | Block | Section | Plan | PID

Zoning: _____

Applicant Contact Information

Applicant is: Sole Property Owner ☐ Yes ☐ No *(See Owner's Authorization Form)*

Name: _____

Email: _____ **Phone Number(s):** _____

Mailing Address: _____

_____ | _____ | _____
City | *Province* | *Postal Code*

Description of Proposal *(attach a separate page if necessary)*

Example: Design Drawing Assessment for 2-lot Subdivision

Freedom of Information and Protection of Privacy Act Notice: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act sections 26(c) and will be used for the purpose of processing your application. If you have any questions about the collection and use of this information please contact Corporate Services.

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Site Disclosure Statement (SDS) for Contaminated Sites

Pursuant to the *Environmental Management Act*, the Province of British Columbia requires an applicant to submit a *Site Disclosure Statement Form* on properties that are or were used for commercial or industrial purposes as defined within the provincial regulations, i.e., Schedule 2 activities. Please indicate if the subject property qualifies for the following major exemptions for requiring a Site Disclosure Statement:

The property has always been used for residential purposes	☐ Yes ☐ No *(See SDS Form - Schedule 1)*

Application Fee Schedule

A complete application includes payment of fees. The fees for development applications are outlined in the *District of Sooke Fees and Charges Bylaw*; please refer to this Bylaw for complete details.

	FEE	TOTAL
Design Drawing Assessment	$500.00	
Additional Fee (to be determined by Engineering Staff)	1.25% of Engineers Estimate up to $200,000 and 0.5% of the remainder	
Total Application Fee(s) Due		

Application Requirements Checklist

All required Attachments must be provided as separate digital PDFs without any passwords or restrictions.

PLEASE NOTE: All application submissions must adhere to the following naming convention: [YYYY-MM-DD Attachment Title.pdf]. For example, the attachment for the Application Form would be named: 2024-01-01 Application Form.pdf.

Complete application packages can be submitted by email to engineering@sooke.ca. If the application cannot be submitted electronically, please contact the Engineering and Infrastructure Division at engineering@sooke.ca or (250) 642-1634 to make alternative arrangements for submission.

REC.	ATTACHMENT	DETAILS
☐	**Application Form**	Completed Application Form.
☐	**Owner's Authorization Form**	Signed by all Property Owners registered on Certificate of Title.
☐	**Corporate Registry/ Company Search**	Required only if the registered property owner is a registered company, current within 30 days of application submission.
☐	**LTSA Title Search**	Copy of LTSA Title Search, current within 30 days of application submission.

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☐ **Copy of All Documents Registered on Title**	Provide copies of the non-financial legal documents registered on the Certificate of Title *(Covenants, Easements, Right-of-Ways, etc.).*
☐ **Application Fee**	Per *District of Sooke Bylaw Fees and Charges Bylaw*.
☐ **Site Disclosure Statement Form *(Schedule 1)***	Required only if the property has NOT always been used for residential purposes.
☐ **Certified Cost Estimate**	Completed *Certified Cost Estimate*
☐ **Engineer's Engagement Letter**	Engineer's Engagement Letter as per Bylaw 404 Schedule 2 – section 2.2
☐ **Engineer's Undertaking Form**	Completed *Engineer's Undertaking Form*
☐ **Drainage Certificate**	Completed *Drainage Certificate Form*
☐ **Design Drawing Submission**	☐ Civil off-site servicing drawings ☐ Stormwater Management Plan ☐ FUS ☐ Geotechnical Report *(if applicable)* ☐ Traffic Impact Assessment *(Memo or Comprehensive as outlined in the Traffic Management Plan)* ☐ Streetlight Drawings

Application Submission Acknowledgement

☐ I hereby make an application as specified herein and declare that all the information submitted in support of the application is true and correct in all respects.

☐ I hereby acknowledge that all the information provided herein is collected for the purpose of administering the *Local Government Act* and the bylaws of the municipality under the *Local Government Act*, and under the authority of those enactments.

☐ I hereby acknowledge that submission of the Application Form and associated Attachments does not automatically constitute acceptance of the application.

PLEASE NOTE: Upon receipt of a complete application, District of Sooke staff will confirm acceptance of the application with the applicant.

Applicant's Signature *Date*

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