



**CITY OF COLWOOD**  
**FORM AND CHARACTER DEVELOPMENT PERMIT APPLICATION**  
**CHECKLIST**

**APPLICATION SUBMISSION**

<input type="checkbox"/> Agent Authorization form completed <i>If applicant different from registered owner</i>	<input type="checkbox"/> Application Fee <i>Fee slip will be provided after application submitted</i>
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**MINIMUM SUBMISSION REQUIREMENTS**

<input type="checkbox"/> Title Certificate <i>Dated no more than 30 days prior to submission</i>
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<input type="checkbox"/> Copies of ALL charges, covenants, statutory right of ways, and easements owned by the City of Colwood <i>Name documents using the Charge Number (e.g., CA1234567)</i>
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<input type="checkbox"/> Architectural Plans <i>Including project information table, floor plans, elevation plans, cross section, and details on siding materials</i>
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<input type="checkbox"/> Civil Plan	<input type="checkbox"/> Existing Site Plan
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<input type="checkbox"/> Grading Plan	<input type="checkbox"/> Landscape Plan
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<input type="checkbox"/> Letter of Rationale <i>See next section for details</i>	<input type="checkbox"/> Lighting Plan <i>If multi-family, commercial, or industrial uses are proposed</i>
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<input type="checkbox"/> Signage Plan <i>If signage is proposed</i>	<input type="checkbox"/> Tree Management Plan <i>Required if there are protected trees on the site</i>
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<input type="checkbox"/> Site Disclosure Statement <i>Completed Site Disclosure Statement as required under the Environmental Management Act. For Site Disclosure Statement information <a href="#">click here</a>.</i>
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**DOCUMENT FORMAT AND REVISIONS**

<input type="checkbox"/> All document files named using the following format: <b>Item Name_Civic Address_DP App</b>
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<input type="checkbox"/> Digital copies of all documents <i>Attached as .pdf to the Development Application or emailed to <a href="mailto:planning@colwood.ca">planning@colwood.ca</a></i>
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PDFs of any revised plans or documents are required with each set of revisions, including:

- One clean version; no markups
- One marked-up version; numbered revision bubbles identifying all changes made
- One transmittal letter; numerically itemized, outlining all proposed changes, corresponding with the numbered revision bubbles
  
- No revisions

*Additional reports, plans, or documents may be requested by staff during the application process. Please contact [planning@colwood.ca](mailto:planning@colwood.ca) for more details regarding the list of application requirements.*

#### LETTER OF RATIONALE

*A letter addressed to staff must be submitted detailing the following information. The amount of detail may vary depending on the nature of the application.*

#### DESCRIPTION OF PROPOSAL

- Review of application against design guidelines  
*Including a table that justifies how the proposal complies with the itemized guidelines*
  
- Highlight features within the City's area of priority  
*e.g., Low Carbon Plan, Urban Forest Strategy, Site Adaptive Planning*