



**CITY OF COLWOOD**  
**SUBDIVISION AIR SPACE PARCEL 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>
MINIMUM SUBMISSION REQUIREMENTS	
<input type="checkbox"/> Title Certificate <i>Dated no more than 90 days prior to submission</i>	
<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>	
<input type="checkbox"/> Architectural Drawings <i>One set of 11" by 17" drawings of the development showing colour overlays of the proposed air space parcel boundaries at every relevant level of the development (floor plans and sections)</i>	
<input type="checkbox"/> Code Report <i>Prepared by a code consultant or Certified Professional indicating how the air space parcels will comply with BCBC at each air space boundary</i>	
<input type="checkbox"/> Letter of Application <i>See next section</i>	
<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>	
DOCUMENT FORMAT AND REVISIONS	
<input type="checkbox"/> All document files named using the following format: <b>Item Name_Civic Address_SUB App</b>	
<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>	
<input type="checkbox"/> 11" x 17" hard copies of all drawings and plans <i>Submitted to Colwood City Hall</i>	

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 APPLICATION

*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 APPLICATION

- The property address and legal description
- The name, address, telephone, and fax numbers of the person making the application
- Reference to the development application number or rezoning application
- Intended use of the proposed parcels, including a detailed list of the users and facilities to be contained in each parcel