



CITY OF COLWOOD
SUBDIVISION FORM P CONSIDERATION 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 30 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"/> Proposed Form P <i>Signed by the owner/developer</i>	<input type="checkbox"/> Proposed Phasing Plan <i>Prepared by a BC Land Surveyor</i>
DOCUMENT FORMAT AND REVISIONS	
<input type="checkbox"/> All document files named using the following format: Item Name_Civic Address_SUB App	
<input type="checkbox"/> Digital copies of all documents <i>Attached as .pdf to the Development Application or emailed to planning@colwood.ca</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: <ul style="list-style-type: none"> <input type="checkbox"/> One clean version; no markups <input type="checkbox"/> One marked-up version; numbered revision bubbles identifying all changes made <input type="checkbox"/> One transmittal letter; numerically itemized, outlining all proposed changes, corresponding with the numbered revision bubbles <input type="checkbox"/> No revisions	
<i>Additional reports, plans, or documents may be requested by staff during the application process. Please contact planning@colwood.ca for more details regarding the list of application requirements.</i>	