



CITY OF COLWOOD
ENVIRONMENTAL/HAZARD 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>
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"/> Existing Site Plan	<input type="checkbox"/> Grading Plan
<input type="checkbox"/> Sediment and Erosion Control Plan	<input type="checkbox"/> Topographic Plan
<input type="checkbox"/> Stormwater Management Plan	<input type="checkbox"/> Other <i>As requested by staff</i>
<input type="checkbox"/> Site Disclosure Statement <i>Completed Site Disclosure Statement as required under the Environmental Management Act. For Site Disclosure Statement information click here.</i>	
ADDED REQUIREMENTS	
RIPARIAN/MARINE SHORELINE AREAS	
<input type="checkbox"/> Copy of Approved Formal Submission to the Province/DFO	
<input type="checkbox"/> Cost Estimate <i>Prepared by a registered Qualified Environmental Professional that itemizes the costs of implementing the Environmental Restoration and Enhancement Plan</i>	
<input type="checkbox"/> Environmental Conservation, Restoration, and Enhancement Plan <i>Prepared by a registered Qualified Environmental Professional and approved by the Province</i>	
<input type="checkbox"/> Riparian Area Protection Report <i>Prepared by a registered Qualified Environmental Professional</i>	
<input type="checkbox"/> Survey Showing Natural Boundary <i>Prepared by a BC Land Surveyor</i>	

ADDED REQUIREMENTS

HILLSIDE AND SENSITIVE ECOSYSTEMS

- Cost Estimate
Prepared by a registered biologist that itemizes the costs of implementing the Environmental Conservation, Restoration, and Enhancement Plan
- Environmental Conservation, Restoration, and Enhancement Plan
Prepared by a registered biologist
- Environmental Impact Assessment
Prepared by a registered biologist
- Tree Management Plan
Prepared by a certified arborist

ADDED REQUIREMENTS

STEEP SLOPE NATURAL HAZARD AREAS

- Landslide Assessment
Prepared by a certified geotechnical engineer

ADDED REQUIREMENTS

FLOODPLAIN NATURAL HAZARD AREAS

- Flood Hazard Assessment
Prepared by a suitably qualified professional engineer with experience in coastal engineering

DOCUMENT FORMAT AND REVISIONS

- All document files named using the following format: **Item Name_Civic Address_DP App**
 - Digital copies of all documents
Attached as .pdf to the Development Application or emailed to planning@colwood.ca
 - 11" x 17" hard copies of all drawings and plans
Submitted to Colwood City Hall
- 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 for more details regarding the list of application requirements.