



CITY OF COLWOOD
SUBDIVISION FINAL 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"/> Electronic Submission of any Reference Plan Required for Rights-of-way, Easements, and Covenants	
<input type="checkbox"/> Electronic Plan of Subdivision <i>Prepared by a BC Land Surveyor</i>	<input type="checkbox"/> Letter of Undertaking <i>Prepared by a solicitor, including registration list</i>
<input type="checkbox"/> Survey Certificate <i>To confirm the location of any buildings on the parcels included in the application</i>	
<input type="checkbox"/> Financial Documentation <i>See next section</i>	<input type="checkbox"/> Legal Documentation <i>See next section</i>
<input type="checkbox"/> Plan Requirements for the Approval of Each Phase of a Phased Strata (refer to PLA) <i>See next section</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>	

DOCUMENTATION REQUIREMENTS

FINANCIAL DOCUMENTATION

- Proof of payment of all overdue property taxes (as of July 2nd of current year) and accounts receivable (tax certificate)
- Payment of all relevant Development Cost Charges levied on the land
- Payment of 5% cash-in-lieu equivalent of parkland dedication, if required through the PLA
- Copy of executed Servicing Agreement
- Servicing agreement administration fee (4%)

LEGAL DOCUMENTATION

Refer to PLA & requirements on approved civil drawings.

- Any Land Title forms or documents the owner requires City signatures for the approval of a subdivision
Including any existing charges that require authorization/signature
- Signed copies of all required agreements and documents
Including rights-of-way, covenants, park agreements, etc., with City file numbers included on the document
- Copies of any signed original private easement or utility documents

PLAN REQUIREMENTS FOR THE APPROVAL OF EACH PHASE OF A PHASED STRATA

- Electronic Phased Building Strata Plans
Prepared by a BC Land Surveyor