



CITY OF COLWOOD

SUBDIVISION PRELIMINARY LAYOUT ASSESSMENT 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 Plan of Subdivision <i>See next section for details</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>	
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>	

PROPOSED PLAN OF SUBDIVISION

A proposed plan of subdivision must identify the following information for each subsection.

EXISTING

- Legal description of all existing properties included in the application
- Heavy or bold outline of all existing properties included in the application
- Location and present use of all existing buildings and structures
Showing measurements to the existed and proposed lot lines
- Existing street and road names
- Dimensions, area, and boundaries of all existing and proposed parcels, including lot depth
- The location and size of septic disposal fields

PROPOSED

- All proposed parks, trails, and open spaces
- Building envelopes for all proposed lots
- Location and use of any proposed buildings and structures
- The location of potable wells within 30 metres of a proposed septic field

MEASUREMENTS

- Metric scale (1/250, 1/500, 1/1000)
- North arrow
- Location, dimensions, and centerline radius of any highway, public access, road, lane, walkway, trail, or park existing on or reasonably adjacent to the existing properties
- Location, dimensions, and plan numbers of any registered rights-of-way or easements existing on or adjacent to the lands being subdivided

TOPOGRAPHIC INFORMATION

- Topographic plan with two metre contour intervals
- Contour plan at one metre intervals where grade is greater than 10%
- Location and names of any bodies of water
- Location of any top of bank, leave strip, and watercourse if present
- Location of any hazard areas, steep slopes, and areas subject to flooding
- Location of any significant natural features, environmentally sensitive areas, floodplains, unstable soils, high water table areas, and Development Permit Areas