



**CITY OF COLWOOD**  
**TEMPORARY USE 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"/> Cost Estimate <i>To remove the use upon TUP expiration</i>	<input type="checkbox"/> Landscape Plan <i>Illustrating the proposed temporary use</i>
<input type="checkbox"/> Letter of Rationale <i>See next section for details</i>	<input type="checkbox"/> Proposed Site Plan <i>Illustrating the proposed temporary use</i>
DOCUMENT FORMAT AND REVISIONS	
<input type="checkbox"/> All document files named using the following format: <b>Item Name_Civic Address_TUP 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: <ul style="list-style-type: none"> <li><input type="checkbox"/> One clean version; no markups</li> <li><input type="checkbox"/> One marked-up version; numbered revision bubbles identifying all changes made</li> <li><input type="checkbox"/> One transmittal letter; numerically itemized, outlining all proposed changes, corresponding with the numbered revision bubbles</li> <li><input type="checkbox"/> No revisions</li> </ul>	
<i>Additional reports, plans, or documents may be requested by staff during the application process. Please contact <a href="mailto:planning@colwood.ca">planning@colwood.ca</a> for more details regarding the list of application requirements.</i>	

## LETTER OF RATIONALE

*A letter addressed to Mayor and Council must be submitted detailing the following information. The amount of detail may vary depending on the nature of the application.*

## DESCRIPTION OF PROPOSAL

- Describe the proposal and land use/zoning

## REVIEW OF CITY POLICIES

- Summarize how the proposal conforms to the applicable designation in the Official Community Plan (OCP)
  - Itemize policies and demonstrate how the proposal achieves these policies
  - Provide a rationale if a change to the OCP is being requested
- Summarize how the proposal conforms to the Site Adaptive Planning and Design framework in the OCP
- Summarize how the proposal conforms to other City bylaws, plans, and policies  
*e.g., Active Transportation Network Plan, Gateway and Triangle Lands Vision and Action Plan, Climate Action Plan, Urban Forest Bylaw, Parks and Recreation Master Plan, etc.*