



CITY OF COLWOOD
OCP/ZONING AMENDMENT 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"/> Building Cross-section	
<input type="checkbox"/> Environmental Impact Assessment <i>Required for greenfield sites or sites within an Environmental DPA</i>	
<input type="checkbox"/> Existing Site Plan <i>Showing all existing accesses, buildings, structures, ROWs, and easements</i>	
<input type="checkbox"/> Letter of Rationale <i>See next section for details</i>	<input type="checkbox"/> Grading Plan <i>Required for Hillside sites or for Site Adaptive Planning</i>
<input type="checkbox"/> Project Information Table	<input type="checkbox"/> Massing Model
<input type="checkbox"/> Proposed Site Plan <i>Including conceptual Road Plan</i>	<input type="checkbox"/> Riparian Area Protection Report <i>Required for site within the Riparian Environmental DPA</i>
<input type="checkbox"/> Site Adaptive Planning Framework <i>Documenting the planning approach for the site that responds to OCP Section 18.4.</i>	
<input type="checkbox"/> Statement of Significance <i>Required if property is listed in the Heritage inventory</i>	<input type="checkbox"/> Traffic Impact Assessment <i>Refer to Terms of Reference</i>
<input type="checkbox"/> Site Servicing Plan	<input type="checkbox"/> Topographic Plan
<input type="checkbox"/> Tree Management Plan <i>Required if there are protected trees on the site</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

- All document files named using the following format: **Item Name_Civic Address_RZ App**

- Digital copies of all documents
Attached as .pdf to the Development Application or emailed to planning@colwood.ca

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.

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

- List any land use/zoning change
- List any density changes
- List the type of tenure
e.g., Rental, strata ownership
- List the dwelling unit information
 - Description
 - Type
 - Number
Include number of bedrooms for multi-family

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 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
- Summarize how the proposal conforms to the Site Adaptive Planning and Design framework in the OCP

PROJECT BENEFITS AND AMENITIES

- Highlight any economic, environmental, and social benefits to the City and neighbourhood
- Highlight any public amenities included in this development
e.g., Playgrounds, public art, streetscape improvements, community gardens, conservation areas, park dedication

NEED AND DEMAND

- Describe how the proposal meets an identified need in the City's Housing Needs Assessment
- Describe how the location meets a need or demand which is not met in land that is already zoned for the proposed use

NEIGHBOURHOOD

- Detail what is unique about the site to warrant rezoning
e.g., Lot size, topography, context, existing site, neighbouring development
- Detail how the proposed development positively relates to the neighbourhood
- Detail the existing and proposed land uses surrounding the site
- Detail the available transportation options
- Detail any existing neighbourhood amenities
e.g., Playgrounds, public art, streetscape improvements, community gardens, conservation areas, park dedication

IMPACTS

- Outline how the development would complement or improve conditions in the surrounding area
- Outline any other effects this proposal would have on the immediate neighbours, including the displacement of existing tenants

BUILDING/SITE FEATURES

- Highlight the unique features that respond to the City's areas of priority
e.g., Low carbon plan, urban forest strategy, site adaptive planning

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

- Describe any incorporated urban or architectural design elements that align with principles of Crime Prevention Through Environmental Design (CPTED)

TRANSPORTATION

- Describe how the proposal supports and/or implements the Active Transportation Network Plan
- Describe how the proposal supports and/or implements the Transportation Master Plan
- Describe any anticipated improvements to vehicular, cycling, and pedestrian routes

INFRASTRUCTURE

- Demonstrate that adequate public infrastructure and community/recreation services are available to meet the proposal, or detail how the proposal would address infrastructure and service requirements
e.g., Sewer, water, sidewalks, roads, parks