CITY OF COLWOOD
SUBDIVISION PRELIMINARY LAYOUT ASSESSMENT APPLICATION CHECKLIST

APPLICATION SUBMISSION

☐ Agent Authorization form completed
If applicant different from registered owner

☐ Application Fee
Fee slip will be provided after application submitted

MINIMUM SUBMISSION REQUIREMENTS

☐ Title Certificate
Dated no more than 30 days prior to submission

☐ Copies of ALL charges, covenants, statutory right of ways, and easements owned by the City of Colwood
Name documents using the Charge Number (e.g., CA1234567)

☐ Proposed Plan of Subdivision
See next section for details

☐ Site Disclosure Statement
Completed Site Disclosure Statement as required under the Environmental Management Act. For Site Disclosure Statement information click here.

DOCUMENT FORMAT AND REVISIONS

☐ All document files named using the following format: **Item Name_Civic Address_SUB 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.

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