



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: Item Name_Civic Address_TUP App | |
| <input type="checkbox"/> Digital copies of all documents <i>Attached as .pdf to the Development Application or emailed to planning@colwood.ca</i> | |
| <p>PDFs of any revised plans or documents are required with each set of revisions, including:</p> <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 <p><input type="checkbox"/> No revisions</p> | |
| <p><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></p> | |

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.