



**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 <a href="#">Heritage inventory</a></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 <a href="#">click here</a>.</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](mailto:planning@colwood.ca)*

- 11" x 17" hard copies of all drawings and plans  
*Submitted to Colwood City Hall*

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](mailto: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*