



SUBDIVISION DESIGN SUBMISSION CHECKLIST

Date: _____ City File No: **SUB -** _____

Project: _____ Address: _____

Consultant: _____

Contact Name: _____ Contact Email: _____

GENERAL REQUIREMENTS

Yes No N/A

- | | | | | |
|--------------------------|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | | A1 | All items in the SHADED areas are explained in the cover letter or additional attachments. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A2 | All drawings and documents in submission are authenticated by a Professional Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A3 | All water, sewer and storm design are in conformance with the current City of West Kelowna Bylaws. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A4 | All subdivision and lot layouts conform to the approved PLR. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A5 | All revisions to the design from previous submissions, are outlined on the cover letter. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A6 | The revised drawings have been submitted to all concurrent application submissions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A7 | Utility Statutory Rights-of-Way (SRWs) are indicated and meet the required standards for each utility with cross-section provided at deepest section and showing limits of maintenance trench. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A8 | Submission meets the City of West Kelowna, Standardized Terms of Reference for Professional Report and Technical Studies |

SUBDIVISION SUBMISSION PACKAGE INCLUDES THE FOLLOWING:

Yes No N/A

- | | | | | |
|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B1 | Digital drawings (pdf) c/w cross-sections (if required) |
| <input type="checkbox"/> | <input type="checkbox"/> | | B2 | Digital copy of other submission documents. |
| <input type="checkbox"/> | <input type="checkbox"/> | | B3 | Functional Servicing Report- by the Engineer (water, sanitary sewer, storm system, roads) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B4 | Stormwater Management Report & Stormwater Management Design Drawings* (Defining: Overland flow route, Pre-Development and Post-Development. c/w upstream catchments identified) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B5 | Lot Grading Drawing* |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B6 | Erosion and Sediment Control Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B7 | Geometric Design & Detailed Grading at Intersections and Cul-de-Sacs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B8 | Paint Marking and Signage Plan |

SUBDIVISION DESIGN CHECK LIST

| Yes | No | N/A | | |
|--------------------------|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B9 | Geotechnical Report (report authorizes the City of West Kelowna to rely on it in the Terms and Conditions) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B10 | Landslide Assessment Assurance Statement (if required) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B11 | Traffic Impact Assessment Report (if required in PLR) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B12 | Works & Servicing Bylaw (current), Appendix D – Commitment to Design and Field Review by Owner's Engineer (all professionals i.e. civil, geotechnical, electrical) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B13 | Works & Servicing Bylaw (current), Appendix F – Commitment by Owner and Engineer |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B14 | Construction Permit Issued by <i>Interior Health Authority</i> for watermain extensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B15 | Street Lighting Design and Street Lighting Checklist from electrical engineer |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B17 | <i>BC Hydro</i> Design Drawing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B18 | <i>Shaw</i> Design Drawing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B19 | <i>TELUS</i> Design Drawing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B20 | Proposed Construction Cost Estimate for all Municipal works within ROW (frontage improvements, potentially off-site and if requested cash in lieu) |

*Lot Grading and Stormwater Management Design to be separate drawings for Subdivisions greater than 3 Lots and as Directed by Approving Officer.