



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 Rights-of-Way (ROWs) are indicated and meet the required standards for each utility.
<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	3 sets of full size drawings c/w cross-sections (if required)
<input type="checkbox"/>	<input type="checkbox"/>		B2	Digital copy of drawings and 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	Bylaw 0120, 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	Bylaw 0120, 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
<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.