Dear Neighbour,

This notice is intended to provide information regarding the development at .

**Development Details**

INSERT DEVELOPER NAME HERE is building INSERT DEVELOPMENT DESCRIPTION HERE [[include number of units and form of development]] at that address. The work is being done under City of Coquitlam Building Permit Number INSERT PERMIT NUMBER HERE.

|  |  |  |
| --- | --- | --- |
| **Anticipated Schedule** | **Start Date** | **Completion Date** |
| Site Preparation/Fencing | INSERT DATE HERE | INSERT DATE HERE |
| Demolition | INSERT DATE HERE | INSERT DATE HERE |
| Excavation | INSERT DATE HERE | INSERT DATE HERE |
| Construction | INSERT DATE HERE | INSERT DATE HERE |

[[image of site plan showing excavation extent, including distances from neighbouring property lines]]

[[image of site plan showing retained/protected fences, walls, and trees]]

[[Details on what (if any) fences or retaining walls shared by the two properties are to be removed, and how they will be replaced]]

[[Details on how any trees that share a root zone or drip line between the two properties will be protected, removed, and/or replaced]]

[[image of designed building if available]]

**Permitted Hours for Construction Noise**

Per the City’s Noise Bylaw, construction-related noise is restricted to the following hours:

Monday to Friday: 7:00 am to 8:00 pm

Saturday: 9:00 am to 6:00 pm

Any work undertaken outside of these hours will require special permission from the City.

**Contact Information**

Property Owner: INSERT PROPERTY OWNER NAME HERE

Phone: INSERT PROPERTY OWNER PHONE NUMBER HERE

Developer: INSERT DEVELOPER NAME HERE

Phone: INSERT DEVELOPER PHONE NUMBER HERE

Lead Contractor: INSERT LEAD CONTRACTOR NAME HERE

Phone: INSERT LEAD CONTRACTOR PHONE NUMBER HERE

**Key City of Coquitlam Contacts**

Building Permits: 604-927-3441

Planning and Development: 604-927-3430

Engineering and Public Works: 604-927-3500

Bylaw Enforcement: 604-927-7387 (7 days a week)