Coquitlam

City of Coquitlam
Development Permit Application

Office Use Only	Office Use Only for Referral
File Number: _____	☐ Building Services
Fees: $_____	☐ Development Servicing
Receipt #: _____	☐ Environmental Services
Received by: _____	☐ Transportation Services
Associated files: _____	☐ Eng and Public Works
	☐ Leisure and Parks Serv.
	☐ Fire Dept.
	☐ RCMP
	☐ School District No. 43
	☐ BC Hydro
	☐ FortisBC
	☐ Other_____

Planning and Development Department
3000 Guildford Way, Coquitlam BC V3B 7N2
Tel: 604-927-3430 Fax: 604-927-3405

Fees are not refundable except as outlined in the Fees and Charges Bylaw and do not guarantee approval of application in any way.

Instructions: If more information is required than a field allows for, please attach additional pages.

Applicant

Business Name: _____

Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Owner(s) of Property

Owner	Address and Postal Code	Phone	Email

Property Description

Property Identification Number(s): _____

Property Address: _____

Legal Description:

_____

_____

Lot Dimensions: Lot area: _____ m^2 Lot frontage: _____ m Lot depth: _____ m

Existing land use(s): _____

Existing zone(s): _____

Existing buildings/structures will be: ☐ Retained ☐ Demolished ☐ Relocated ☐ No Existing Buildings

Are there any easements or restrictive covenants affecting the property? ☐ Yes ☐ No
If yes, provide copies with the current title search for all properties.

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Proposal

Describe the proposed project and how it addresses the Development Permit Guidelines of the Citywide Official Community Plan (add description on supplemental sheets as necessary):

Estimated cost of construction: $ _____

Describe any proposed variances to the Zoning Bylaw and provide justification (please note, the *Local Government Act* does not permit some sections of the Zoning Bylaw to be varied):

Proposed Buildings and Structures (Information may be shown on site plan)

Structure number[1]	Proposed use(s) of building or structure	Gross floor area[2]	Overall height (metres)	Front yard setback	Side yard setback	Side yard setback	Rear yard setback

1. The structure number should correspond with the structure on the site plan.
2. Gross floor area is the sum of the enclosed areas of each floor in each building as measured from the extreme outer limits of the building. (Please note, some areas may be excluded under the Zoning Bylaw definition for Gross Floor Area.)

Off- Street Parking (List the number of spaces proposed by use)

Residential: Studio: _____ One Bedroom: _____ Two Bedroom: _____ Three Bedroom: _____ Visitor: _____

Commercial: _____ Industrial: _____ Institutional: _____

Print Form

Transportation
Describe the amount and type of transportation trips that may be generated by the proposal:

Describe any proposed transportation demand management measures (respond only for multi-family, commercial or mixed-use proposals):

Landscaping and Terrain
Describe the site's topography (e.g., slopes, landforms):

General description of plant materials to be planted (e.g. deciduous trees, coniferous shrubs, sod):

Watercourse Areas
Describe any drainage courses or eroded areas on or near the site:

Describe any areas subject to flooding:

Applicant Acknowledgement

By signing this application form, the applicant/owner attests that the information provided on this and supplemental application forms for land use permits from the City of Coquitlam is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

I, the applicant/owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question.

Applicant or Authorized Representative Signature _____ Date _____

Authorization of Applicant

I hereby designate _____ to act as my agent in matters related to this application.

Owners Name (Printed): _____ Owners Signature: _____

Note: A letter of applicant authorization with the signatures of all owners will also be accepted.

Print Form

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City of Coquitlam
Development Permit Checklist

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned to a file manager for review.

Project Address: _____ Postal Code: _____

Forms, Fees and Technical Reports

Document	Copies Required	Details	Notes	Copies Attached ☐	Accepted (Staff)
Application Form	1	• A Development Permit application form must be completed and signed at time of submission. • Where the owner is a company, the signature required is from a representative with signing authority.		☐	
Application Fee		• An application fee, based upon the current effective Fee Schedule.		☐	
Current Title Search	1	• Current title search from the Land Title Office for each parcel affected in the application. • Copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on the title.		☐	

Drawings Required (NO pencil drawings.)

Document	Copies Required	Details	Notes	Copies Attache☐	Accepted (Staff)
Electronic (.pdf) Drawings	1	• A complete set of all drawings, including landscape plan, provided on a memory stick (USB port) for transferring at time of application submission.		☐	
Project Statistics Cover Sheet	4 (minimum A-1 size - 24" x 36")	• Total lot area • Lot coverage – permitted and proposed. • Gross floor area– permitted and proposed. • Building height(s) – permitted and proposed. • Front, side and rear yard setbacks from property line – permitted and proposed. • Parking and Loading – required and proposed. • Number of dwelling units and types.	If development is phased, each phase should meet bylaw requirements on its own merits.	☐	

Print Form

Drawings (continued)

Document	Copies Required	Details	Notes	Copies Attached ☐	Accepted (Staff)
Certified Survey Plan	4 (minimum A-1 size - 24" x 36", Folded)	• PID, Legal Description • Street address, street name(s) and location, location and width of any lane(s). • Lot line dimensions in metres. • Total lot area(s) in square metres. • Location and dimensions of all existing buildings and structures on the site. • Front, rear and side yard setbacks from buildings to lot lines. • Lane dedications, registered easements, encroachments and rights-of-way. • Location of existing street crossings. • Existing grades at each corner of the lot(s) and spot elevations/contours at one metre intervals. • All existing trees on the property that are 20cm or greater measured 1.4m from the ground. • All trees within 2m of the property on adjacent lots or streets.		☐	
Site Plan	4 (minimum A-1 size - 24" x 36", Folded)	• Dimensioned at a scale not less than 1:500 • North arrow • Key plan (location of site relative to other major streets in area) • Street name(s) adjacent to and fronting the site • Civic address of site • Dimensions of site • Location and dimensions of all buildings and structures. • Building envelope setbacks from property lines dimensioned for all buildings and accessory structures, including projecting features such as bay windows and stairs. • Existing and finished grade levels. • Size and location of all off-street parking and loading with dimensions. • Access to parking and loading from street and/or lane with dimensions. • Location of garbage and recycling facilities. • Location of the natural boundary of any existing watercourses or environmental features. • Location of proposed open or amenity space(s) with areas and percent of total site area. • Location of fire hydrants and fire lanes (including curbs and paving material.) • Location of utility connections.		☐	
Floor Plans	3 (minimum A-1 size - 24" x 36")	• Dimensioned at a scale not less than 1:100 or 1/8"=1'0". • All storeys including all levels of underground parking and rooftop with all outside dimensions of each floor. • All uses and dimensions for each floor. • All door, window and skylight locations. • Location of vents, bay or box windows, air conditioning units and additions. • Clear indication of proposed work for additions to an existing building.		☐	

Print Form

Drawings (continued)

Document	Copies Required	Details	Notes	Copies Attached ☐	Accepted (Staff)
Overlay Sheets	1 set	• Gross floor area overlay sheets for each floor. • Provided on translucent paper (i.e. velum) in the same size, scale and layout as the floor plans.	• Refer to the City's Zoning Bylaw definition of Gross Floor Area for exclusions.	☐	
Sections	3 (minimum A-1 size)	• Longitudinal and cross sections including details of vaulted areas and adjacent attic spaces, and envelope of height protrusions.		☐	
Building Elevations	3 (minimum A-1 size - 24" x 36")	• Four elevations, front, rear and sides (indicating direction), for all proposed buildings. • Finished and natural grade elevations around the perimeter of the structure. • Elevation on each floor level, and peak of pitched roof or parapet wall of flat roof. • Dimensions of projections above grade. • Finish details and materials of exterior including colours and manufacturing name. • Notes indicating treatment of exposed concrete surfaces. • Door and window details and sizes. • Fencing and accessory building details • Layout of heating, ventilation, air conditioning, mechanical structures or equipment, including roof top mechanical equipment and screening. • Building signage clearly indicated with dimensions.	• "Typical" elevations are not accepted. • The maximum projection of an underground structure above finished grade is 1.3 metres, except at driveways and stairwell entrances. • A separate sign permit application is required. Refer to the "Sign Permit Applications" brochure. For detailed information refer to Sign Bylaw No. 3873, 2008.	☐	
Landscape Plan	4 (minimum A-1 size - 24" x 36")	• Plans must be coordinated with the civil engineer as to planting requirements relating to any offsite servicing works (streetscape) and onsite stormwater management controls. • Provide common and botanical names, and sizes and quantity of all proposed plant material. • Proposed plant material, pavers, paved surfaces, other landscape elements, and existing trees must be shown. • Proposed retaining wall locations and plant materials. • Existing site contours, landscaping and material to be removed, including size, common name and placement.	• A minimum 1.5 metre landscaped setback is required when an underground parking structure projects above grade. • Identify landscape areas to be used for required common amenity area.	☐	

Print Form

Drawings (continued)

Document	Copies Required	Details	Notes	Copies Attached ☐	Accepted (Staff)
Servicing Concept Plan	5	• Existing and proposed topographic and legal base information including adjacent properties and road dedications. • Proposed frontage improvements including sidewalks, landscaping, street lighting, and roadwork. • Development permit area design guideline streetscape requirements addressed. • Typical road cross sections • All existing above and below grade infrastructure including storm, sanitary, water, hydro, gas, communications and bus stops. • Proposed and existing storm, sanitary and water servicing connections, location and size • Adjacent property transitions for works and services. • Prepared, signed and sealed by a Civil Engineer.	• Applicable in the City Centre and Neighbourhood Centre areas.	☐	
Phase 1 Stormwater Manage-ment Plan	3	• Provide in compliance with the City's Stormwater Policy and Design Manual that specified stormwater quality and design criteria.		☐	

Urban Design/Graphic Materials

Document	Copies Required	Details	Notes	Copies Attached ☐	Accepted (Staff)
Coloured elevation drawings	1 set (minimum A-1 size - 24" x 36")	• Four elevations, front, rear, and sides with proposed materials, colours and colour numbers clearly labelled and materials legend provided.	• Paint samples may be requested if colours on elevations are not legible or accurate.	☐	
Context Photographs	1	• Photos showing the relationship of the proposed building(s) to surrounding development at front, rear and sides of site area. • Typical views of the property along the streetscape.	• Digital photos accepted, but must be labelled to indicate direction from site (i.e. north, south, east and west).	☐	
Photographs of Existing Building(s)	1	• For additions to an existing building, colour photographs of four sides of the existing building.	• Digital photos accepted, but must be labelled to indicate elevation of building (i.e. north, south, east and west).	☐	

Print Form

Additional requirements that may be required after submission of your application:

- Traffic impact analysis, prepared by a certified transportation consultant,
- Shadow analysis (for applications proposing structures more than two storeys in height),
- Environmental assessment, and/or streamside protection and enhancement area (SPEA) and riparian assessment area report(s) to address Riparian Areas Regulation (RAR) as regulated per the provincial government (B.C. Reg. 376/2004).

Please note:
Reduced (8 ½" x 11") copies of the site plan, coloured building elevations, and landscape plan will be required in the final round of revisions for inclusion with the Development Permit document. These may be provided digitally (.pdf files).

I certify that the attached submission is complete and accurate, and includes all of the above items.

Applicant Signature

Date

Planning and Development Department
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