Coquitlam

City of Coquitlam

Official Community Plan Amendment 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
	☐ Fisheries & Oceans
	☐ BC Hydro
	☐ FortisBC

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:

Existing land use(s): _____

Existing zone(s): _____

Official Community Plan Designation: _____

Print Form

Proposal

Proposed Official Community Plan Designation: _____

Describe why land use designation is proposed and provide justification (add description on supplemental sheets as necessary):

Other applications being submitted concurrently:

Type (e.g. Development Permit, Rezoning, Subdivision)	**Application Number** (completed by staff)

Describe the proposed development project, if any:

Existing Land Uses

On-site: _____

Uses north of the site: _____

Uses east of the site: _____

Uses south of the site: _____

Uses west of the site: _____

Print Form

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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Official Community Plan Amendment Checklist

The number of types of plans required for the Development Permit Amendment application will vary according to the amendment being proposed. Please contact the Planning and Development Department at 927-3430 to confirm the submittal requirements.

Project Address: _____ Postal Code: _____

Forms, Fees and Technical Reports

Document	Copies Required	Details	Notes	Copies Attached ☐	Accepted (Staff)
Application Form	1	• An Official Community Plan Amendment application form must be completed and signed by the property owner(s) 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	• A copy of the current title search from the Land Title Office for each parcel affected in the application, including 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 Attached ☐	Accepted (Staff)
Certified Survey Plan	1 (minimum 8 ½" x 11")	• Property Identification Number (PID) • Legal description. • Street address, street name(s) and location, and location and with of any lane(s). • Dimensions of site area. • Location of all existing buildings and structures on site. • Lane dedications, registered easements, encroachments and rights-of-way.		☐	
Location Plan	1 (minimum 8 ½" x 11")	• Outline of site area to be redesignated and labelled with proposed Official Community Plan land use designation. • Showing adjoining properties.	A site plan obtainable from the City's Internet GIS, Q the Map, (http://qthemap.coquitlam.ca) may be used.	☐	

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

_____ Applicant Signature

_____ Date

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