Topic

Development Permit Application Guide

Overview

This handout provides information on the requirements and processes for obtaining a Development Permit. It is intended for general guidance only. Applicants should also refer to:

- The Official Community Plan for Development Permit area designations, objectives and guidelines
- The Zoning Bylaw and Zoning Maps for applicable regulations and designations
- The Subdivision and Development Servicing Bylaw
- Design Guidelines
- Official Community Plan and Zoning Bylaw Overview Brochure
- Development Permit Guidelines Brochures
- Sign Permit Applications Guide
- Development Cost Charges Fee Guide
- Fee Schedule, Application Form and Checklist

These can be obtained on the City's website (www.coquitlam.ca) or at the City's Planning and Development Department.

Key Information

What is a Development Permit?

The City of Coquitlam's Official Community Plan (OCP) designates "Development Permit Areas" in Coquitlam for one or more of the following purposes:

- protecting the natural environment;
- protecting development from hazardous conditions; and
- establishing objectives for the form and character of commercial, industrial, intensive residential, and multi-family development.

For further information contact the Development Planning Section of the Planning and Development Department at 604-927-3430 or check our website, www.coquitlam.ca

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The City disclaims any liability arising from the use of this guide, since the information is provided only as a guide for public use and convenience. If any contradiction exists between this document and relevant City Bylaws, Codes, or Policies, the text of the Bylaws, Codes or Policies shall be the legal authority.

Coquitlam

The OCP also provides Development Permit Guidelines for each of the Development Permit Areas which are used in reviewing individual development permit applications. For more information on the City's Development Permit Areas and the Development Permit Guidelines, please refer to the OCP and relevant Development Permit Guidelines brochures for your site available on the City's website (www.coquitlam.ca) or at the City's Planning and Development Department.

When is a Development Permit Required?

A Development Permit is required for land within a designated Development Permit Area prior to:

- constructing, adding to, or altering a building or structure; or
- altering land within an area designated for protection of the natural environment or protection of development from hazardous conditions.

Pre-Application

Development Permit applications should be well planned before submittal. The following steps are recommended prior to submitting an application:

1. ***Official Community Plan – Development Permit Area Guidelines:*** Identify the Development Permit Area your property is located within and the pertinent Development Permit Guidelines.
2. ***Official Community Plan – Land Use Designations:*** The OCP designates the types of land uses intended for all areas of the City. Check the OCP land use maps for the designation of your property and the types of land uses allowed within that designation (corresponding zone). The OCP also contains policies relating to the specific types of development. Copies of the policies and maps are available at the Planning & Development Department or can be accessed on the City's website (www.coquitlam.ca).
3. ***Zoning Maps and Zoning Bylaw:*** All land in the City is assigned a zone as shown on the City's Zoning Bylaw Maps and is subject to specific regulations. Check the City's Zoning Maps and Zoning Bylaw to find the zoning designation and zoning requirements for your property. It is possible that the existing zoning may not allow your proposed project. If this is the case, a rezoning application may also be required (see Zoning Bylaw Amendment/Official Community Plan Amendment).
4. ***Development Servicing:*** All development must provide water, sanitary sewer, storm sewer systems, and other services at the developer's costs. The servicing of roads, lanes and sidewalks adjacent to the land being developed is required for all development except single-unit dwellings and must meet the requirements of the Subdivision and Development Servicing Bylaw.
5. ***Contact the Planning and Development Department:*** Planning staff are available to meet with prospective applicants and their consultants to discuss the proposed development, and provide advice on submission requirements and the review procedure, to assist in the efficient and timely processing of the application prior to submittal.

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Application Submission

To proceed with a Development Permit application, complete a Development Permit Application Form and Checklist available on the City's website or at the Planning and Development Department. All information requested in the Checklist must be provided at time of submittal. This ensures that your application will be referred to the appropriate City departments and responded to in a timely manner.

Development Permit Review Process

- ***Step 1 - File Manager Assigned:*** The application will be assigned a File Manager in the Development Planning section.
- ***Step 2- Acknowledgement Letter:*** The File Manager will send an acknowledgment letter to the applicant acknowledging receipt of the application and providing contact information.
- ***Step 3 - Referrals:*** The File Manager refers the application to appropriate City departments, including but not limited to Development Servicing, Transportation Services, Parks, Recreation and Culture, Building, Environmental Services, Engineering and Public Works, and Fire. The File Manager may in some circumstances refer the application to an external agency including the Provincial Ministry of Transportation, the Provincial Ministry of Environment, and/or the Federal Department of Fisheries and Oceans, and the RCMP.
- ***Step 4 – Review:*** The application will be reviewed for compliance with the Official Community Plan, Zoning Bylaw, Subdivision and Development Servicing Bylaw, any Development Permit Guidelines, and other City policies and regulations as required.
- ***Step 5 - Requirements Letter:*** Once the File Manager receives referral comments, they are forwarded to the applicant in a requirements letter. The requirements letter identifies the changes and/or revisions necessary to the submitted application plans prior to proceeding with consideration for authorization of the Development Permit. The letter provides an estimate of the Development Cost Charges and School Site Acquisition Charges that would be required with Building Permit issuance, and provides target dates for the remaining steps in the Development Permit review process.
- ***Step 6 - Resubmission:*** Upon receipt of revisions from the applicant, the application will be referred back to the appropriate referral group for confirmation that the revisions address the issues identified in the requirements letter.
- ***Step 7- Development Permit Preparation:*** Once the plans meet the requirements, as outlined, the File Manager prepares the Development Permit document. The File Manager will forward a Development Permit Package letter containing copies of the Development Permit to be signed by the property owner, and information regarding the security, prior to Development Permit authorization.
- ***Step 8 - Development Permit Authorization:*** If Council authorization is required the File Manager prepares a Council report with staff's recommendations. If the Development Permit authorization has been delegated to the General Manager, Planning and Development, then no Council report is required. Upon authorization the File Manager will forward the fully executed Development Permit, signed by the City. Development Permit authorization is for two years.

Time Frame

The time required to review, and obtain a decision on a Development Permit application depends on a number of factors including: completeness of the application, variances requested, complexity of development project, if a rezoning and/or subdivision application is also required, time required to revise plans to address the identified issues in the "requirements letter", and timing of Council meetings.

Security

A security, based on a percentage of the estimated construction value, is required prior to Development Permit authorization. This security ensures the development is completed in accordance with the terms and conditions of the Development Permit. When the landscaping and site development is completed, the applicant must call the development permit file manager to request an inspection prior to obtaining a refund on the security.

Development Cost Charges

Anyone who obtains approval for a Subdivision or Building Permit must pay Development Cost Charges (DCCs) to the City. These are paid either at the time of approval of the subdivision or at time of Building Permit issuance. As part of the Development Permit review, the file manager will provide the applicant with an estimate of the City's DCCs, in addition to the Greater Vancouver Sewage and Drainage District DCCs and School Site Acquisition Charges, that will be required prior to Building Permit issuance.

Building Permit

Following the approval of a development permit, a building permit may be obtained from the Building Permits Division. The building permit application must be in accordance with the Development Permit plans. Any request for a change to the approved design of the building or landscaping must be brought to the attention of the Development Planning file manager by the applicant and may require submission of an application to amend the Development Permit.

Legal Costs

Restrictive covenants, statutory rights-of-way or other legal agreements and documents may be required as part of the conditions of approval for the Development Permit. It is the applicant's responsibility to have these documents prepared for the City's review.

Signage

Anyone intending to place a sign on the exterior of any building or structure or on any property in the City must make an application and obtain approval from the Planning and Development Department for a Sign Permit prior to installation. This requirement applies to both permanent and time-limited signs. Applications for sign permits are reviewed for compliance with the City's Sign Bylaw.

More Questions?

If you have questions regarding:

- Development Permit applications contact Development Planning at 604-927-3430.
- Site servicing, street works or utility construction contact Development Servicing at 604-927-3466.
- Transportation contact Transportation Services at 604-927-4303.
- Signage contact Development Planning at 604-927-3430.

Note: For rezoning and subdivision applications processed concurrently, the same Development Permit process applies. However, a Development Permit cannot be authorized until the rezoning has been given final approval.

Tips on Development Permit Applications

A complete and acceptable application for a Development Permit:

- Responds well to the Development Permit Guidelines,
- Complies with the regulations of the Zoning Bylaw with accurate calculations on plans,
- Is designed to fit the context of the site,
- Has landscape plans, building plans and development servicing plans that are all coordinated.
- Addresses any high water table, flood plain, watercourse and/or other site constraints,
- If any variances are requested, includes the rationale and impact assessment of each requested variance, and
- Provides all information requested in the application form and application checklist.