

<p>Office Use Only</p> <p>File Number: _____</p> <p>Fees: \$ _____</p> <p>Receipt #: _____</p> <p>Received by: _____</p> <p>Associated files: _____</p>	<p>Office Use Only for Referral</p> <p><input type="checkbox"/> Building Services</p> <p><input type="checkbox"/> Development Servicing</p> <p><input type="checkbox"/> Environmental Services</p> <p><input type="checkbox"/> Transportation Services</p> <p><input type="checkbox"/> Eng and Public Works</p> <p><input type="checkbox"/> Leisure and Parks Serv.</p> <p><input type="checkbox"/> Fire Dept.</p> <p><input type="checkbox"/> RCMP</p> <p><input type="checkbox"/> School District No. 43</p> <p><input type="checkbox"/> BC Hydro</p> <p><input type="checkbox"/> Terasen Gas</p> <p><input type="checkbox"/> Other _____</p>
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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.

Applicant

Business Name: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Owner(s) of Property

Owner	Address and Postal Code	Phone	E-Mail

Property Description

Property Identification Number(s): _____

Property Address: _____

Legal Description: _____

Lot Dimensions

Lot size: _____ m² 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.

Transportation

Describe the amount and type of transportation trips that will 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.

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: _____

Forms, Fees and Technical Reports

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Application Form	1	<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> An application fee, based upon the current effective Fee Schedule. 			
Current Title Search	1	<ul style="list-style-type: none"> 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)
Electronic (.pdf) Drawings	1	<ul style="list-style-type: none"> 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")	<ul style="list-style-type: none"> 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.		
Certified Survey Plan	4 (minimum A-1 size - 24" x 36", <u>Folded</u>)	<ul style="list-style-type: none"> PID Legal Description Street address, street name(s) and location, location and width of any lane(s). Dimensions of site area. 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) or spot elevations of the property at one metre intervals. 			

Site Plan	4 (minimum A-1 size - 24" x 36", <u>Folded</u>)	<ul style="list-style-type: none"> • Dimensioned at a scale not less than 1:500 • North arrow • Vicinity 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. • Required setbacks of buildings and accessory structures from property lines. • 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")	<ul style="list-style-type: none"> • 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. 			
Overlay Sheets	1 set	<ul style="list-style-type: none"> • Gross floor area overlay sheets for each floor. 	<ul style="list-style-type: none"> • Refer to the City's Zoning Bylaw definition of Gross Floor Area for exclusions. 		
Sections	3 (min. A-1 size)	<ul style="list-style-type: none"> • Longitudinal and cross sections should include: Details of vaulted areas and adjacent attic spaces, and envelope of height protrusions. 			
Building Elevations	3 (minimum A-1 size - 24" x 36")	<ul style="list-style-type: none"> • Four elevations, front, rear and sides (indicating direction), for all proposed buildings. • Finished 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. 	<ul style="list-style-type: none"> • "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 application is required for a Sign Permit. 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")	<ul style="list-style-type: none"> 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. Existing site contours, landscaping and material to be removed, including size, common name and placement. 	<ul style="list-style-type: none"> A minimum 1.5 metre landscaped setback is required when an underground parking structure projects above grade. Graphic detail of landscape area used to calculate required amenity area. 		
Phase 1 Stormwater Management Plan	3	<ul style="list-style-type: none"> 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")	<ul style="list-style-type: none"> Four elevations, front, rear, and sides with proposed materials, colours and colour numbers clearly labelled and materials legend provided. 	<ul style="list-style-type: none"> Paint samples may be requested if colours on elevations are not legible or accurate. A materials board may be requested after application submission. 		
Context Photographs	1	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Digital photos will be accepted. 		
Photographs of Existing Building(s)	1	<ul style="list-style-type: none"> For additions to an existing building, colour photographs of four sides of the existing building. 			

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: _____