





**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

**Office Use Only – Information to be completed by City Staff**

Details of variances requested and the applicable section of the bylaw:

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Decision of the Board:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairperson: \_\_\_\_\_

Member: \_\_\_\_\_ Member: \_\_\_\_\_

Member: \_\_\_\_\_ Member: \_\_\_\_\_

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. City staff will review the checklist and application package. Only complete application packages will be accepted.

Project Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Forms, Fees and Technical Reports**

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Application Form	1	A Board of Variance application form must be completed and signed at time of submission. Where the applicant is not the owner of the property written permission of the owner for the applicant to act on their behalf is required.			
Application Fee		An application fee of \$370.00			
Current Title Search	1	A copy of the current title search from the Land Title Office, including copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on the title.			

**Drawings Required**

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Certified Survey Plan	1	<ul style="list-style-type: none"> <li>• PID</li> <li>• Legal Description</li> <li>• Street address, street name(s) and location, location and width of any lane(s).</li> <li>• Dimensions of site area.</li> <li>• Location and dimensions of all existing buildings and structures on the site.</li> <li>• Front, rear and side yard setbacks from buildings to lot lines.</li> <li>• Lane dedications, registered easements, encroachments and rights-of-way.</li> <li>• Location of existing street crossings.</li> <li>• Existing grades at each corner of the lot(s) or spot elevations of the property at one metre intervals.</li> </ul>			
Site Plan	2 (one full size and one 11X17)	<ul style="list-style-type: none"> <li>• North arrow</li> <li>• Date plan prepared.</li> <li>• Street name(s) adjacent to and fronting the site</li> <li>• Civic address of site</li> <li>• Dimensions of site with property lines</li> <li>• Location and dimensions of all buildings and structures including garages, sheds, gazebos etc.</li> <li>• Variance request clearly identified and dimensioned.</li> <li>• Existing and finished grade elevations.</li> <li>• Location of the natural boundary of any existing watercourses or environmental features.</li> <li>• Location of existing landscaping.</li> </ul>	Proposed structures should be labelled "proposed".		

**Drawings Required (continued)**

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Floor Plans	2 (one full size and one 11X17)	<ul style="list-style-type: none"> <li>• Dimensioned at a scale not less than 1:100 or 1/8"=1'0".</li> <li>• All storeys including with all outside dimensions of each floor.</li> <li>• Indicate all room uses and dimensions, including finished/unfinished areas.</li> <li>• All door, window and skylight locations.</li> <li>• Clear indication of proposed work for additions to an existing building.</li> </ul>			
Building Elevations	2 (one full size and one 11X17)	<ul style="list-style-type: none"> <li>• Four elevations, front, rear and sides (indicating direction).</li> <li>• Finished grade elevations around the perimeter of the structure.</li> <li>• Finish details and materials of exterior including colours for proposed buildings and building additions.</li> </ul>			

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**City Clerk's Office**

3000 Guildford Way, Coquitlam BC V3B 7N2  
Tel: 604-927-3010 Fax: 604-927-3015