

**Office Use Only**

File Number: \_\_\_\_\_

Fees: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received by: \_\_\_\_\_

Associated files: \_\_\_\_\_

**Planning and Development Department**

3000 Guildford Way, Coquitlam BC V3B 7N2

Tel: 604-927-3430 Fax: 604-927-3405

Email: [planninganddevelopment@coquitlam.ca](mailto:planninganddevelopment@coquitlam.ca)[www.coquitlam.ca/development](http://www.coquitlam.ca/development)

*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**

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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 area: \_\_\_\_\_ m<sup>2</sup> Lot frontage: \_\_\_\_\_ m Lot depth: \_\_\_\_\_ m

Existing land use(s): \_\_\_\_\_

Existing zone(s): \_\_\_\_\_

Existing buildings/structures will be:  Retained  Demolished  Relocated  No Existing BuildingsAre there any easements or restrictive covenants affecting the property?  Yes  No

If yes, provide copies with the current title search (30 Days) for all properties.

## Proposal

**Proposed Project:** Describe the proposed project including uses, type of buildings proposed, number of dwellings, and amount of commercial and/or industrial floor area.

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**Estimated cost of construction:** \$ \_\_\_\_\_

**Design Rationale:** Describe why the building(s) has been designed as proposed. Provide a design description, including massing, amenities, building materials, and the relationship of proposed project to adjacent properties/buildings.

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**Other Features:** Describe other features proposed, such as sustainable “green” features, adaptable units, car-share:

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**Variances:** Describe any proposed variances to the Zoning Bylaw and provide a rationale for why they are requested. (Please note, the *Local Government Act* does not permit some sections of the Zoning Bylaw to be varied.)

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**Transportation:** Describe the number of trips per day and type (e.g., delivery truck, customer car) that will be generated by the proposed use.

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

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

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**Landscaping:** Describe plant materials to be planted (e.g., native plants, non-invasive, non-bear attractant).

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

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**Flood Levels:** Describe any areas subject to flooding.

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**Other applications being submitted concurrently:**

Type (e.g. Development Permit, Rezoning, Subdivision)	Application No. (to be completed by Staff)

**Applicant Acknowledgement**

The personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Planning and Land Use Management processes in accordance with Part 14 of the *Local Government Act*. Applicants are advised that all Planning and Land Use Management processes are public and any materials submitted become part of the public record. All information submitted may be used for reports to Council, available to the public upon request and distributed on the City's website. Should you have any questions or concerns about the collection and/or release of your personal information please call the Supervisor of Development Services at 604.927.3430.

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 Name (Print)

\_\_\_\_\_  
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"> <li>A Development Permit application form must be completed and signed at time of submission.</li> <li>Where the owner is a company, the signature required is from a representative with signing authority.</li> </ul>			
Application Fee		<ul style="list-style-type: none"> <li>An application fee, based upon the current effective Fee Schedule.</li> </ul>			
Current Title Search	1	<ul style="list-style-type: none"> <li>Current title search from the Land Title Office for each parcel affected in the application.</li> <li>Copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on the title.</li> </ul>	The title search must have been completed within 30 days of submission.		

### Drawings Sets to Be Bound and Rolled (NO pencil drawings.)

Document	Copies (Size) Required	Details	Notes	Copies Attached	Accepted (Staff)
Project Statistics Cover Sheet	3 (maximum A-1 size - 24" x 36")	<ul style="list-style-type: none"> <li>Total lot area</li> <li>Lot coverage – permitted and proposed.</li> <li>Gross floor area– permitted and proposed.</li> <li>Building height(s) – permitted and proposed.</li> <li>Front, side and rear yard setbacks from property line – permitted and proposed.</li> <li>Parking spaces – required and proposed. For residential, provide details of proposed units by number of bedrooms in each unit.</li> <li>Loading spaces – required and proposed.</li> <li>Number of dwelling units and types.</li> </ul>	<ul style="list-style-type: none"> <li>If development is phased, each phase should meet Zoning Bylaw requirements on its own merits.</li> </ul>		
Floor Plans	3 (A-1 size - 24" x 36")	<ul style="list-style-type: none"> <li>Dimensioned at a scale not less than 1:100</li> <li>All storeys including all levels of underground parking and rooftop with all outside dimensions of each floor.</li> <li>All uses and dimensions for each floor.</li> <li>All door, window and skylight locations.</li> <li>Location of vents, bay or box windows, air conditioning units and additions.</li> <li>Clear indication of proposed work for additions to an existing building.</li> </ul>			
Sections	3 (A-1 size 24" x 36")	<ul style="list-style-type: none"> <li>Longitudinal and cross sections including details of vaulted areas and adjacent attic spaces, and envelope of height protrusions.</li> </ul>			

### Drawings Sets to Be Bound and Rolled (continued)

Document	Copies (Size) Required	Details	Notes	Copies Attached	Accepted (Staff)
Coloured Building Elevations	3 (A-1 size - 24" x 36")	<ul style="list-style-type: none"> <li>Four coloured elevations, front, rear and sides (indicating direction), for all proposed buildings with proposed materials, colours and colour number clearly labelled and materials legend provided.</li> <li>Finished and natural grade elevations around the perimeter of the structure.</li> <li>Elevation on each floor level, and peak of pitched roof or parapet wall of flat roof.</li> <li>Dimensions of projections above grade.</li> <li>Finish details and materials of exterior including colours and manufacturing name.</li> <li>Notes indicating treatment of exposed concrete surfaces.</li> <li>Door and window details and sizes.</li> <li>Fencing and accessory building details</li> <li>Layout of heating, ventilation, air conditioning, mechanical structures or equipment, including roof top mechanical equipment and screening.</li> <li>Building signage clearly indicated with dimensions.</li> </ul>	<ul style="list-style-type: none"> <li>"Typical" elevations are not accepted.</li> <li>Paint samples may be requested if colours on elevations are not legible or accurate.</li> <li>Material and sample boards and coloured elevation boards will <i>not</i> be accepted.</li> <li>The maximum projection of an underground structure above finished grade is 1.3 metres, except at driveways and stairwell entrances.</li> <li>For developments with multiple commercial spaces, a comprehensive sign plan will be required.</li> </ul>		

### Drawings to be Separated and Folded (NO pencil drawings)

Document	Copies (Size) Required	Details	Notes	Copies Attached	Accepted (Staff)
Project Statistics Cover Sheet	3 (maximum A-1 size - 24" x 36")  Separated and Folded to 9" x 12"	<ul style="list-style-type: none"> <li>Total lot area</li> <li>Lot coverage – permitted and proposed.</li> <li>Gross floor area– permitted and proposed.</li> <li>Building height(s) – permitted and proposed.</li> <li>Front, side and rear yard setbacks from property line – permitted and proposed.</li> <li>Parking and Loading – required and proposed.</li> <li>Number of dwelling units and types.</li> </ul>	<ul style="list-style-type: none"> <li>If development is phased, each phase should meet Zoning Bylaw requirements on its own merits.</li> </ul>		
Current Certified Survey Plan	3 (A-1 size - 24" x 36", <u>Folded</u> )  Separated and Folded to 9" x 12"	<ul style="list-style-type: none"> <li>PID, Legal Description</li> <li>Street address, street name(s) and location, location and width of any lane(s).</li> <li>Lot line dimensions in metres.</li> <li>Total lot area(s) in metres squared (m<sup>2</sup>).</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) and spot elevations/contours at one metre intervals.</li> <li>If the property is located on or adjacent to a slope or watercourse then all setback and building envelope requirements should be shown in compliance with Section 519 of the Zoning Bylaw for flood protection and slope control measures.</li> <li>All existing trees on the property that are 20cm or greater measured 1.4m from the ground.</li> <li>All trees within 2m of the property on adjacent lots or streets.</li> </ul>	<ul style="list-style-type: none"> <li>All dimensions and measurements must be in metric units.</li> </ul>		

Site Plan	<p>3 A-1 size - 24" x 36", Folded)</p> <p>Separated and Folded to 9" x 12"</p>	<ul style="list-style-type: none"> <li>• Dimensioned at a scale not less than 1:500.</li> <li>• North arrow.</li> <li>• Key plan (location of site relative to other major streets in area).</li> <li>• Street name(s) adjacent to and fronting the site.</li> <li>• Civic address of site.</li> <li>• Dimensions of site.</li> <li>• Location and dimensions of all buildings and structures.</li> <li>• Floor areas of existing buildings.</li> <li>• Building envelope setbacks from property lines dimensioned for all buildings and accessory structures, including projecting features such as bay windows and stairs.</li> <li>• Existing and finished grade levels.</li> <li>• Size and location of all off-street parking and loading with dimensions.</li> <li>• Access to parking and loading from street and/or lane with dimensions.</li> <li>• Location of garbage and recycling facilities.</li> <li>• Location of the natural boundary of any existing watercourses or environmental features.</li> <li>• Location of proposed open or amenity space(s) with areas and percent of total site area.</li> <li>• Location of fire hydrants and fire lanes (including curbs and paving material).</li> <li>• Location of utility connections.</li> </ul>	<ul style="list-style-type: none"> <li>• All dimensions and measurements must be in metric units.</li> </ul>		
Servicing Concept Plan	<p>3 A-1 size - 24" x 36")</p> <p>Separated and Folded to 9" x 12"</p>	<ul style="list-style-type: none"> <li>• Existing and proposed topographic and legal base information including adjacent properties and road dedications.</li> <li>• Proposed frontage improvements including sidewalks, landscaping, street lighting, and roadwork.</li> <li>• Development Permit area design guideline streetscape requirements addressed.</li> <li>• Typical road cross sections.</li> <li>• All existing above and below grade infrastructure including storm, sanitary, water, hydro, gas, communications and bus stops.</li> <li>• Proposed and existing storm, sanitary and water servicing connections, location and size.</li> <li>• Adjacent property transitions for works and services.</li> <li>• Prepared, signed and sealed by a civil engineer.</li> </ul>	<p>Not required for initial duplex application submission.</p> <p>May be requested after duplex application submission.</p>		
Phase 1 Stormwater Management Plan	2	<ul style="list-style-type: none"> <li>• Provide in compliance with the City's Stormwater Policy and Design Manual that specified stormwater quality and design criteria.</li> </ul>			

## Additional Drawings

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Overlay Sheets	1 set	<ul style="list-style-type: none"> <li>Gross floor area overlay sheets for each floor.</li> <li>Provided on translucent paper (i.e. velum) in the same size, scale and layout as the floor plans.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to the City's Zoning Bylaw definition of "Gross Floor Area" for exclusions.</li> </ul>		
Landscape Plan	3 Sets (A-1 size - 24" x 36")  Bound and Folded to 9" x 12"	<ul style="list-style-type: none"> <li>Plans must be coordinated with the civil engineer as to planting requirements relating to any off-site servicing works (streetscape) and on-site stormwater management controls.</li> <li>Provide common and botanical names, and sizes and quantity of all proposed plant material.</li> <li>Proposed plant material, pavers, paved surfaces, other landscape elements, and existing trees must be shown.</li> <li>Proposed retaining wall locations and plant materials.</li> <li>Existing site contours, landscaping and material to be removed, including size, common name and placement.</li> </ul>	<ul style="list-style-type: none"> <li>A minimum 1.5 metre landscaped setback is required when an underground parking structure projects above grade.</li> <li>Identify landscape areas to be used for required common amenity area.</li> </ul>		
Coloured 3D Elevations	1 set (A-1 size - 24" x 36")  Separated and Folded to 9" x 12"	<ul style="list-style-type: none"> <li>3D coloured elevation drawing to depict all elevations of at least two views of the proposed development, and include views from all street frontages</li> </ul>	<ul style="list-style-type: none"> <li>3D coloured elevations mounted on boards will <u>not</u> be accepted</li> </ul>		

## Urban Design/Graphic Materials to be separated and folded (NO pencil drawings)

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Coloured 3D Elevations	1 set (A-1 size - 24" x 36")  Separated and Folded to 9" x 12"	<ul style="list-style-type: none"> <li>3D coloured elevation drawing to depict all elevations of at least two views of the proposed development, and include views from all street frontages</li> </ul>	<ul style="list-style-type: none"> <li>3D coloured elevations mounted on boards will <u>not</u> be accepted</li> </ul>		
Context Photographs	1 set (A-1 size - 24" x 36")  Separated and Folded to 9" x 12"	<ul style="list-style-type: none"> <li>Photos showing the relationship of the proposed building(s) to surrounding development at front, rear and sides of site area.</li> <li>Typical views of the property along the streetscape.</li> </ul>	<ul style="list-style-type: none"> <li>Digital photos accepted, but must be labelled to indicate direction from site (i.e., north, south, east and west).</li> <li>Photos mounted on boards will <u>not</u> be accepted.</li> </ul>		
Photographs of Existing Building(s)	1 set (A-1 size - 24" x 36")  Separated and Folded to 9" x 12"	<ul style="list-style-type: none"> <li>For additions to an existing building, colour photographs of four sides of the existing building.</li> </ul>	<ul style="list-style-type: none"> <li>Digital photos accepted, but must be labelled to indicate elevation of building (i.e., north, south, east and west).</li> <li>Photos mounted on boards will <u>not</u> be accepted.</li> </ul>		

## Electronic Drawings

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Electronic (.pdf) Drawings	1	<ul style="list-style-type: none"> <li>A complete set of all drawings, as indicated above, including landscape plan, provided on a memory stick (USB port)</li> <li>Please provide information only related to the application</li> <li>No compact discs</li> </ul>			

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

- Context elevations and site plan, identifying building outlines and building heights on adjacent properties.
- Shadow analysis (for applications proposing structures more than two storeys in height).
- Traffic impact analysis, prepared by a certified transportation consultant.
- 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).
- Arborist Report, prepared by a Certified Arborist.
- Floor Plans for existing building with dimensions and floor area information provided.

### Please note:

- Reduced (8½"x11" or 11"x17") 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.
- An Administrative Fee will be added to the application fee for any documents the City must source.

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

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

\_\_\_\_\_  
Date

### Planning and Development Department

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