

**Office Use Only**

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

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

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

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

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

**Engineering and Public Works Department**

3000 Guildford Way, Coquitlam BC V3B 7N2

Tel: 604-927-3413 Fax: 604-927-3505

Email: [epw@coquitlam.ca](mailto:epw@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: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner(s) of Property**

Owner

Address and Postal Code

Phone

Email

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Property Description**

Property Identification Number(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot Dimensions: Lot size: \_\_\_\_\_ 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.



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: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 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. 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>One half of the application fee, based upon the current effective Fee Schedule.</li> </ul>			
Current Title Search	1	<ul style="list-style-type: none"> <li>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.</li> </ul>	The title search must have been completed within 30 days of submission.		

### Drawings Required (NO pencil drawings.)

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Survey Plan	1, (11" x 17")	<ul style="list-style-type: none"> <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 and proposed buildings, structures works, impervious surfaces or proposed additions to these on the site.</li> <li>Watercourse, identifying top of bank and high water mark.</li> </ul>			

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

- Plans prepared by a BC Land Surveyor showing location of top-of-bank and natural boundary of streams relative to legal boundaries, and elevation and slope information.
- Environmental assessment prepared by a registered professional biologist.
- 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).
- Geotechnical engineering assessment.
- Storm water management plans prepared by a professional engineer.
- Certified arborist report.
- Other information as found necessary by the City’s Manager of Development Services to ensure compliance with the objectives of the City’s Watercourse Development Permit Policy.

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