

Standard Plans Development Application Process

To simplify the Development Permit process, the City of Coquitlam developed [Standard Plans](#) for triplexes and fourplexes for the public to use and modify to fit their property's size and slope. Using a standard plan package, which is an approved design, your hired professionals can put together a triplex or fourplex Development Permit application package quicker, resulting in a faster and more predictable staff review.

As the intent of the Standard Plans is to simplify the Development Permit process, **the interior layout must remain substantially the same and the exterior appearance and materials (including window and door sizes and specifications, fence details, landscaping details) are not permitted to be changed if you wish to participate in the simplified Standard Plan process.** If the interior layout is substantially altered or the exterior appearance of the building is changed, the application must follow the normal Development Permit design review process which may add to the review time and require further revision cycles.

The Process

1. Prepare for your development application by reading all the information available on our website, specifically on our [Information for Building a Triplex or Fourplex](#) webpages. Contact the Development Information Team (devinfo@coquitlam.ca) expressing your interest in using one of the standard plan packages and with a copy of a current (within one year) topographic survey.
2. Staff will reply with the estimated elevations along the road frontage(s), a copy of the appropriate CAD drawings, and further instructions.
3. Submit a [Pre-Application](#) that includes the items on the [Housing Choices Pre-Application Submission Checklist](#). New applications can be submitted through the [City's Development Application Portal](#). Further instructions can be found on the [Development Applications webpage](#). The Pre-Application response letter will focus on site grading, identify any road dedication requirements, and outline other considerations.
4. Submit an application for a Delegated Development Permit (and, if road dedications are required, a companion RT-1 Site Configuration Subdivision Application) that includes the items required on the [Submission Requirement Checklist](#). The architectural plans and landscape plans should consist of the complete standard plan packages provided to you by staff, adjusted to your property and accounting for any comments in the Pre-Application Review Letter.
5. The Planner provides copies of the Development Permit, and directs the applicant to continue to work with Development Servicing on the required off-site works (which are to be completed through the Building Permit process).
6. Submit an application for a [Building Permit](#).

For More Information

VISIT www.coquitlam.ca/1145 | **EMAIL** devinfo@coquitlam.ca | **CALL** 604-927-3430

Also available across the Development Planning Front Counter in City Hall (3000 Guilford Way)

If you are not using one of the City's Standard Plans, see our [Housing Choices Application Process Handout](#)