

<b>Office Use Only</b>
File Number: _____
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**Office Use Only for Referral**

- Building Services
- Development Servicing
- Environmental Services
- Transportation Services
- Eng and Public Works
- Leisure and Parks Serv.
- Fire Dept.
- RCMP
- Fisheries & Oceans
- BC Hydro
- FortisBC
- ALC

**Planning and Development Department**  
3000 Guildford Way, Coquitlam BC V3B 7N2  
Tel: 604-927-3430 Fax: 604-927-3405  
Email: DevInfo@coquitlam.ca

*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**

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner(s) of Property**

Owner	Address and Postal Code	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Civil Engineer**

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Geotechnical Engineer**

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ 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 zone(s): \_\_\_\_\_

Official Community Plan Designation: \_\_\_\_\_

## Proposal

Describe the proposed project and the Reason for moving the soil (add description on supplemental sheets as necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Volume of Earthworks: \_\_\_\_\_

Estimated Cost of Earthworks: \_\_\_\_\_

### Other applications being submitted concurrently:

Type (e.g. Development Permit, OCP Amendment, Subdivision)	Application Number (completed by staff)

## Existing Land Uses

On-site: \_\_\_\_\_

Uses adjacent to the site: \_\_\_\_\_

Watercourses: \_\_\_\_\_

Rights-of-way/Easements: \_\_\_\_\_

Adjacent Zones: \_\_\_\_\_

## Applicant Acknowledgement

Personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act* (the 'Act') for the purpose of administering relevant Planning and Land Use Management processes pursuant to Part 14 of the *Local Government Act*. By signing this form applicants are consenting to their name being routinely disclosed (in association with their application) in accordance with Section 33(2)(c) of the Act, this includes online on such platforms as the City website or our mapping system (ArcGIS). Disclosure may take place inside or outside of Canada. Applicants are also 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 Planning and Development Department 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.

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Applicant or Authorized Representative Signature

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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.

## APPLICATION SUBMISSION INFORMATION

### **Bylaw to regulate the deposition and removal of soil on lands within City of Coquitlam**

The following items are required to be submitted with Application.

✓ = Required at submission

	Required at submission	Submitted
<b>Application Form &amp; Fees</b> See <a href="#">Fees and Charges Bylaw</a> for updated rates	✓	
Agent authorization	✓	
Current Title Search and all Charges on Title, including legal documents and associated plans	✓	
Legal Survey Plan	✓	
Fill Plan/Excavation Plan	✓	
Lot Grading Plan	✓	
Drainage Control Plans	✓	
Civil Engineer's Schedule " <b>D</b> " of this bylaw, signed and sealed.	✓	
Civil Construction Estimate signed and sealed	✓	
Erosion and Sediment Control Plan Civil Construction Estimate signed and sealed	✓	
Erosion and Sediment Control cost estimate	✓	
Erosion and Sediment Control Submission Form, Erosion and Sediment Control Plan	✓	
Geotechnical Engineering Report with Schedule " <b>D</b> " of this bylaw signed, sealed and Erosion and Sediment Control cost estimate	✓	
Geotechnical Engineering Report with Schedule " <b>D</b> " of this bylaw signed and sealed	✓	
Environmental Impact Study (If Needed)	✓	

Additional information may be needed depending on site conditions.

Your application and information will be referred to Building, Engineering, Planning, and Parks Departments for comments.