



SMALL-SCALE HOUSING PRE-APPLICATION | Submission Requirement Checklist

For applications on properties other than R-1, R-2, R-3, and R-4, See Pre-Application Submission Requirement Checklist [click here](#).

Documents

- ☐ [Development Application Form](#)
- ☐ **Title Search** and **Charges on Title**
- ☐ [Applicant Acknowledgment & Agent Authorization Form](#)
- ☐ **Proof of Signing Authority** (Director's Register or Notice of Articles if the property is owned by a company)
- ☐ **Heritage Assessment** if the site has been flagged as having heritage potential
- ☐ **Preliminary Environmental Assessments / RAPR Reports** if the site is adjacent to a [watercourse](#)
- ☐ **Certified Survey Plan** with spot elevations at regular intervals to at least 1m beyond property line (and to centerline of road for Housing Choices applications), with the driplines of trees, top and bottom of bank, and natural boundary of watercourse indicated, as applicable.

Architectural Plans - Following items to be submitted as ONE document - All drawings are to be in METRIC Units

Please compile the items listed below into a single package (i.e. pdf) for your pre-application submission. The sheet numbers identified in brackets after each item refer to the pages in the City's Standard Plan drawing packages for fourplexes and triplexes.

If you use the City's Standard Plans you just extract the identified pages from the larger package, edit the relevant site details for the Site Statistics (e.g. address, lot area, etc.), and revise the Site Plan and Sections to reflect the topography of your site. The same information is required for submissions that are not using the Standard Plans.

Additional information on Standard Plans is available [here](#). Please contact the City's Development Information Team at 604-027-3430 or devinfo@coquitlam.com if you would like to request copies of the Standard Plans for your submission.

- ☐ **Basic Site Statistics (Standard Plan Sheet A002)** including approximate numbers for floor area, setbacks, lot coverage, and unit counts
- ☐ **Site Plan (Standard Plan Sheet A100)** showing lot dimensions, road dedications and statutory-rights-of-way (SRWs), building footprints, approximate setbacks, outdoor amenity spaces, and driveway / parking location
- ☐ **Sections (Standard Plan Sheets A300 & A301)** (at least one N/S and one E/W) showing proposed building massing and retaining walls, and existing and proposed grades including: existing grade at property line on your property, existing grade 1m beyond property line, and proposed grade at property line