

### Office Use Only

Project #: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_ Received by: \_\_\_\_\_

Assoc. PROJ #: \_\_\_\_\_

**Planning and Development Department**  
3000 Guildford Way, Coquitlam BC V3B 7N2  
Tel: 604-927-3430 Fax: 604-927-3405  
e-mail: [devinfo@coquitlam.ca](mailto:devinfo@coquitlam.ca)  
[www.coquitlam.ca/development](http://www.coquitlam.ca/development)

### Application Type

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>Master Development Plan</b><br><input type="checkbox"/> <b>Official Community Plan Amendment</b><br><input type="checkbox"/> <b>Zoning Map Amendment</b><br><input type="checkbox"/> <b>Zoning Text Amendment</b><br><b>Development Permit (DP)</b><br><input type="checkbox"/> Form & Character Delegated<br><input type="checkbox"/> Form & Character Non-Delegated<br><input type="checkbox"/> Watercourse<br><input type="checkbox"/> Wildfire Interface<br><input type="checkbox"/> Major Amendment<br><input type="checkbox"/> Minor Amendment<br><input type="checkbox"/> <b>Development Variance Permit</b> | <b>Subdivision</b><br><input type="checkbox"/> Conventional/ Fee-Simple<br><input type="checkbox"/> Conventional/ Site Configuration<br><input type="checkbox"/> Air Space Parcel<br><input type="checkbox"/> Lot Line Adjustment<br><input type="checkbox"/> Bare Land Strata<br><input type="checkbox"/> PLA Extension<br><br><b>Strata</b><br><input type="checkbox"/> Strata Title Conversion<br><input type="checkbox"/> Phased Strata | <input type="checkbox"/> <b>Pre-Application</b><br><input type="checkbox"/> <b>Road/Lane Cancellation</b><br><input type="checkbox"/> <b>Temporary Use Permit</b><br><input type="checkbox"/> <b>Heritage Revitalization Agreement</b><br><input type="checkbox"/> <b>Heritage Alteration Permit</b><br><input type="checkbox"/> <b>Agricultural Land Reserve</b><br><b>Amendment Bylaw</b><br><input type="checkbox"/> Sign Bylaw<br><input type="checkbox"/> Subdivision and Development Servicing Bylaw<br><input type="checkbox"/> Building Bylaw |
|---|---|---|

**All applicable sections must be completed. Only complete applications (including the completed application form) will be accepted.**

### Applicant

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

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

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Owner(s) of Property

Owner	Address and Postal Code	Phone	E-mail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Site Description

Property Address(es): \_\_\_\_\_

Total site area (m<sup>2</sup>): \_\_\_\_\_ Site frontage: \_\_\_\_\_ m Site depth: \_\_\_\_\_ m

Existing buildings/structures will be:  Retained  Demolished  Relocated  No Existing Structures

Is the property located in a floodplain?  Y  N

### Proposal

Project Name: \_\_\_\_\_ Number of buildings in this project: \_\_\_\_\_

Estimated Cost of Construction: \$ \_\_\_\_\_ Phase: \_\_\_\_\_ of \_\_\_\_\_

**Project Description:** \_\_\_\_\_

Apartment units:  # \_\_\_\_\_ Townhouse units:  # \_\_\_\_\_

Single Family Houses:  # \_\_\_\_\_ Duplex / Triplex / Quadruplex: (circle)  # \_\_\_\_\_

**Proposed Road/Lane Cancellation:**  Y  N

**Proposed Variances:**  Y  N # of Affected Properties by Variance: \_\_\_\_\_

**Rationale of variance may be submitted on separate document with application submission.**

	Existing		Proposed	
<b>Land Use(s)</b>				
<b>CWOCP Designation</b>				
<b>Zoning</b>				
<b>Number of Lots</b>				
<b>Total Gross Floor Area</b>	m <sup>2</sup>		m <sup>2</sup>	
<b>Residential GFA - Total</b>	m <sup>2</sup>	For Demo: m <sup>2</sup>	m <sup>2</sup>	
Residential GFA - base	m <sup>2</sup>		m <sup>2</sup>	Ratio:
Residential GFA - bonus	m <sup>2</sup>		m <sup>2</sup>	Ratio:
<b>Commercial GFA (m<sup>2</sup>)</b>	m <sup>2</sup>	For Demo: m <sup>2</sup>	m <sup>2</sup>	
<b>Industrial GFA (m<sup>2</sup>)</b>	m <sup>2</sup>	For Demo: m <sup>2</sup>	m <sup>2</sup>	
<b>Institutional GFA (m<sup>2</sup>)</b>	m <sup>2</sup>	For Demo: m <sup>2</sup>	m <sup>2</sup>	
	Required		Proposed	
<b>Amenity Space - Total</b>	m <sup>2</sup>		m <sup>2</sup>	
Amenity Space - indoor	m <sup>2</sup>		m <sup>2</sup>	
Amenity Space - outdoor	m <sup>2</sup>		m <sup>2</sup>	
<b>Lot coverage</b>	%		%	
<b>Vehicle Parking – Total</b>				
Residential (market)				
Rental (market)				
Rental (non-market)				
Residential Visitor				
Commercial / Ind. / Inst.				
<b>Loading Bays</b>				
<b>Bicycle Parking - Total</b>				
Residential Long-Term				
Residential Short-Term				
Commercial Long-Term				
Commercial Short-Term				

## Project Housing Statistics

Total Number of Residential Units in all phases: \_\_\_\_\_

Total Number of Residential Units in current phase: \_\_\_\_\_

Affordable Housing Reserve Fund request:  Y  N \_\_\_\_\_

Amenity space reduction request:  Y  N \_\_\_\_\_

Name of your housing operator / non-profit partner: \_\_\_\_\_

Childcare space proposed:  Y  N \_\_\_\_\_ m<sup>2</sup>

Strata / Ownership Units			
	# of units	% of units	Average Size (m <sup>2</sup> )
Studio			
1 BR			
2 BR			
3 BR			
4 BR +			
<b>Total</b>		<b>100%</b>	

	Purpose-Built Rental Units (PBR)				Non-Market Rental (NM) Units				Project Rental Total	% of Rental Units
	# of units	% of PBR	Rent / month	Average Size (m <sup>2</sup> )	# of units	% of BM/NM	Rent / month	Average Size (m <sup>2</sup> )		
Studio										
1 BR										
2 BR										
3 BR										
4 BR +										
<b>Total</b>		<b>100%</b>				<b>100%</b>				<b>100%</b>

\* All purpose-built rental housing must be secured with a Housing Agreement.

**Priority Rental Units:** In applicable zones, a 1.0 FAR density increase may be achieved for the inclusion of at least 20% of the following priority rental unit types (please describe) and the remainder is used for purpose-built rental units:

- 3BR or larger units: \_\_\_\_\_ # \_\_\_\_\_ % of 1.0     Non-Market rental units: \_\_\_\_\_ # \_\_\_\_\_ % of 1.0  
 Accessible units: \_\_\_\_\_ # \_\_\_\_\_ % of 1.0

## Demolition of Existing Housing Proposed

Describe the form and tenure of any existing dwelling units (strata, market rental, co-op, secondary suite, other) that would be required to be demolished if this application is approved.

	Proposed to Demolish: Owned / Strata / Supported		Proposed to Demolish: Purpose-Built Rental	
	Number of units	Unit Type (single family, townhouse, apartment, co-op, secondary suite, garden cottage, care facility, transitional living)	Number of units	Unit Type (single family, townhouse, apartment, secondary suite)
Studio				
1 BR				
2 BR				
3 BR				
4 BR+				
<b>Total</b>				

Name of your Tenant Relocation consultant: \_\_\_\_\_

## Site Profile

**Areas of Potential Concerns:** Is there currently or to the best of your knowledge has there previously been on the site any:

**Fill materials:** Is there currently or to the best of your knowledge has there previously been on the site any deposit of:

	Yes	No
Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?		
Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?		
Discarded barrels, drums or tanks?		
Contamination resulting from migration of substances from other properties?		
Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2?		
Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float?		
Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?		

**Waste Disposal:** Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit, spillage or dumping of the following materials:

Materials such as household garbage, mixed municipal refuse, or demolition debris?		
Waste or by-products such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?		
Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?		
Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?		
Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or from the cleaning or repair of parts of boats, ships, barges, automobiles or trucks, including sandblasting grit or paint scrapings?		

**Tanks or Containers Used or Stored, Other Than Tanks Used For Residential Heating Fuel:** Are There Currently Or to the best of your knowledge have there been previously on the site any:

Underground fuel or chemical storage tanks other than storage tanks for compressed gases?		
Above ground fuel or chemical storage tanks other than storage tanks for compressed gases?		

**Hazardous Wastes or Hazardous Substances:** Are there currently or to the best of your knowledge have there been previously on the site any:

PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?		
Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?		
Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?		

**Legal or Regulatory Actions or Constraints:** To the best of your knowledge are there currently any of the following pertaining to the site:

Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?		
Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions?		
Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?		

## Applicant Acknowledgement

Any personal information provided on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*, for the purpose of administering relevant Planning and Land Use Management processes pursuant to 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 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.

\_\_\_\_\_  
Property Owner (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant or Authorized Representative Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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SUBMISSION REQUIREMENT CHECKLIST																						
APPLICATION SUBMISSION INFORMATION	BYLAW			LAND USE PERMITS					SUBDIVISION & STRATIFICATION								OTHER					
Review the checklist to determine what your submission requirements are. ✓ = Required TBD = To be Determined by Staff Blank = Not Required  <b><u>Drawing details list</u> for below submissions are available through the Planning and Development Front Counter or website : <a href="http://www.coquitlam.ca/BuilderResources">www.coquitlam.ca/BuilderResources</a></b>	Master Development Plan	OCP Amendment – Map	Zoning Amendment - Map	Development Permit (DP) – Non Delegated	DP – Delegated	DP – Watercourse	DP – Amendment	Development Variance Permit (DVP)	Temporary Use Permit	Conventional - Fee Simple	Conventional – Site Configuration	Air Space Parcel	Bareland Strata	Lot Line Adjustment	Phased Strata	Strata Conversion	Road closure	Pre-Application Submission	Heritage Revitalization Agreement (HRA)	HRA Amendment	Heritage Alteration Permit	Agricultural Land Reserve Referral
	<b>Forms, Fees, and Other – 1 copy of each and Electronic Copy of Forms and or Documents</b>																					
Application Form & Fees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Current Title Search and all Charges on Title	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Agent authorization & Director's Register or Notice of Articles	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Floor Area overlay sheets				✓	TBD		TBD	TBD										✓	✓	TBD	TBD	
Arborist Report *			✓	✓	TBD		TBD	TBD		✓	✓		✓						✓			
Environmental Assessment/RAR/SPEA						✓																
Electronic PDF of all drawings and documents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electronic Survey Plan to be submitted in CAD and GIS files (UTM NAD83)		✓	✓	✓						✓	✓		✓	✓			✓					
<b>Drawing Sets – Bound and Rolled – 3 copies (A1 or 24" x 36"), 1 copy (11" x 17") and Electronic Drawings (.pdf – compressed file and .dwg)</b>																						
Certified Survey Plan / Proposed Subdivision Plan	✓	✓	✓	✓	✓	✓	TBD	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Location/Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Project Statistics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	TBD	✓	✓
Floor Plans, including Parking Plans				✓	✓	✓	✓	✓	✓	TBD			TBD			✓		TBD	✓	✓	✓	✓
Sections				✓	✓	✓	TBD	TBD								✓		TBD	✓	TBD	TBD	✓
Lot Coverage Diagram				✓	✓	TBD	TBD	TBD	TBD							TBD		TBD	✓	TBD		
Setback Diagram				✓	✓	TBD	TBD	TBD	TBD	TBD						TBD		TBD	✓	TBD	✓	✓
Coloured Building Elevations				✓	✓	TBD	TBD		TBD							TBD		TBD	✓	TBD	✓	
Coloured 3D Renderings				✓	TBD		TBD											TBD	✓	TBD	TBD	
Landscaping Plan	✓			✓	✓	TBD	TBD	TBD	TBD									TBD	✓	TBD	✓	
Photos of existing site and adjacent area				✓	✓		TBD	✓	TBD									✓	✓	TBD	✓	
Servicing Concept Plan	✓	TBD	TBD	✓			TBD			TBD	TBD							TBD	✓			
Form P / Sketch Plan															✓							
Housing Choices DP Design Guidelines Checklist**					✓																	
Master Development Plan Form and Content***	✓																					

Below documents are available at: [www.coquitlam.ca/builderresources](http://www.coquitlam.ca/builderresources)

\* Arborist report is required if there are trees on the property and/or adjacent to the property. Except for land clearing in NE Coquitlam unless SPEA is involved.

Please refer to document labeled "Arborist Report Guidelines".

\*\* Applicant must submit a [Housing Choices DP Design Guideline Checklist](#) when applying to construct a duplex, triplex, fourplex or multiplex.

\*\*\* Please review the Master Development Plan Rezoning Policy & Procedure document.

## Additional Requirements that may be required after submission of your application

Please note that any requirements listed in the table above may also be required to be submitted later even though it was not initially required as part of the application.

- Environmental Assessment
- Streamside protection and enhancement area (SPEA) and riparian assessment area report(s) to address Riparian Areas Regulation (RAR) and replanting plan as regulated per the provincial government (B.C. Reg. 376/2004)
- Site Grading Plan
- Servicing concept plan
- Phase 1 Stormwater Management Plan
- Flood Protection/Hydrogeological Assessment
- Geotechnical Assessment
- Shadow Study
- Acoustic Study
- Housing Affordability Strategy (HAS) Incentives
- Transportation Demand Management (TDM) Measures
- Traffic Impact Assessment, prepared by a certified transportation consultant
- Additional mailing fee at the discretion of staff for public consultation purposes
- Spatial Data in UTM NAD83
- Streetscape Elevations

I certify that the attached submission is complete and accurate, and includes all required items for the Development Application that I have applied for.

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

\_\_\_\_\_  
Date

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