



This handout provides information on the pre-application review process for development planning applications including:

- Official Community Plan Amendments,
- Rezoning,
- Development Permits, and
- Development Variance Permits.

A pre-application is an informal review of a development concept plan submitted by the applicant. This review provides a coordinated response from appropriate City departments of any major issues that can be determined from the concept plans and proposed development description (application form).

## When is a Pre-Application Recommended?

It is recommended that property owners, potential property owners, architects, engineers and/or designers, submit a pre-application for any complex development projects including, but not limited to:

- high-density or medium-density residential,
- mixed-use developments,
- phased developments, or
- any development that may be a significant departure from the Official Community Plan.

## We Want to Help You!

The information from the pre-application review is intended to assist you in determining if any significant changes to the development proposal should be made prior to proceeding with the detailed, formal application. It is important to note that the outcome of a pre-application review does not imply or suggest a decision by the City to either support or refuse any subsequent detailed application.

## Application Procedure

Complete a Pre-Application Form and submit the information outlined on the Pre-Application Checklist. All information requested should be provided at time of submittal to improve the level of detail City Staff will be able to provide in responding.

## Timeframe and Outcome

The review process (on the reverse of this document) can require approximately four to six weeks depending on timing of the submittal and the next available Development Review Team meeting. At the end of the process, the applicant should have a clear indication of any significant policy, design or technical issues that are outstanding, and be aware of the steps needed to complete subsequent, more detailed applications.

## Review Process

1. **File Manager Assigned:** The application will be assigned a File Manager from the Development Planning section.
2. **Acknowledgment Letter:** The File Manager will send an acknowledgment letter to the applicant to confirm receipt and provide contact information.
3. **Referrals:** The File Manager refers the application to appropriate City departments, including but not limited to Development Servicing, Transportation Planning, Parks, Recreation and Culture Services, Building Permits, Environmental Services, Engineering and Public Works, and Fire Protection Services.
4. **Development Review Team (DRT) Meeting:** The File Manager will schedule the pre-application for the next available DRT meeting for each of the referral groups to discuss potential requirements or any issues with the pre-application.
5. **Summary Letter:** A summary letter will be provided to the applicant outlining any issues and/or requirements identified by the referral groups. Typically, the following will be included in the letter:
  - Summary of planning procedures required to complete the development proposal, including recommended sequence of development applications, and general timeframe required.
  - Confirmation if the proposal is generally consistent with Official Community Plan policy and land use designation(s).
  - Identification of any potential technical requirements and/or studies relating to transportation, environment (particularly if there are any watercourses on or adjacent to the subject site), development servicing, fire protection, and parks.
  - Design objectives, as outlined in any applicable Development Permit guidelines.
6. **Applicant Meeting (Optional):** Upon receipt of the Summary Letter, the applicant may wish to meet with the File Manager and any appropriate City staff to review any identified issues and procedures. This meeting can be arranged through the File Manager and is intended only to provide clarification, if necessary, of items identified in the summary letter.

## Who is the Development Review Team (DRT)?

The City's Development Review Team (DRT) includes City staff representatives from each of the referral group areas, comprising of: Development Planning, Development Servicing, Transportation Planning, Infrastructure Management, Fire Protection Services, Environmental Services and Parks, Recreation and Culture Services. DRT meetings are held monthly to review and collectively discuss new applications and, in some cases, applications where resubmissions have been received by the File Manager.

## Questions?

- **Development Permit Applications**  
Development Planning  
P: 604-927-3430
- **Site Servicing, Street Works or Utility Construction**  
Development Servicing  
P: 604-927-3466
- **Transportation**  
Transportation Planning  
P: 604-927-3488
- **Signage**  
Development Planning  
P: 604-927-3430

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