

Planning and Development Department

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Document Type	Details Required on Document Note – All drawing dimensions are to be in METRIC units
Current Title Search	<ul style="list-style-type: none"> • Current title search from the Land Title Office for each parcel affected in the application. • Copies of charges that are registered on Title, including rights-of-way, restrictive covenants, easements.
Certified Survey Plan (Topographic Survey)	<ul style="list-style-type: none"> • Current survey within a year of application submission • North Arrow, PID, Legal Description • Street address, street name(s) and location, location and width of any lane(s). • Lot line dimensions in metres, and total lot area(s) in metres squared (m²). • Location and dimensions of all existing buildings and structures on the site. • Top of wall and bottom of wall elevations of all retaining walls • Front, rear and side yard setbacks from buildings to lot lines. • Existing lanes, registered easements, encroachments and rights-of-way. • Location of existing street crossings. • Existing grades at each corner of the lot(s) • Spot elevations at one metre intervals, for the area from the centre line of any streets or lanes, and one metre beyond the subject property. • If the property is located on or adjacent to a slope or watercourse then all setback and building envelope requirements should be shown in compliance with Section 519 of the Zoning Bylaw for flood protection and slope control measures. • All existing trees on the property that are 20cm or greater measured at dbh (1.4m from the ground) and drip lines to be shown. • Any off-site trees greater than 20cm wherein the drip line of the tree is within 1 metre of the property line
Certified Subdivision Sketch (Proposed Subdivision Plan)	<ul style="list-style-type: none"> • Current survey within a year of application submission • North arrow, Legal Description and civic addresses of all parcels included in the subdivision. • Bearing and dimensions of every existing and proposed parcel. • Lot area of each proposed parcel in square metres. • Proposed road and/or lane dedications, corner-cuts, fully dimensioned. • Location, dimensions and setbacks of all existing buildings and structures to be retained on the site. • Building envelopes indicating all required Zoning Bylaw setbacks, including minimum building envelope criteria for irregularly shaped parcels established under the Lot Width definition in the Zoning Bylaw. • Existing registered easements, covenants and rights-of-way. • Existing grades at each corner of the proposed parcels • Spot elevations at one metre intervals, for the area from the centre line of any streets or lanes, and one metre beyond the subject property. • Location of the natural boundary of any existing watercourse(s) including the elevation of the crest and toe of the adjacent slope and the degree of slope at 5 metre intervals. • If the site is located on or adjacent to a slope or watercourse then all setback requirements should be shown in compliance with Section 519 of the Zoning Bylaw for flood protection and slope control measures. • All existing trees on the site and on adjacent road allowances that are 20cm or greater measured at dhh (1.4m above the ground) and drip lines to be shown. • Any off-site trees greater than 20cm wherein the drip line of the tree is within 1 metre of the subject site.
Project Statistics	<ul style="list-style-type: none"> • Total lot area • Lot coverage – permitted and proposed. • Gross floor area– permitted and proposed. • Building height(s) – permitted and proposed. • Front, side and rear yard setbacks and siting projections from property line – permitted and proposed. • Parking and Loading – required and proposed. • Number of dwelling units and types

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Location/Site Plan	<ul style="list-style-type: none"> • Dimensioned at a scale not less than 1:500. • North arrow. • Key plan (location of site relative to other major streets in area). • Street name(s) adjacent to and fronting the site. • Civic address of site. • Dimensions of site. • Location and dimensions of all buildings and structures. • Floor areas of existing buildings. • Building envelope setbacks from property lines dimensioned for all buildings and accessory structures. • Features projecting past setbacks, labelled with the siting exceptions dimensioned. • Top and bottom retaining wall elevations at key locations along retaining walls. • Proposed finished grade elevations at corner property line. These denote the elevation the City Right-of-Way will be graded to and the elevation the site is finished to in order to match it. • Existing and finished grade levels. • Size and location of all off-street parking and loading with dimensions. • Access to parking and loading from street and/or lane with dimensions. • Location of garbage and recycling facilities. For small scale developments, please refer to the brochure here. • Location of the natural boundary of any existing watercourses or environmental features. • Location of proposed open or amenity space(s) with areas and percent of total site area. • Location of fire hydrants and fire lanes (including curbs and paving material). • Location of utility connections.
Building Sections	<ul style="list-style-type: none"> • Longitudinal and cross sections including details of vaulted areas and adjacent attic spaces, and envelope of height protrusions.
Site Sections	<ul style="list-style-type: none"> • Site sections that include existing and finished elevations 1 metre beyond neighbouring property lines and to the centerline of streets/lanes
Floor Plans, including Parking Plans	<ul style="list-style-type: none"> • Dimensioned at a scale not less than 1:100 • All storeys including all levels of underground parking and rooftop with all outside dimensions of each floor. • Dimensions of all parking spaces and aisles. • All uses and dimensions for each floor. • All door, window and skylight locations. • Location of vents, bay or box windows, air conditioning units and additions. • Clear indication of proposed work for additions to an existing building.
Lot Coverage Overlay	<ul style="list-style-type: none"> • Display lot coverage area and percentage for the site.
Floor Area Overlay	<ul style="list-style-type: none"> • Display Gross Floor Area /Floor Area for each floor. • For Digital files, indicate the area with red hatching over the floor plans. • For paper copies, provide translucent paper (i.e. velum in the same size, scale and layout as the floor plans).
Private Outdoor Space / Common Amenity Area Overlay	<ul style="list-style-type: none"> • Indicate the area with red hatching over the landscaping plan and show the calculated area amount within each amenity space. • Put this after the Landscaping Plan in this list.

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Coloured Building Elevations	<ul style="list-style-type: none"> • Four coloured elevations, front, rear and sides (indicating direction), for all proposed buildings with proposed materials, colours and colour number clearly labelled and materials legend provided. • Existing and finished grade elevations to 1 metre beyond neighbouring property lines and to the centerline of streets/lanes. This should include existing grade, natural grade, staircases, and retaining walls. • Show and label the existing grade using dashed lines and show the proposed grades using solid lines. • Elevation on each floor level, and peak of pitched roof or parapet wall of flat roof. • Dimensions of projections above grade. • Finish details and materials of exterior including colours and manufacturing name. • Notes indicating treatment of exposed concrete surfaces. • Door and window details and sizes. • Accessory building details • Existing Exterior Grade Line - Include an existing exterior grade line based on the grade elevations along the property line on the adjacent neighbouring property or Right-of-Way (e.g., City street side of property line). This is to be based on elevations provided on the certified topographic survey with each survey elevation used noted along the existing grade lines. • Proposed Interior Grade Line – Include a proposed interior grade line based on the proposed final grade along the interior of the property line (e.g., pathway, steps, driveway, etc.). This excludes the elevation of retaining walls located directly along the property line as this needs to be provided as a separate grade line. • Retaining Wall Grade Line – If applicable include a proposed retaining wall grade line along the interior of the property line. This will be based on the proposed top of retaining wall elevations whereas the bottom of retaining wall will be represented by either the existing exterior grade line or the proposed interior grade line. Include key peak retaining wall height measurements along the wall as well as top and bottom retaining wall elevations at key locations. • Extend the existing and proposed final grade lines to at least 1 metre beyond the site property lines. • Where the elevation of the building face varies from the proposed interior grade line, for example at the front and back of the building where there is a significant distance between the two, include a building face grade line based on the proposed final grade elevations along the building face. • Include elevations along each of the grade lines at key points along the lines (e.g., top of steps, significant slope transitions, etc.) • Each type of grade line must be differentiated from each other using solid or differently spaced dashes, and line weight. The lines should be clearly distinguishable in black and white, however different colours can be used for additional clarity. • Layout of heating, ventilation, air conditioning, mechanical structures or equipment, including roof top mechanical equipment and screening. • Building signage clearly indicated with dimensions.
Coloured 3D Renderings	<ul style="list-style-type: none"> • 3D coloured elevation drawing to depict all elevations of at least two views of the proposed development, and include views from all street frontages.
Landscaping Plan	<ul style="list-style-type: none"> • Plans must be coordinated with the civil engineer as to planting requirements relating to any off-site servicing works (streetscape) and on-site stormwater management controls. • Provide common and botanical names, and sizes and quantity of all proposed plant material. • Proposed plant material, pavers, paved surfaces, other landscape elements, and existing trees must be shown. • Proposed retaining wall locations and plant materials. • Existing site contours, landscaping and material to be removed, including size, common name and placement. • Proposed fence locations, clearly noting the fence height, and provide fence specifications including material(s), colour(s), and type of finishing (e.g., semi-transparent stain). <p>Please Note:</p> <ul style="list-style-type: none"> • A minimum 1.5 metre landscaped setback is required when an underground parking structure projects above grade.
Context Photographs	<ul style="list-style-type: none"> • Photos showing the relationship of the proposed building(s) to surrounding development at front, rear and sides of site area. • Typical views of the property along the streetscape. • For additions to an existing building, colour photographs of four sides of the existing building.

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Servicing Concept Plan	<ul style="list-style-type: none"> Existing and proposed topographic and legal base information including adjacent properties and road dedications. Proposed frontage improvements including sidewalks, landscaping, street lighting, and roadwork. Development Permit area design guideline streetscape requirements addressed. Typical road cross sections. All existing above and below grade infrastructure including storm, sanitary, water, hydro, gas, communications and bus stops. Proposed and existing storm, sanitary and water servicing connections, location and size. Adjacent property transitions for works and services. Prepared, signed and sealed by a civil engineer.
Phase 1 Stormwater Management Plan	<ul style="list-style-type: none"> Provide in compliance with the City's Stormwater Policy and Design Manual that specified stormwater quality and design criteria.
Arborist Report	<ul style="list-style-type: none"> Please refer to document labelled Arborist Report Guidelines on: www.coquitlam.ca/BuilderResources
Master Development Plan	<p style="text-align: center;">Plans for the Master Development Plan should include the following:</p> <ul style="list-style-type: none"> Cover Page, including the title, date, rendering/image, name of developer/applicant and consulting firms, submission to the City, and notation of "draft" or "final" version Table of Contents Location Plan and Site Statistics, including parcel address and legal description, map with context of surrounding area, OCP land use designations and proposed zones and project statistics on a block-specific basis and in total Site Plan and Context Plan, including general location and uses of all buildings, streets and public spaces, proposed land use distribution and zones, context plan with relationship to adjacent properties, and at the request of the File Manager, conceptual drawings for adjacent parcels demonstrating how they can feasibly develop independently Density and Building Heights, including density and building height ranges for each development parcel and conceptual building massing Housing Affordability Strategy consistent with the OCP and <i>Housing Affordability Strategy</i> Public Space, Parks and Amenities Plan that designs a series of public open spaces that incorporates parks, publically accessible open spaces and/or plazas and builds on the respective Neighbourhood or Area Plan and the <i>Parks, Recreation and Culture Master Plan</i>. The plan shall include a minimum public parkland dedication of 5% of the total site area, or cash-in-lieu. The plan shall differentiate between and note the relationship between public space and publically accessible, privately owned space. Interim pop-up parks should be considered on vacant portions of phased development, but will not count toward the parkland dedication. Urban Design Framework that follows the respective Neighbourhood or Area Plan policies for key corridors, precincts, nodes, landmarks, gateways, streetscapes, plazas, squares, parkettes and other public realm features Master Landscape Concept Plan including interim landscaping between phases Public Benefits Plan of the proposed development including public amenities, child care, community amenity contributions, social components and other benefits as appropriate Public Art Plan in line with the <i>Public Art Policy</i>, that identifies types, locations, and themes Transportation Plan for vehicles, bikes, and pedestrian that should emphasize a pedestrian-friendly environment and build on the <i>Strategic Transportation Plan</i>. Plan should include street and lane layout with proposed classifications, greenways, pedestrian mews, walkways and midblock cross sections if different from standard cross sections. Strategies to be demonstrated include walking and cycling, transit access, goods movement, parking and site access, and loading and waste collection. Structures beneath streets should be identified if proposed. Transportation Impact Assessment may be required. Utilities Servicing Concept Plan should include capacity assessment of City water, sewer, and drainage systems and outline any improvements required for meeting servicing needs. Storm Water Management Plan required.

	<ul style="list-style-type: none">• Sustainability Features in line with the <i>Environmental Sustainability Strategy</i> should address actions on natural environment, Climate Action, energy, wastewater, stormwater, and natural materials• Phasing Plan which details floor area, land uses, and number of dwelling units per phase as well as how infrastructure, transportation and amenities will be phased. Phasing may allow for entitlements including density, to be shared and applied across the entire project site, rather than each phase having to stand alone, provided the project as a whole meets the overall requirements and that public benefits cannot be deferred to the final phase.
Site Disclosure Statement	<ul style="list-style-type: none">• Under the <i>Environmental Management Act</i> and <i>Contaminated Sites Regulation (CSR)</i>, a Site Disclosure Statement is required to be submitted when a commercial or industrial site has a history of activities as defined under Schedule 2 of the CSR, one or more of the triggers for site identification applies to the site, and there are no applicable exemptions. See instructions on completing the form: here.