



Topic

Watercourse Protection Development Permit Application Guide

Overview

This handout provides information on the requirements and processes for obtaining a Watercourse Protection Development Permit. It is intended for general guidance only. Applicants should also refer to:

- The Official Community Plan, Northeast Coquitlam Area Plan for Watercourse Protection Development Permit area designation, objectives and guidelines
- Austin Heights Neighbourhood Plan, for Watercourse Protection Development Permit area designation, objectives and guidelines
- The Zoning Bylaw and Zoning Maps for applicable regulations and designations
- The Subdivision and Development Servicing Bylaw
- Citywide Official Community Plan and Zoning Bylaw Overview Brochure
- Watercourse Protection Development Permit Area Guidelines Guide
- Fee Schedule, Application Form and Checklist

These can be obtained on the City's website (www.coquitlam.ca) or at the City's Planning and Development Department.

Key Information

What is a Watercourse Protection Development Permit?

The City of Coquitlam's Citywide Official Community Plan (CWOCP) designates a "Watercourse Protection Development Permit Area" within two areas in the City: the Northeast Coquitlam Area Plan (NECAP) and the Austin Heights Neighbourhood Plan (AHNP).

The Watercourse Protection Development Permit Area in the NECAP covers all lands within 50m from the top-of-bank of any watercourse shown on Schedule D of the

For further information please contact the Development Planning Section of the Planning and Development Department at 604-927-3430 or check our website, www.coquitlam.ca

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The City disclaims any liability arising from the use of this guide, since the information is provided only as a guide for public use and convenience. If any contradiction exists between this document and relevant City Bylaws, Codes, or Policies, the text of the Bylaws, Codes or Policies shall be the legal authority.

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NECAP (see also the above-referenced Watercourse Protection Development Permit Area Guidelines Guide). The Watercourse Protection Development Permit Area in the AHNP covers all lands within the Riparian Assessment Area (i.e., within 30m from the top-of-bank) of any watercourse shown on Schedule A of the AHNP.

A Watercourse Protection Development Permit permitting alteration of land or development within the Watercourse Protection Development Permit Area shall set conditions, and may vary or supplement applicable bylaw requirements as appropriate, to ensure that the following Development Permit guidelines are met:

- that environmentally sensitive areas and features are identified, protected, restored, replaced or enhanced, as appropriate;
- that the quality of water and runoff to receiving watercourses shall be maintained as close to pre-application conditions as possible or improved;
- that the proposed alteration of land or development will not result in erosion, sloughing, landslip, or flooding; and
- riparian areas along watercourses shall be protected in accordance with standards which Council may approve by bylaw and through any necessary authorization by senior levels of government.

When is a Watercourse Protection Development Permit Required?

A Watercourse Protection Development Permit is required for land within the designated Watercourse Protection Development Permit Area prior to:

- subdividing land;
- locating or commencing construction of a temporary or permanent building, structure or works or an addition to any of these;
- altering land, including the removal and deposit of soil, regrading, adding impervious surfaces, altering drainage patterns, making changes to a stream or its banks, or removal of vegetation.

Pre-Application

Development Permit applications should be well planned before submittal. The following steps are recommended prior to submitting an application:

- 1. Citywide Official Community Plan:** Identify the location of your property in relation to known fish habitat watercourses and the pertinent Watercourse Protection Development Permit Guidelines.
- 2. Citywide Official Community Plan – Land Use Designations:** The CWOCP designates the types of land uses intended for all areas of the City. Check the CWOCP land use maps for the designation of your property and the types of land uses allowed within that designation (corresponding zone). The CWOCP also contains policies relating to the specific types of development. Copies of the policies and maps are available at the Planning & Development Department or can be accessed on the City's website (www.coquitlam.ca).

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3. Zoning Maps and Zoning Bylaw: All land in the City is assigned a zone as shown on the City's Zoning Bylaw Maps and is subject to specific regulations. Check the City's Zoning Maps and Zoning Bylaw to find the zoning designation and zoning requirements for your property. It is possible that the existing zoning may not allow your proposed project. If this is the case, a rezoning application may also be required (see Zoning Bylaw Amendment/Official Community Plan Amendment).

4. Zoning Bylaw – Riparian Areas Regulation (RAR): Development proposed:

- within 30m of the high water mark of a watercourse; or
- within 30m of the top-of-ravine bank of a ravine less than 60m in width between ravine tops of bank excluding the width of the active channel; or
- within 10m of the top-of-ravine bank of a ravine 60m or more in width between ravine tops-of-bank excluding the width of the active channel,

triggers a RAR assessment report requirement for the purpose of determining fish habitat watercourse setbacks. These setbacks must remain free of any development or land alteration..

5. Zoning Bylaw – Flood Protection Setbacks: The Zoning Bylaw provides setbacks from watercourses for flood protection, within which no building or structure (or part thereof) may be located.

6. Development Servicing: All development must provide water, sanitary sewer, storm sewer systems, and other services at the developer's costs. The servicing of roads, lanes and sidewalks adjacent to the land being developed is required for all development except single- and two-unit dwellings and must meet the requirements of the Subdivision and Development Servicing Bylaw.

7. Contact the Engineering and Public Works Department: Environmental Services division staff from the Engineering and Public Works Department are available to meet with prospective applicants and their consultants to discuss the proposed development, and provide advice on submission requirements and the review procedure, to assist in the efficient and timely processing of the application prior to submittal.

Application Submission

To proceed with a Watercourse Protection Development Permit application, complete a Watercourse Protection Development Permit Application Form and Checklist available on the City's website or at the Engineering and Public Works Department. All information requested in the Checklist must be provided at time of submittal. This ensures that your application will be referred to the appropriate City departments and responded to in a timely manner.

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Development Permit Review Process

- **Step 1 - File Manager Assigned:** The application will be assigned a File Manager in the Environmental Services division (Environmental Services Project Specialist).
- **Step 2 - Acknowledgement Letter:** The File Manager will send an acknowledgment letter to the applicant acknowledging receipt of the application and providing contact information.
- **Step 3 - Referrals:** The File Manager refers the application to appropriate City departments, including but not limited to Development Planning, Development Servicing, Transportation Services, Leisure and Parks Services, Building, Environmental Services and Engineering and Public Works. If a rezoning and/or subdivision application is submitted at the same time (or submitted in advance), referrals will be carried out through these review processes to avoid duplication.
- **Step 4 – Review:** The application will be reviewed for compliance with the Citywide Official Community Plan, Zoning Bylaw, Subdivision and Development Servicing Bylaw, any pertinent Design Guidelines, and other City policies and regulations as required.
- **Step 5 - Requirements Letter:** Once the File Manager receives referral comments, they are forwarded to the applicant in a requirements letter. The requirements letter identifies the changes and/or revisions necessary to the submitted application plans prior to proceeding with consideration for authorization of the Development Permit. As noted in Step 3 above, if a rezoning and/or subdivision application have also been submitted, then the requirements letters from those review processes will include comments pertaining to the Watercourse Protection Development Permit application.
- **Step 6 - Resubmission:** Upon receipt of revisions from the applicant, the application will be referred back to the appropriate referral group for confirmation that the revisions address the issues identified in the requirements letter.
- **Step 7 - Development Permit Preparation:** Once the plans meet the requirements, as outlined, the File Manager prepares the Development Permit document. The File Manager will forward a Development Permit Package letter containing copies of the Development Permit to be signed by the property owner, copies of the performance agreement, and a sample Letter of Credit (for security) prior to Development Permit authorization.
- **Step 8 - Development Permit Authorization:** The Watercourse Protection Development Permit authorization has been delegated to the General Manager, Engineering and Public Works, so no Council report is required. Upon authorization the File Manager will forward the fully executed Development Permit, signed by the City, and a copy of the performance agreement. The Watercourse Protection Development Permit authorization is for two years.

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Time Frame

The time required to review, and obtain a decision on a Watercourse Protection Development Permit application depends on a number of factors including: completeness of the application, variances requested, complexity of development project, if a rezoning and/or subdivision application is also required, time required to revise plans to address the identified issues in the “requirements letter”, and timing of Council meetings (for applications which involve rezoning).

Security

A security, based on the estimated construction value of any environmental protection structures (e.g., watercourse setback protection fencing), or habitat compensation works (e.g., channel reconstruction, riparian replanting) is required prior to Development Permit authorization. This security ensures the development is completed in accordance with the terms and conditions of the Watercourse Protection Development Permit. When the construction of the environmental protection structures or habitat compensation works is completed, the applicant must call the development permit file manager to request an inspection prior to obtaining a refund on the security.

Building Permit

Following the approval of a development permit, a building permit may be obtained from the Building Permits Division. **The building permit application must be in accordance with the Development Permit plans.** Any request for a change to the approved design of the building or landscaping must be brought to the attention of the Environmental Services division file manager by the applicant and may require submission of an application to amend the Development Permit.

Tips on Watercourse Protection Development Permit Applications

A complete and acceptable application for a Development Permit:

- Responds well to the Watercourse Protection Development Permit guidelines of the Citywide Official Community Plan,
- Complies with the regulations of the Zoning Bylaw with accurate calculations on plans,
- Has building plans and any other required plans or reports (such as RAR assessment reports, arborist reports, geotechnical reports) that are all coordinated.
- Addresses any fish habitat watercourse setbacks, flood protection setbacks, high water table, and/or other site constraints,
- If any variances are requested, includes the rationale and impact assessment of each requested variance, and
- Provides all information requested in the application form and application checklist.

Legal Costs

Restrictive covenants, statutory rights-of-way or other legal agreements and documents may be required as part of the conditions of approval for the Development Permit. It is the applicant's responsibility to have these documents prepared for the City's review.

More Questions?

If you have questions regarding:

- Watercourse Protection Development Permit applications contact Environmental Services at 604-927-3413.
- Site servicing, street works or utility construction contact Development Servicing at 604-927-3466.
- Transportation contact Transportation Services at 604-927-3414.

Note: For rezoning and subdivision applications processed concurrently, the same development permit process applies. However, a Watercourse Protection Development Permit cannot be authorized until the rezoning has been given final approval.