

How Development Happens

This handout provides information to help explain Coquitlam's development processes and funding tools at a general level.



How does development happen in Coquitlam, and how does the City plan for growth?



Coquitlam is fast-growing City in a rapidly developing and changing region. It's important to guide growth in a way so new development is livable, attractive and contributes positivity to the community – while making sure that infrastructure and amenities, like parks, are provided to keep pace with growth.

The City has specific bylaws, processes and plans in place to provide guidelines and rules that help manage the development process. The City also has fees in place so that the necessary infrastructure and amenities can be built to support continued growth in this thriving city.

How Development Happens

Like other B.C. municipalities, Coquitlam has an **Official Community Plan (OCP)**, which provides a vision for the future use of land in the City and gives all property a **Land Use Designation**. Each Land Use Designation in the OCP has a number of **Zones** from the **Zoning Bylaw** that could be applied to the future use of property.

When a property owner decides to develop their land, certain permits, depending on the type of development, are required from the City.

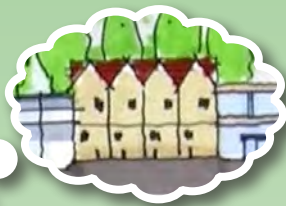
Official Community Plan (OCP) describes the future vision of all land in the city.

Land Use Designations determine the range of current and future uses of a property.

Zone on a property specifies permitted uses and size of a building.

Zoning Bylaw regulates the present use of land.

Each development application process is unique so the following example is provided for information purposes only.



Ms. Fraser owns four lots with houses on them. She would like to replace them with an apartment building.

She must check to see if her existing land use will permit an apartment building on her properties.

In this example, the land use designation defined by the OCP allows for an apartment so she can proceed with her Development Application.

If Ms. Fraser's land use designation did not allow for apartments, she would apply for an **amendment** to change her designation.



Ms. Fraser applies to the Planning and Development Department for the optional Pre-Application. This application provides City staff an early review of her proposed development so she can receive feedback on any potential issues. Staff will also advise her of other requirements and applications she will need to complete as part of her development process.



Since Ms. Fraser's property is designated apartment for future land use within the OCP, she will need to apply for **Rezoning**. The Zone she applies for will need to match the corresponding Zone for the OCP Land Use Designation on her four lots.

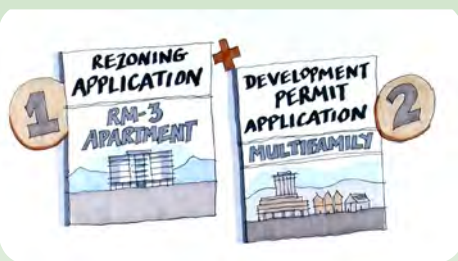
An **Amendment** is the process of changing a plan, bylaw or zone.

Rezoning is changing the existing zone on a property to another.

Development Permit controls the form and character of the new building.

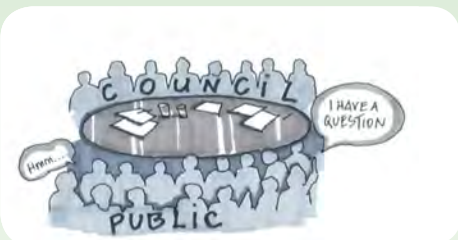
Development Permit Guidelines are used to review a Development Permit Application.

Public Hearing is a meeting held before City Council adopts an amendment to the OCP or Zoning Bylaw.

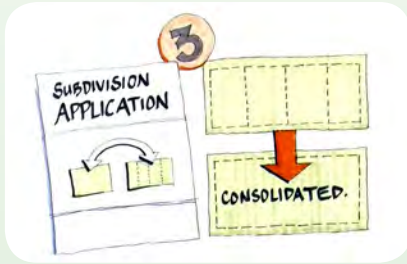


When Ms. Fraser applies for her Rezoning she will also apply for a **Development Permit** to demonstrate how her planned apartment building follows the City's **Development Permit Guidelines**, which buildings have to meet. This permit must also go to City Council for consideration.

Signs will be placed on the property to notify the public of the proposal.



Rezoning decisions are made by City Council following a **Public Hearing**. The surrounding neighbours will receive notification of the Rezoning so that they have an opportunity to comment on the rezoning request. Anyone can attend a Public Hearing and comment.



Ms. Fraser will also need to apply for a **Subdivision** to consolidate her four individual lots into one large lot big enough for the apartment building.

Once the Rezoning and the **Development Permit** have been considered by City Council and, if approved, the Subdivision application to consolidate the lots would be reviewed by the City's **Approving Officer** for approval.

At this point, Ms. Fraser would apply for a **Building Permit** to ensure that the building meets the Provincial Building Code. She also needs to apply for a **Demolition Permit** to remove the existing houses.

As part of her development Ms. Fraser will have to pay fees that are used by the City to provide infrastructure and amenities to the community that support growth and development. These include:

- ❖ **Development Cost Charges (DCC)** are fees paid by all new development to support City infrastructure such as parks, arterial streets, and water and sewer infrastructure.
- ❖ **Community Amenity Contributions (CAC)** are a voluntary contribution made at the time of rezoning to support community amenities;
- ❖ a **Density Bonus** is an optional contribution made when City Council approves additional density at the time of rezoning. It supports local community amenities.

Ms. Fraser also needs to pay a School Site Acquisition Charge to School District 43 to help acquire new school sites.

Ms. Fraser also needs to upgrade the water and sewer pipes to serve her new building, put the power and phone lines underground, and rebuild the street and back lane to meet current City standards including new curbs, sidewalk, streetlights and street trees.

Once Ms. Fraser has been issued a building permit, she can start to build her new building. The building will be inspected by City inspectors several times during construction to ensure it meet both City and BC Building codes.

Once the building is complete the City has a final inspection and, if approved, issues an **Occupancy Permit**. People can now move into the new building.

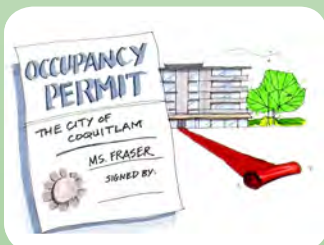
For complete information on the development process, visit our website coquitlam.ca/development

Approving Officer is a municipal employee appointed by City Council to review and approve sub-divisions.

A **Building Permit** is required for all new construction, temporary buildings and for alterations to existing construction.

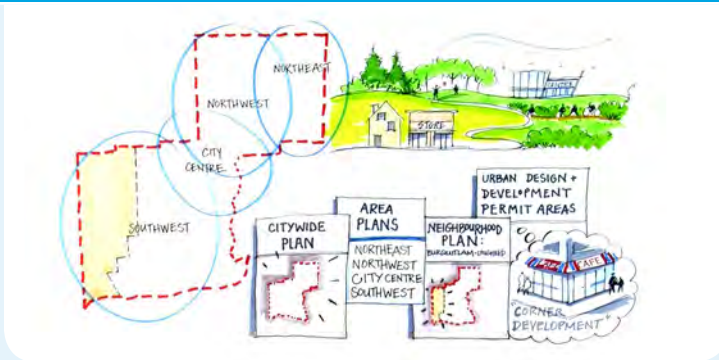
Subdivision is the process of changing the legal size or shape of a piece of land called a "Lot."

An approved subdivision will ultimately need to be accepted by the Provincial Land Title Office.



An **Occupancy Permit** is granted once the work has achieved a successful final inspection and people may now move into the space.

How Development Happens



Relationship of City Plans

The Official Community Plan (OCP) is the City's primary plan to provide the vision for and guide future growth and development.

Coquitlam's OCP is developed through technical studies, analysis, and consultation with the community and is informed by the City's various Strategic and Master Plans. The OCP is a living document that evolves and changes as the City creates or updates various area and/or area plans.

Strategic and Master Plans

The City has a number of strategic/master plans, which are high level documents that guide activity across a number of areas of the organization to better serve the community.

- ❖ **Arts, Culture and Heritage Strategic Plan** – guides the direction of arts, culture and heritage initiatives within the City of Coquitlam from 2015 to 2030.
- ❖ **Coquitlam Tourism Strategy (2015 – 2020)** – provides a framework of key areas of focus and goals to be implemented in the years leading up to 2020 to develop the tourism sector in Coquitlam.
- ❖ **Economic Action Plan** – enhances long-term fundamentals of the local economy to position Coquitlam as part of the regional economy.
- ❖ **Financial Plan** – provides City staff with clear direction on spending levels for each defined priority and the authority to pay for services for Coquitlam residents.
- ❖ **Housing Affordability Strategy** – ensures that a wide variety of housing types, sizes, tenures and prices can be offered in Coquitlam in the years to come
- ❖ **Multiculturalism Strategic Plan** – focuses on making Coquitlam more welcoming, inclusive and responsive to the increasingly diverse residents.
- ❖ **Parks, Recreation & Culture Master Plan** – tells the story of parks, recreation and culture in Coquitlam and how to provide the best balance of services for Coquitlam residents.
- ❖ **Strategic Plan** – is goal-oriented and includes the City's vision, mission, values and five strategic goals that build on the four cornerstones supporting the City's vision.
- ❖ **Strategic Transportation Plan** – outlines high level transportation policies and potential improvements for all types of travel for the next 20 years and beyond.
- ❖ **Trails Master Plan** – is a comprehensive guide for planning the City of Coquitlam's trail network.
- ❖ **Transit-Oriented Development Strategy (TDS)** – is a high-level vision to guide growth around the SkyTrain Evergreen Extension station areas and aid in evaluation of development applications within these areas.

The OCP is divided into four main sections:

1. **The Citywide Plan** – sets priorities and addresses issues that affect the entire city.
2. **Area Plans** – focus on land uses, policies and issues relevant to a particular area of the city. Coquitlam has four Area Plans covering: Southwest, City Centre, Northwest and Northeast.
3. **Neighbourhood Plans** – are a detailed vision for a particular neighbourhood. Coquitlam currently has nine Neighbourhood Plans. A neighbourhood plan defines the type and location of housing and commercial buildings in the neighbourhood, identifies natural and recreation areas, plans for needed community facilities, and outlines pedestrian and cycling networks.
4. **Urban Design and Development Permit Areas** – are a number of guidelines that new developments follow to control the form and character of new buildings, protect the environment and mitigate hazardous conditions.

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Coquitlam