

# City of Coquitlam Structures Beneath Public Streets Application

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 <u>e-mail: devinfo@coquitlam.ca</u> www.coquitlam.ca/development

### **Purpose**

This form sets out submission requirements for developers to apply for an encroaching structure beneath a public street, as defined in the City's Structures Beneath Streets Policy.

#### **Reference Documents**

<u>Structures Beneath Public Streets Policy</u> <u>Report to Council</u>.

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

Applicant/Developer			
Date:	Project Number (eg.	Project Number (eg. PROJ 21-138):	
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 (m²):	Site frontage:	m Site depth:	m
Existing buildings/structures will be: Is the property located in a floodplain?		elocated D No Existing Structures	

Date

Application Eligibility Requirements *		
ELIGIBILITY CHECKLIST	Yes	No
Is the proposed development a master development plan?		
Is the proposed encroachment located beneath a local street or lane?		
Is it confirmed that the proposed encroachments will not conflict with existing or planned utilities?		
Is the proposed road entirely within the subject site?		
Is the benefiting owner a commercial or institutional entity who will take on all long-term responsibility for the encroachment; and has demonstrated organizational capability, business track record, financial capacity and operational experience to operate, maintain and repair the proposed encroachment?		
Has the benefiting owner demonstrated that the proposed encroachment cannot be reasonably accommodated entirely outside of the public street and every effort has been taken to design the site in a way to remove or minimize the size of the encroachment?		

\*Meeting the above noted eligibility requirements is not indicative of support for encroachments beneath public streets

## **Applicant Acknowledgement**

Personal information collected on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act (the 'Act") for the purpose of administering relevant Planning and Land Use Management processes pursuant to Part 14 of the Local Government Act. By signing this form applicants are consenting to their name being routinely disclosed (in association with their application) in accordance with Section 33(2)(c) of the Act, this includes online on such platforms as the City website or our mapping system (ArcGIS). Disclosure may take place inside or outside of Canada. Applicants are also 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)

Applicant or Authorized Representative Name (Print)

Signature

Signature

I certify that the attached submission is complete and accurate, and includes all required items for this application.

Date

Date

## Approval Process

The completed package must be submitted to the planning file manager for City staff review.

If approved, applicable fees and legal agreements will be established, as outlined in the City's Structures Beneath Public Streets policy. A memorandum of understanding between the applicant, a future structure owner (if different from the applicant) and the City will need to be signed before 4<sup>th</sup> and final reading of Rezoning/Development Permit approval.

	SUBMISSION REQUIREMENTS	Submitted
Policy Section Number	The following submission documents are required for all applications for structures beneath public streets.	
1a.	<b>Site plan and parkade plan</b> , clearly showing the location of the proposed encroachment, underneath any existing or future roads.	
1b. 2c. 3a.	<b>Servicing drawings</b> , including profiles and dimensioned cross-sections, showing the location of the underground structure and any existing/future utilities—including public utilities (i.e. water, sewer, and drainage utilities), as well as all third-party utilities (BC Hydro, FortisBC, Telus, and Shaw). The City is developing a capital project application, which may help inform utility planning, noting that the exact location of utilities will be determined through detailed design. The application is expected to be available by summer of 2022.	
1b. 2c. 3a.	Written comments from BC Hydro, in addition to and separate from development servicing drawings, confirming that the proposed encroachment does not hinder future Hydro transmission infrastructure expansion (to meet Step Code requirements of buildings, EV vehicles, etc.).	
1c.	Written agreement demonstrating support from the owner(s) of the property on the opposite side of the street (only applicable for sites in which the entire proposed street is not contained within a development site from property line to property line).	
1d. 1e. 2a. 2b. 2d.	<ul> <li>A letter, including the following information:         <ul> <li>Confirmation that a commercial or institutional entity will take on all long-term responsibility for the encroachment, in perpetuity.</li> <li>Documentation that demonstrates that the proposed structure owner has financial capacity and operational experience to operate, maintain and repair the proposed encroachment.</li> <li>Anticipated maintenance activities over the service life of the proposed encroachment, with associated plans/strategies to minimize impacts to public infrastructure (road and utilities) and to the public (ie. users of the road and utilities)</li> <li>Description of public benefit of the encroachment (e.g., improved public realm).</li> <li>Description of site or environmental constraints that prevent underground structures from being accommodated entirely within the development site and include appropriate drawings that demonstrate constraints.</li> <li>Transportation report prepared by the professional engineer that demonstrates transportation benefits of the proposal (e.g. safety, vehicle circulation, etc.).</li> </ul> </li> </ul>	
3b. 3d.	<ul> <li>A letter/report by a professional engineer, confirming that the encroachment will be:</li> <li>Designed and constructed for a long service life (i.e., over 75 years) and following industry best practices for structures located under public streets.</li> <li>Include design elements that will protect the structure from inadvertent physical impacts caused by sub-surface construction, maintenance, or operational activity (i.e., roadworks, utility repairs, water leaks, etc)," such as a sacrificial slab atop/above the roof of the encroachment structure.</li> <li>The City may require services of a structural engineer to assist staff in a review. The applicant will be required to pay structural engineering fees in these situations.</li> </ul>	