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**Planning and Development Department**

3000 Guildford Way, Coquitlam BC V3B 7N2

Tel: 604-927-3430 Fax: 604-927-3405

Email: [planninganddevelopment@coquitlam.ca](mailto:planninganddevelopment@coquitlam.ca)[www.coquitlam.ca/development](http://www.coquitlam.ca/development)

*Fees are not refundable except as outlined in the Fees and Charges Bylaw and do not guarantee approval of application in any way.*

**Instructions:** If more information is required than a field allows for, please attach additional pages.

**Applicant**

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner(s) of Property**

Owner

Address and Postal Code

Phone

Email

Owner	Address and Postal Code	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Property Description**

Property Address: \_\_\_\_\_

Property Identification Number(s): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot Dimensions: Lot size: \_\_\_\_\_ m<sup>2</sup> Lot frontage: \_\_\_\_\_ m Lot depth: \_\_\_\_\_ m

Existing land use(s): \_\_\_\_\_

Existing zone(s): \_\_\_\_\_

Existing Official Community Plan Designation: \_\_\_\_\_

Existing buildings/structures will be:  Retained  Demolished  Relocated  No Existing BuildingsAre there any easements or restrictive covenants affecting the property?  Yes  No

If yes, provide copies with the current title search (30 days) for all properties.





Please complete the application by initialling under “Copies Attached” to verify completion of each submittal requirement. City staff will review the checklist and application package. Detailed architectural and landscape plans are not necessary for pre-application review; however, the more thorough the information provided, the greater usefulness the review will be to the applicant.

Project Address: \_\_\_\_\_

## Forms, Fees and Technical Reports

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Application Form	1	<ul style="list-style-type: none"> <li>A pre-application form must be completed and signed at time of submission. Where the owner is a company, the signature required is from a representative with signing authority.</li> </ul>			
Application Fee		<ul style="list-style-type: none"> <li>An application fee, based upon the current effective Fee Schedule.</li> </ul>			
Current Title Search	1	<ul style="list-style-type: none"> <li>A copy of the current title search from the Land Title Office for each parcel affected in the application, including copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on the title.</li> </ul>	<ul style="list-style-type: none"> <li>Title searches may be obtained at the Land Title Office, 88 - Sixth Street, New Westminster, BC.</li> <li>The title search must have been completed within 30 days of submission.</li> </ul>		

## Drawings

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Electronic (.pdf) Drawings	1	<ul style="list-style-type: none"> <li>A complete set of all drawings (site plan, building sketches), provided on a memory stick (USB port) for transferring at time of application submission.</li> </ul>			
Certified Survey Plan (if available)	3 (Minimum 11" x 17", folded in half.)	<ul style="list-style-type: none"> <li>PID</li> <li>Legal Description</li> <li>Street address, street name(s) and location, location and width of any lane(s).</li> <li>Dimensions of site area.</li> <li>Location and dimensions of all existing buildings and structures on the site.</li> <li>Front, rear and side yard setbacks from buildings to lot lines.</li> <li>Lane dedications, registered easements, encroachments and rights-of-way.</li> <li>Existing grades at each corner of the lot(s) or spot elevations of the property at one metre intervals.</li> </ul>			
Project Statistics (as applicable)	3	<ul style="list-style-type: none"> <li>Total lot area</li> <li>Lot coverage</li> <li>Gross floor area(s)</li> <li>Building height(s)</li> <li>Number of off-street parking spaces</li> <li>Number of dwelling units and types</li> </ul>	<ul style="list-style-type: none"> <li>May be provided on site plan.</li> </ul>		

## Drawings (Continued)

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Site Plan	3 (Minimum 11" x 17", folded in half.)	<ul style="list-style-type: none"> <li>• Dimensioned or scaled</li> <li>• North arrow</li> <li>• Date plan prepared</li> <li>• Vicinity/Key plan (location of site relative to other major streets in area)</li> <li>• Street name(s) adjacent to and fronting the site</li> <li>• Dimensions of site</li> <li>• Location and dimensions of all proposed buildings and structures and setbacks to property lines.</li> <li>• Existing and finished grade levels.</li> <li>• Size and location of all off-street parking and loading.</li> <li>• Driveways/access to parking and loading from street and/or lane with dimensions.</li> <li>• Location of the natural boundary of any existing watercourses or environmental features.</li> <li>• Location of existing landscaping.</li> <li>• Location of proposed open or common amenity space(s).</li> <li>• Location of utility connections.</li> </ul>			
Building Sketches	3 (Minimum 11" x 17", folded in half.)	<ul style="list-style-type: none"> <li>• Conceptual elevations, front, rear and sides and proposed building heights.</li> <li>• Typical floor plans.</li> </ul>			

## Graphic Materials

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Context Photographs	1	<ul style="list-style-type: none"> <li>• Photos showing the relationship of the proposed building(s) to surrounding development at front, rear and sides of site area.</li> <li>• Typical views of the property along the streetscape.</li> </ul>			

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