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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.cawww.coquitlam.ca/development

*Fees are not refundable except as outlined in
the Fees and Charges Bylaw and
do not guarantee approval of an 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: _____

Existing land use(s): _____

Existing zone(s): _____

Official Community Plan Designation: _____

Proposal

Citation: Identify the Zoning Bylaw Text to be deleted, modified or added. Please cite the section, subsection and page numbers of the Coquitlam Zoning Bylaw (Bylaw No. 300, 1996).

Reason: Describe reason(s) for the proposed Zoning Bylaw Text Amendment:

Proposed Use: Is the proposed Zoning Bylaw Text Amendment is to permit a use not otherwise permitted in the zone? If so, provide the following.

Is the proposed use permitted in another zone? If yes, why is that zone and the areas in which it is designated not preferred?

Does the proposed use involve manufacturing, producing or processing any goods or materials? If so, please describe:

Does the proposed use include any storing or warehousing of products or goods on site? If so, please describe:

Does the proposed use involve the retail sale of any products on site? If so, please describe:

Does the proposed use involve any customers, clients or visitors coming to the site? If so please describe what type (i.e., public, other business operators) and approximate frequency (e.g., number per day):

Approximately how many employees are associated with the proposed use?

Please provide a description of where the proposed use will be located on the site and the approximate floor area (m²) the proposed use will occupy (Please submit site plans and/or floor plans, if available, to assist with providing this information.):

Other applications being submitted concurrently:

Type (e.g. Development Permit, Rezoning, Subdivision)	Application No. (to be completed by staff)

Applicant Acknowledgement

The personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Planning and Land Use Management processes in accordance with Part 14 of the *Local Government Act*. Applicants are 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 Supervisor of Development Services 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.

Applicant Or Authorized Representative Name (Print)

Signature

Date

Authorization of Applicant

I hereby designate _____ to act as my agent in matters related to this application.

Owners Name (Printed): _____ Owners Signature: _____

Note: A letter of applicant authorization with the signatures of all owners will also be accepted.

Zoning Bylaw Text Amendment Checklist

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time. Please complete the application by initialling under "Copies Attached" to verify completion of submittal requirement. The number of types of plans required for a Zoning Bylaw Text Amendment application will vary according to the amendment being proposed. Contact the Planning and Development Department at 927-3430 to confirm the submittal requirements.

Project Address: _____ Postal Code: _____

Forms, Fees and Technical Reports

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Application Form	1	<ul style="list-style-type: none"> A Zoning Bylaw Text amendment application form must be completed and signed by the property owner(s) at time of submission. Where the owner is a company, the signature required is from a representative with signing authority. 			
Application Fee		<ul style="list-style-type: none"> An application fee, based upon the current effective Fee Schedule. 			
Current Title Search (if applicable)	1	<ul style="list-style-type: none"> 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. 	The title search must have been completed within 30 days of submission.		

Drawings Required (NO pencil drawings.)

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Certified Survey Plan (if applicable)	1 (minimum 8 ½" x 11")	<ul style="list-style-type: none"> Property Identification Number (PID) Legal description. Street address, street name(s) and location, and location and width of any lane(s). Dimensions of site area. Location of all existing buildings and structures on site. Lane dedications, registered easements, encroachments and rights-of-way. 	All dimensions and measurements must be in metric units.		
Location Plan (if applicable)	1 (minimum 8 ½" x 11")	<ul style="list-style-type: none"> Outline of site area to be subject to the proposed text amendment. Show adjoining properties. 	A site plan obtainable from the City's Internet GIS, Q the Map, (http://qthemap.coquitlam.ca) may be used.		

I certify that the attached submission is complete and accurate, and includes all of the above items.

Applicant Signature

Date

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