



DEVELOPMENT SERVICES APPLICATION PACKAGE

Guide to

DUPLEX DEVELOPMENT

in the RD (two family residential) zone

This handout is prepared for your convenience as a general guide to requirements for duplex development applications in the City of Port Coquitlam. Changes to the information may be made where circumstances warrant. Please consult the bylaws and other documents including the *Community Charter; Local Government Act; Land Title Act; Strata Property Act* and the City of Port Coquitlam Official Community Plan, Zoning Bylaw, 2008, No.3630, Parking and Development Management Bylaw No. 3525, Development Procedures and Fees Bylaw No. 3632, Subdivision Servicing Bylaw No. 2241, Tree Bylaw No. 3474, Soil Removal and Deposit Bylaw No. 3331 and other municipal legislation and policies as may be applicable for specific requirements. You may view municipal documents on the City of Port Coquitlam web site, www.portcoquitlam.ca, at the Terry Fox library or you may obtain copies at City Hall. For further information, please contact the Planning Division at 604-927-5442.

Last updated Dec 2008

INTRODUCTION

This handout describes the specific process for applications to change the zoning of a property or amend the Zoning Bylaw. If additional application processes are also involved, such as a Development Permit (DP) application, then they will run concurrently but the procedures are distinct and separate applications are required for each process. Please also refer to:

- 🌿 The **Official Community Plan** for policies, land use designations, and development permit area designations, objectives and guidelines.
- 🌿 **Zoning Bylaw, 2008, No. 3630** for applicable regulations.
- 🌿 The **OCP and Watercourse Development Permit Guide** for information regarding development of properties within 50 metres of a watercourse.
- 🌿 The **Development Permit Guide** for information regarding DP requirements for multiple dwelling, industrial and commercial projects.
- 🌿 The **Rezoning Guide** for information regarding the rezoning process.
- 🌿 The **Sustainability Checklist**.

A complete and acceptable application for development:

- *responds well to the design guidelines of the Official Community Plan*
- *is designed to fit the context of its site*
- *appropriately responds to the City's sustainability objectives*
- *complies with the regulations of the Zoning Bylaw with accurate calculations or proposes a variance to achieve a greater public benefit*
- *incorporates servicing to meet Engineering Department requirements*
- *has landscape plans coordinated with the building plans and streetscape works*
- *will comply with the Building Code as determined by a qualified code consultant*
- *if subdivision regulations apply, is based on a subdivision plan prepared by a BC Land Surveyor acceptable to the Approving Officer*
- *if Watercourse DP regulations apply, is based on a report from a qualified professional that contains all required information as stipulated by the Development Procedures and Fees Bylaw No.3632*
- *if any variances to the Zoning Bylaw are requested, includes a rationale and impact assessment of each requested variance*
- *correctly addresses flood plain, high water table and other site constraints*
- *provides dimensioned building plans, a site plan, elevations, cross sections from property line to property line, a materials board and a rendering.*

PROCESS FOR DUPLEX DEVELOPMENT

Pre-Application

Prior to application, a preliminary meeting with Planning Division staff should be scheduled to discuss the proposed application and to identify the application requirements. Please identify the OCP policies and the current Zoning Bylaw regulations applicable to the site, the development concept, and bring a dimensioned sketch of the property. During the preliminary meeting, please indicate if the project would involve zoning variances, watercourse protection, or other amendments to other regulations.

TIP: The proposal should be discussed with immediate neighbours, local resident groups and any others who may be affected in order to identify and resolve issues at an early stage. Holding a neighbourhood information meeting may be recommended after preliminary review of an application by the Planning Division.

Submit Application

Please submit **complete** Rezoning and Development Permit applications. A primary contact for all communication regarding the application must be appointed at the time of the application. The architect or project manager is normally appointed unless the owner is familiar with development application processes.

A **development sign** must be posted within 30 days. The sign(s) must be 4 ft by 8 ft and placed in a highly visible area facing the street(s) of the subject property. Please notify Planning when the sign has been posted by submitting a photograph of the sign and again when the date for the Public Hearing has been added. The sign(s) must be removed following Council decision on the application. Please refer to the *Development Sign Specifications Information Handout* online under Development Services or contact the Planning Division at 604-927-5442 for the specific information on the sign.

TIP: Failure to post the development sign may result in a delay in the processing of the application. Failure to add the date of the Public Hearing may result in cancellation of the Public Hearing.

Staff Review

The appointed Planning File Manager will review the application and circulate it to other departments and any applicable outside agencies. Any requests for further information or revisions will be brought to the attention of the primary contact. If any amendments are made to the original set of plans, the revised submission must include a specific description of the change and revised date. Enquiries about the status of the application review should be directed to the Planning File Manager.

NOTE: If a rezoning and/or a DP application does not comply with submission requirements or if additional information is required for its assessment, a written response from the Planning File Manager will be provided listing resubmission requirements. Resubmissions which fully address all identified issues and information requirements will proceed in a timely manner through the application review process. All materials responding to resubmission requirements must be provided by the applicant in one comprehensive resubmission to the File Manager unless otherwise stipulated by the File Manager. An incomplete resubmission or one which does not fully address the requirements identified in the City's response will be deemed lowest priority for processing.

Public Consultation

Consultation with neighbourhood residents is encouraged. Proposals should be discussed with immediate property owners, tenants, local resident groups and any others who may be affected in order to identify and resolve issues at an early stage. If a proposal involves significant variance to Zoning Bylaw regulations and, in the opinion of the Smart Growth Committee (SGC), would benefit from a formal opportunity for public input, then a Public Meeting may be required prior to a decision on an application. An additional fee of \$1200 would be required to cover the advertising costs involved in such consideration. If a public information meeting is to be held, please consult with the Planning Division prior to initiating the meeting.

SGC Meeting #1 (Rezoning)




Staff will forward a report on the Rezoning application to the Smart Growth Committee (SGC) for its decision. The Committee will normally recommend either that the application proceed to Council for formal consideration or return to Staff for amendment or further information prior to making a recommendation.

Council

Council will receive a report and recommendation(s) from the SGC and discuss the application. If the Council wishes to proceed with further consideration, it will authorize staff to bring forward a bylaw amendment. The amending bylaw is brought forward at the next Council meeting for 1st and 2nd reading.

Public Hearing

A date is set for the Public Hearing by the Corporate Officer and formal notification is provided to property owners and residents. The Public Hearing date must be posted on the development sign. If the application is for a text amendment only, then notification will consist of advertisements in the local newspaper. Council will hear from any person who wishes to provide comments at the Hearing. After Council closes the Public Hearing, it will proceed to make a decision on the application. It may:

-  Proceed with the application by giving the amending bylaw 3rd reading. Council may also establish conditions to be met by the applicant prior to consideration of adoption;
-  Reject the application if it believes the application is not in the public interest;
-  Direct the applicant to bring forward additional information. Normally this action will result in the requirement to hold an additional Public Hearing.

Pre-Adoption Requirements

Council will identify any requirements to be met prior to adoption, such as registration of restrictive covenants or demolition of existing structures. These requirements will be summarized in a letter from the Planning File Manager following 3rd Reading. The City requires the works and services security for a development to be in place prior to adoption of the amending bylaw. The Engineering & Operations Department will determine the necessary amounts based on your estimates and you may require a consulting engineer to assist you in providing plans for this estimate. Council will consider adoption of the amending bylaw once *all* conditions have been met.

SGC Meeting #2 (Development Permit)

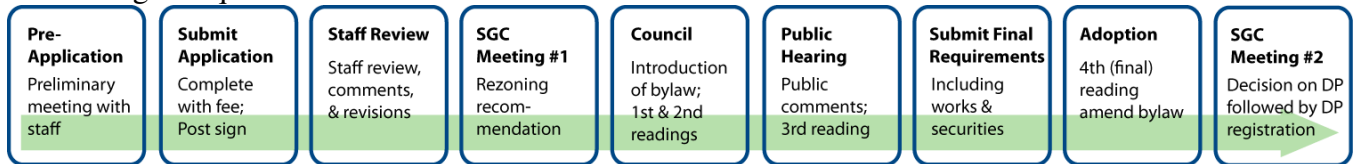
After the rezoning has been completed and any outstanding design or landscape matters addressed, the SGC will consider your Development Permit application. The \$5000 security for the landscape works

must be received prior to the meeting. The SGC will give detailed consideration to the proposed form and character of the building, including any siting variances associated with the application.

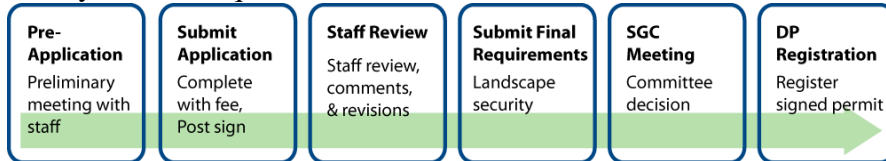
Post Application

Following the successful rezoning and approval of a development permit, you will need to obtain a building permit. An application and applicable requirements can be obtained from the Building Division. The building permit must be in accordance with the Development Permit - any proposed change to the building design or landscaping must be brought to staff’s attention and may require an amendment to the DP. Upon inspection and approval of the completed landscaping, \$4500 of the landscape security will be refunded. The remaining \$500 will be held back for the period of one year and refunded if the plantings survive past the one-year period.

If rezoning is required:



If only a DP is required:



INFORMATION REQUIRED FOR DUPLEX DEVELOPMENT

1. Current **Certificate(s) of Title** from the Land Title Office dated no more than 6 months prior to date of application must be provided along with a description of any restrictions on title.
2. **Letter of Authorization** from the owner for an agent to act on behalf of the owner (if the registered owner is not the applicant) must be provided. A copy of an Option to Purchase or a copy of Purchase under Registered Agreement will also provide for authorization.
3. A **Site Survey** of the property prepared by a BC Land Surveyor identifying lot dimensions, total area of lot, location and setbacks of existing structure if they are to be retained, any statutory right-of-way(s), and restrictive covenant areas and easements must be provided.
4. **Written Submission:** Please provide a description of:
 - Site context including uses adjoining the property, features such as setbacks or height of adjacent buildings, topography and vegetation
 - Compliance with requested zoning and any variances to the regulations of the zone
 - Design rationale
 - Other background material such as arborist’s report to help determine the health of significant trees
 - Proposed community consultation
5. A completed **Sustainability Checklist** must be submitted to provide an assessment of the social, environmental and economic impacts of a proposal. Please refer to the separate handout from the Planning Division.

6. Applications for high performance buildings to be built to LEED[®], Built Green[™] or equivalent standard, will be fast tracked if a written commitment to construct a **green building** is provided at the time of application. This commitment must include:
 - A complete green building certification checklist (e.g. Built Green or LEED[®])
 - A letter from the project's coordinating professional who ensures the proposed green building standards are met.
 7. **Plans** to include:
 - 2 full size sets of architectural and landscape plans
 - 1 set of reduced plans at 11" x 17"
 - 1 set of reduced plans at letter size (8 ½" x 11")
 8. The **Project Profile Data** on the architectural plans must include the following calculations:
 - Site area
 - Floor area ratio
 - Lot coverage (*both building and parking levels*)
 - Front, rear and side yard (*external and internal*) setbacks
 - Building height
 - Parking
- NOTE:** Please submit calculations in *both* Imperial and Metric.
9. **Works and Services Information** for the site must be provided. A duplex is required to have separate water and sewer connections to each unit. Obtaining preliminary cost information from the Engineering & Operations Department is highly recommended prior to submitting a development application as upgraded services such as reconstruction of the street or, for a corner lot, streets with curb and gutter, sidewalk, street lighting, and street trees and paving of the lane may be required. A security for these works must be submitted prior to adoption of a rezoning application (*if applicable*) otherwise prior to Building Permit issuance.
 10. A **Site Profile** may be required by the Engineering & Operations Department in accordance with the *Waste Management Act* and *Contaminated Sites Regulation*. A Site Profile package should be obtained from the Engineering & Operations Department or online and the completed Site Profile submitted to the Engineering & Operations Department concurrently with, or prior to, a Rezoning application.
 11. A copy of a **Subdivision Plan** prepared by a BC Land Surveyor must be submitted with a rezoning application, if a subdivision application creating additional lots applies to the subject property. Subdivision applications are administered by the Engineering & Operations Department and considered by the Approving Officer.
 12. The Director of Development Services may require **additional information** to evaluate the application such as an arborist's report on existing vegetation.

ADDITIONAL INFORMATION

Building Permit

A building permit cannot be obtained from the Building Division until the DP is registered and the permit is determined to be in accordance with the DP. No change to the approved design of the building or landscaping may be made unless the change has been brought to staff's attention and the appropriate approval obtained. Any substantive change will require consideration of a DP amendment application.

Development Permit Guidelines

Sites zoned RD are also designated as Development Permit Areas (DPAs) by the OCP to ensure the form and character of buildings and landscaping will be in keeping with their neighbourhood setting. The quality of building design, materials and plantings compatible with the surrounding neighbourhood and green building features are encouraged. Duplex buildings should fit the scale of the neighbourhood and employ architectural details to lessen their massing and create a welcoming and compatible street presence. Garages and parking areas should be designed and landscaped in keeping with the principal building with access from rear lanes or side streets where feasible, or use of architectural treatment to minimize the garage impact. Each duplex unit should have a clearly defined entry visible from the street and useable private yard. Attention should be given to retaining healthy trees and vegetation and using hard and soft landscape treatments to enhance privacy between the adjoining duplex units and adjacent buildings.

Flood Plain

The minimum habitable floor elevations are defined by the Zoning Bylaw (Schedule B) or the City for properties located within the flood plain. The required elevations are also posted on PoCoMAP.

Legal Costs

Restrictive covenants, statutory rights-of-way or other legal agreements and documents may be required. At the direction of the applicant, the City will provide standard documents or request its solicitor to draft non-standard documents. It is the applicant's responsibility to seek independent legal advice in respect of any document or agreements and to pay any costs incurred by the City for drafting and review of legal documents. The charge will be levied prior to final approval of any authorizing bylaw or issuance of the permit or plans, whichever is applicable.

Official Community Plan (OCP)

OCP policies encourage a variety of housing types to accommodate different housing needs in Port Coquitlam, including policies which allow for duplexes in areas with a Residential Land Use Designation and set out criteria for appropriate siting of duplexes. The OCP includes all sites with an RD zoning in the Intensive Residential Development Permit area designation and sets out objectives and guidelines for the form and character of duplex development.

RD Zone Regulations

Regulation		Notes
Height	7.5 metres maximum (24.6 feet)	Height is calculated to the highest point of a building with a flat roof, the deck line of a mansard roof, or the mean level between the eaves and the ridge of a sloping roof. Height may be 9m in the case of a building with a roof slope of 4 in 12 or greater.
Lot coverage	40% maximum	Lot coverage is the maximum area which may be covered by buildings and structures, including decks (>2' above grade).
Floor Area Ratio	.55	The following areas may be excluded from the floor area ratio: <ul style="list-style-type: none">• 46 m² (495 sq.ft.) of floor area for a garage or carport• floor area below the habitable floor elevation• any floor area comprising a basement• balconies, decks, and areas within underground structures

Regulation		Notes
Setbacks:		A setback is the distance from the property line to the principal building. Features such as chimneys, cornices, gutters, window sills and bay windows may project up to 0.6 m (2 ft.) into a yard.
– Front yard	7.5 metres minimum (24.6 feet)	The front yard setback may be reduced to 6 m (19.7 ft.) for a 7 m (23 ft.) wide portion of the building less than 5 m (16.4 ft.) and one storey in height.
– Interior side yard	1.8 metres minimum (5.91 feet)	“Interior” side yard means the yard next to another lot.
– Exterior side yard	3.5 metres minimum (11.48 feet)	“Exterior” side yard means the yard next to a street.
– Rear yard	7.5 metres minimum (24.6 feet)	Accessory buildings may be located in the rear yard (refer to accessory building regulations).
Parking	2 / dwelling unit	

Rezoning

Most duplex developments involve rezoning from Residential Single Dwelling RS1 or RS2 zones. By policy in the OCP, Council may consider rezoning a site to the RD zone if there are no other RD-zoned sites located within 180 m (590 ft.) of the proposed site and on the same side of the street (there may be a duplex on the other side of the street).

Council may approve a rezoning application for a lot which does not meet the minimum dimensions or lot area required for subdivision if it is shown to be sufficient to accommodate a conforming duplex.

Secondary Suites

Secondary suites are **not permitted** in RD zones. Plans for a new duplex should clearly identify the proposed use of space and the interior layout of the building should not lend itself to the creation of additional suites. A restrictive covenant prohibiting secondary suites is a requirement of the development approval process.

Signage

A development sign(s) is required to be placed on the site within 30 days of application. Please refer to the *Development Sign Specifications Information Handout* available online under Development Services or contact the Planning Division at 604-927-5442.

Securities

The amount may be in the form of cash or an irrevocable Letter of Credit from a financial institution. The required Letter of Credit format is attached to this guide.

Subdivision

The minimum lot area for subdivision within the RD zone is 650 square metres (7000 sq.ft.) and the minimum lot width is 18 metres (59'). Please refer to the Subdivision guide from the Engineering & Operations Department for further information if subdivision is involved.

Sustainability

Proposals which meet the City's sustainability objectives will be encouraged in the rezoning process.

Time Frame

For the Rezoning: It usually takes 4 to 6 months to obtain a rezoning decision. Many applications take longer due to site issues or information requirements (e.g. technical reports, design completeness, and neighbourhood concerns) and the time needed to revise plans in response to these issues. Timing of Committee and Council meetings may also influence the time frame.

For the DP: The DP may be considered by the SGC at a meeting following rezoning adoption, if all requirements have been met. If rezoning is not required, a DP typically takes 3 to 4 months for issuance.

Watercourse DP Requirements

Any development within 50 metres of a watercourse will be reviewed to determine requirements for protection of watercourses and associated riparian areas. Please refer to the OCP and Watercourse Protection DP handout for further information.

APPLICATION FEES AND OTHER COSTS/CHARGES

Process	Fee	Comment
Rezoning – Processing	\$500	Non-refundable
Rezoning – Public Hearing	\$1200	Refundable if the project is withdrawn or reaccepted and a Public Hearing is not held.
DP – Processing	\$1000	Non-refundable fee @ \$500 per dwelling unit
DP – Registration	\$300	Refundable if the project is withdrawn before the documents are prepared.
Landscape Security	\$5000	This security is required prior to DP issuance
Development Cost Charges (DCC)		A DCC is applicable to the one additional unit.
	\$6193/unit	City's DCC charges for Area 1 (<i>excludes Riverwood/Dominion Triangle</i>)
	\$980/unit	School Site Acquisition Charge (<21 units/ha).
Tree Cutting Permit (<i>if required</i>)	Per site	\$75 permit fee plus \$25 per tree proposed to be cut or removed.
Works & Services	Per site	Site specific per estimate prepared by your engineering consultant and approved by the Engineering Department.
Building Permit		Contact the Building Division

Note: Refer to Development Procedures and Fees Bylaw, 2008, No. 3632 Schedule A for complete information
GVS&DD DCC charges do not apply because there would only be one additional unit.

CONTACT INFORMATION

Planning Division

#200 2564 Shaughnessy St.
604-927-5442

planning@portcoquitlam.ca

Engineering & Operations Department

#200 2564 Shaughnessy St.
604-927-5420

engineering@portcoquitlam.ca

LETTER OF CREDIT FORMAT

On Bank, Credit Union or Trust Company Letterhead

Letter of Credit # _____ Amount \$ _____

Initial Expiry Date _____ Development Permit No. _____

The City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, BC V3C 2A8

We hereby authorize you to draw on the (bank) _____
for the account of (who) _____ up to the total amount of
\$ _____ available on demand.

Pursuant to the request of our customer _____ we hereby
establish and give you our irrevocable Letter of Credit in your favour in the above amount which
may be drawn on by you at any time and from time to time, upon written demand for payment made
upon us by you, which demand we shall honour without inquiring whether you have the right as
between yourself and the said customer to make such demand, and without recognizing any claim of
our said customer, or objection by it to payment by us.

The Corporation of the City of Port Coquitlam may reduce the amount of this Letter of Credit from
time to time as advised by notice in writing to the undersigned.

This Letter of Credit will continue in force for a period of one year, subject only to the conditions
hereinafter set forth.

It is a condition of this Letter of Credit that it shall be deemed to be automatically extended without
amendment from year to year from the present or any future expiration date hereof, unless at least 30
days prior to any such future expiration date, we notify you in writing by registered mail, that we
elect not to consider this Letter of Credit to be renewable for any additional period.

Dated at _____ this the _____ day of _____.

Name of Bank:

per:

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
APPLICATION FOR REZONING AND/OR DEVELOPMENT PERMIT FOR A DUPEX**

Rezoning File No: _____

Development Permit File No: _____

Application Date: _____

TO BE COMPLETED BY APPLICANT - Please print clearly

Applicant's Name: _____ Registered Owner: _____

Applicant's Address: _____ Owner's Address: _____

Postal Code _____

Applicant's e-Mail _____

Applicant's Phone _____

Primary contact:

Contact's Name: _____ Contact's Position _____

Contact's Address: _____

Contact's Phone _____ Contact's e-mail _____

Legal Description of Property _____

Civic Address: _____

PID _____

Present Use of Property: _____

Present Zoning of Property: _____

Present OCP Land Use Designation: _____

Proposed Use: _____ Duplex _____

OFFICE USE: Associated Applications

_____ Rezoning R _____

_____ Development Permit (Watercourse) DP _____

_____ Development Variance Permit DVP _____

_____ Other _____

APPLICANT: Initial the following to confirm application requirements:

Initial	Comment	Submission Requirements
_____	_____	1. Current Certificate(s) of Title
_____	_____	2. Letter of Authorization from the registered owner for an agent to act on behalf of the owner, or a copy of the option to purchase or purchase under registered agreement.
_____	_____	3. Site Survey
_____	_____	4. Written Submission
_____	_____	5. Sustainability Checklist
_____	_____	6. Written commitment if the application is to qualify as a Green Building
_____	_____	7. Plans: 2 full size sets of architectural and landscape plans. - 1 set of reduced plans at 11" x 17" - 1 set of reduced plans at letter size (8 1/2" x 11")
_____	_____	8. Project Profile Data
_____	_____	9. Works and Services Information
_____	_____	10. Confirmation of a completed Site Profile
_____	_____	11. Copy of Subdivision Plan if applicable
_____	_____	12. Additional information as applicable: - arborist's report on trees to be retained - other

The undersigned make this application to the Director of Development Services, have fulfilled the requirements of a complete application, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____
 Print Name _____

Note: Any documentation or information relating to the application that is in the custody or control of the City is subject to the *Freedom of Information and Protection of Privacy Act (B.C.)*.

TO BE COMPLETED BY OFFICE

Application Fees (per Development Procedures and Fees Bylaw, 2008, No. 3632)

Non-refundable fee - Rezoning	_____
Non-refundable fee - DP	_____
Refundable fee (Public Hearing)	\$ 1,200
Refundable fee (Documents)	\$ 300
TOTAL for applications	_____

DATE: _____ RECEIPT NUMBER _____