

Application for Small-Scale Multi-Unit Housing (SSMUH) Development Permit

Sites zoned RS1, RS2, RS3 and RS4 are designated as Development Permit Areas by the OCP to ensure the form and character of dwellings and landscaping will be in keeping with their neighbourhood setting. New dwellings are to be designed to fit the scale of the neighbourhood and create a welcoming and compatible street presence, where a high quality of design, building materials and landscaping is encouraged. Attention should be given to retaining healthy trees and vegetation and using hard and soft landscape treatments to enhance privacy between the adjoining dwelling units.

For more information about development requirements, visit:

www.portcoquitlam.ca/business-development/application-guides.

TO BE COMPLETED BY APPLICANT

I/We hereby make application and provide drawings under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following building or structure and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Permit, if issued.

Application Date: _____

Property Owner: _____

Owner Address (incl. postal code): _____

Owner Phone: _____ Owner email: _____

Applicant (Primary Contact) ☐ Owner (same as above)

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Phone: _____ Applicant email: _____

DEVELOPMENT DETAILS

PID: _____

Civic Address: _____

Proposed Use: ☐ House with secondary suite and ADU ☐ Duplex
☐ Accessory Dwelling Unit (ADU) only ☐ Triplex

Proposed # of Dwelling Units: _____

SMALL-SCALE MULTI-UNIT HOUSING DEVELOPMENT PERMIT APPLICATION CHECKLIST

The following materials are required as part of the SSMUH Development Permit Application. All requirements must be submitted in order to process a SSMUH Development Permit Application.

Submission Requirements	Description	Applicant Initial	Comment
Application Form	Completed application form with fee.		
Certificate(s) of Title	Current Certificate(s) of Title: <ul style="list-style-type: none"> <input type="checkbox"/> Dated within 6 months of application date. <input type="checkbox"/> Include description of any restrictions on title. 		
Letter of Authorization	If the registered owner is not the applicant, include the following authorization documentation: <ul style="list-style-type: none"> <input type="checkbox"/> Letter from the owner authorizing agent to act on their behalf <u>OR</u> <input type="checkbox"/> Copy of an Option to Purchase <u>OR</u> <input type="checkbox"/> Copy of Purchase under Registered Agreement. 		
Written Submission	Provide a written submission demonstrating how the development will be compliant with the following regulations and policies: <ul style="list-style-type: none"> <input type="checkbox"/> Official Community Plan (OCP) Policies for Housing and Design (Sections 7.2 and 7.6); <input type="checkbox"/> Environmental Consideration policies in the OCP (Section 9.11); <input type="checkbox"/> SSMUH Development Permit objectives and design guidelines in the OCP (Section 9.12); <input type="checkbox"/> Zoning Bylaw regulations; <input type="checkbox"/> Parking and Development Management Bylaw regulations; and <input type="checkbox"/> If variances to the Zoning or Parking Bylaw regulations are requested, provide the rationale for any requests. 		
Site Survey	Site Survey of property(ies) prepared by a BC Land Surveyor identifying: <ul style="list-style-type: none"> <input type="checkbox"/> Lot dimensions, including total area of lot(s); <input type="checkbox"/> Topography; <input type="checkbox"/> Location and setbacks of existing structure(s); and <input type="checkbox"/> Any statutory right-of-way(s), restrictive covenant(s) and/or easement(s). 		
Architectural Plans	<ul style="list-style-type: none"> <input type="checkbox"/> Electronic (PDF) files of all plans and drawings <input type="checkbox"/> 1 set of reduced plans at 11"x17" Architectural Plans to include: <ul style="list-style-type: none"> • Site plan showing lot dimensions, siting and yard setbacks of all buildings and structures; • Floor plans of all buildings; and • Elevation drawings with cladding materials and colours labeled for all buildings. 		

CITY OF PORT COQUITLAM

Landscape Plan	<input type="checkbox"/> Electronic (PDF) files of all plans and drawings <input type="checkbox"/> 1 set of reduced plans at 11"x17" Landscaping plan to include: <ul style="list-style-type: none"> • Location and species of existing trees to be retained and removed; • Location and species of new trees, shrubs, perennial plants and ground cover; • Specifications of materials used for hard surfacing; and • Details of fences, including height and material. 		
Arborist Report	If trees as defined by the Tree Bylaw are located on the site, or the critical root zone of trees on adjacent lands are located on the site, submit an Arborist Report prepared by an ISA Certified Arborist. The Arborist Report shall include the following: <ul style="list-style-type: none"> <input type="checkbox"/> A site survey plan indicating the location of trees. <input type="checkbox"/> A description of the trees including; species, diameter, height, habitat features, and condition. <input type="checkbox"/> A tree preservation and protection plan where trees are to be retained. 		
Additional Information	<input type="checkbox"/> Additional information to evaluate the application as required by the Director of Development Services.		

APPLICANT ACKNOWLEDGEMENT

The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, 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 of 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.)

OFFICE USE ONLY

Permit #: _____ Fee Paid: _____ Receipt #: _____

☐ Cheque ☐ Cash ☐ Visa ☐ MC ☐ AMX ☐ Interac CSR Initials: _____