

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/property-development-building/development-permits/small-scale-multi-unit

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: New house with secondary suite & 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 and must be submitted for an application to be processed. All documents must include metric dimensions and be submitted in PDF format along with one printed 11"x17" copy of drawings.

Submission Requirements	Description	Applicant Initial	Comment
Application Form	Completed application form with appropriate fee. (as per the Fees and Charges Bylaw).		
State of Title Certificate	Current State of Title Certificate: <ul style="list-style-type: none"> <input type="checkbox"/> Dated within 6 months of application date. <input type="checkbox"/> Including copies of all statutory right-of-way, restrictive covenant and/or easement documents. <input type="checkbox"/> If the property owner is a corporation, a BC Registry Services company summary identifying company director(s). 		
Letter of Authorization	If the registered owner on title is not the applicant, include the following authorization documentation: <ul style="list-style-type: none"> <input type="checkbox"/> Letter from the owner authorizing the agent to act on their behalf <u>OR</u> copy of an Option to Purchase or Agreement for Sale. 		
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 prepared by a BC Land Surveyor identifying: <ul style="list-style-type: none"> <input type="checkbox"/> Lot dimensions, including total area of lot <input type="checkbox"/> Topography <input type="checkbox"/> Location and setbacks of existing structure(s) <input type="checkbox"/> Any statutory right-of-way or easement <input type="checkbox"/> Distance to top of bank of any watercourse located on or within 50 m of the lot 		

Submission Requirements	Description	Applicant Initial	Comment
Architectural Plans	<ul style="list-style-type: none"> <input type="checkbox"/> All indicated dimensions are to include metric figures <input type="checkbox"/> Architectural Plans to include: <ul style="list-style-type: none"> • Site plan showing lot dimensions, building dimensions, existing and proposed elevations at building corners, and distances to property lines; • Project statistics/summary including: <ul style="list-style-type: none"> ○ Lot area, including required dedications ○ Floor Area Ratio (FAR) calculation ○ Permitted and proposed gross floor area and breakdown of each principal and accessory building storey, including over height, crawlspace, and excluded floor area ○ Permitted and proposed lot coverage; ○ Permitted and proposed impermeable surfaces, ○ Building height, including roof pitch ○ Proposed variances • Dimensioned floor plans and sections of all buildings; including roofs, projections, decks, and stairs, • Elevation drawings with cladding materials and colours labeled for all buildings. 		
Landscape Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Landscaping plan to include: <ul style="list-style-type: none"> • Location and species of existing trees to be retained and removed, referencing Arborist Report • Location and description of existing/retained plantings and number, location, species, and size of new plantings • Location, dimension, and materials of hardscaping • Details of fencing and addressing features, including dimensions and materials • Section(s) showing grade transition for retaining walls • Location and dimensions of all mechanical equipment, pad-mounted transformers, and waste, compost, and recycling bins/storage enclosures; • Location and dimensions of useable outdoor open space • Location and dimension of min. 1.0 m wide access path from road too all dwelling unit entrances 		

CITY OF PORT COQUITLAM

Submission Requirements	Description	Applicant Initial	Comment
Arborist Report	<p>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.</p> <p>The Arborist Report shall include the following:</p> <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	<ul style="list-style-type: none"> <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: All documentation 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*.