

Application for Watercourse Development Permit

Watercourse Development Permit (DP) areas are designated in the [Official Community Plan](#) to protect the natural environment. A Watercourse DP will be required for any activities which would impact watercourses, in the opinion of the City, including but not limited to:

- Subdivision.
- Removal, alteration, disruption or destruction of land or vegetation or soil disturbance.
- Construction of buildings, structures, roads, services or flood protection works.
- Creation of non-structural impervious or semi-impervious surfaces (e.g. paving).
- Development of utility corridors or drainage systems.

For more information about development requirements, visit www.portcoquitlam.ca/business.

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 Email: _____ Owner Phone: _____

Applicant (Primary Contact) Owner (same as above)

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Email: _____ Applicant Phone: _____

DEVELOPMENT DETAILS

Legal Description of Property: _____

PID: _____

Civic Address: _____

Present Use of Property: _____

Present Zoning of the Property: _____

Present OCP Designation: _____

Proposed Development: _____

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WATERCOURSE DEVELOPMENT PERMIT CHECKLIST

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

Submission Requirement	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 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. 		
Riparian Area Protection Regulation Assessment (RAPR)	Riparian Area Protection Regulation Assessment (RAPR) required, as per the Provincial Ministry of Environment (MOE). <i>The City of Port Coquitlam will await confirmation from the MOE that it has accepted the RAPR submission prior to proceeding to committee for a decision.</i>		
Site Survey	Site Survey of property(ies) prepared by the 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"/> Location and setbacks of existing structure(s). <input type="checkbox"/> Existing Statutory right-of-way(s), restrictive covenant(s) and/or easement(s). 		
Site Identification	In accordance with the provincial <i>Environmental Management Act</i> and <i>Contaminated Sites Regulation</i> Site Identification may be required. <ul style="list-style-type: none"> <input type="checkbox"/> If a site has been used for commercial or industrial activities a Site Identification Questionnaire is required. A Site Identification Questionnaire may be obtained at the Development Services Department counter or online on the City Site Identification information webpage. <input type="checkbox"/> If a site has been used exclusively for a residential or agricultural use, a Site Identification Questionnaire may not be required. 		

<p>Environmental Report</p>	<p><u>An Environmental Report is required with the following included:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Topographic contours at intervals of one metre, as established by a BC Land Surveyor (BCLS). <input type="checkbox"/> Established qualified professional description of all permanent and non-permanent watercourses on or adjacent to the site, including: <ul style="list-style-type: none"> • Location of the natural boundary. • Top-of-the-bank. • Crest of dike, if applicable. <input type="checkbox"/> Inventory and description of significant natural biophysical features on the site, prepared by a qualified professional, including: <ul style="list-style-type: none"> • Environmental context including linkage to other habitats within the same watershed. • Soil and terrain conditions. • Any potential hazard of land slippage, bank erosion, flooding, or drainage blockage. • Significant trees showing diameter at breast height, species, and drip-line, including trees on adjacent properties that extend into the lot in question. • Major vegetation. • Wildlife species and potential species-at-risk, including their habitats; and nests of hawks, owls, and other raptors, herons, as well as species protected by the <i>Wildlife Act</i>. <p><u>Project description to include:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Dimensions, location, and footprint of existing and proposed buildings and structures. <input type="checkbox"/> Excavation areas, depth of excavation, and fill requirements and locations. <input type="checkbox"/> Location and depth of underground foundations including parking areas. <input type="checkbox"/> Dimensions, location, and footprint of existing and proposed impervious surfaces, such as driveways, walks, and patios. <input type="checkbox"/> Building setback as required by the Zoning Bylaw. <input type="checkbox"/> Proposed building site coverage including: <ul style="list-style-type: none"> • Floor area, height, number of storeys, number of units and parking requirements. 		
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<p>Environmental Report (Cont'd.)</p>	<ul style="list-style-type: none"> ❑ Proposed drainage, collection, retention, and discharge works, as well as calculations showing the effect of these works on pre-development runoff rates in receiving waters. ❑ Site grading plans including existing and proposed grades at corners of buildings, driveways, and other structures, and cut and fill areas that affect the Watercourse Protection Area. ❑ Vegetation and land areas of the Watercourse Protection Area that will be disturbed. <p><u>Environmental Assessment of Proposed Watercourse Protection Area to include:</u></p> <ul style="list-style-type: none"> ❑ The location of the Watercourse Protection Area and the identification of existing and potential areas of vegetation as required under Section 9.8.4 of the Official Community Plan (OCP). ❑ Any proposed variation in the location of the boundaries of the Watercourse Protection Area under the terms of Section 9.8.4B of the OCP, if applicable. ❑ The rationale and criteria for any variation in the location of the Watercourse Protection Area required in Section 9.8.4 of the OCP. ❑ An assessment of the effects of the proposed development on the natural environment, ecosystems, and biodiversity of the Watercourse Protection Area, including fish and wildlife habitat and the effects of proposed development on vegetation – watercourse interactions and groundwater flows. ❑ Proposed mitigation measures to protect, restore, and enhance the Watercourse Protection Area and to reduce the impacts of development on this area. <p><u>Environmental Protection Plan for construction and erosion control that defines guidelines to prevent or minimize disturbance to fish and wildlife that includes:</u></p> <ul style="list-style-type: none"> ❑ Prescribe guidelines according to best management practices that minimize disturbance and impacts on fish and wildlife, and their habitats. 		
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Environmental Report (Cont'd.)	<ul style="list-style-type: none"> <input type="checkbox"/> Address in stream work, disposal of storm water runoff from the site, erosion and sediment control, silt fences, fish salvage activities, wildlife and wildlife habitat protection, construction timing, vegetation protection, spill response, and environmental monitoring and reporting. <input type="checkbox"/> Define schedules, in consultation with environmental agencies, for in stream and near-stream work for such time windows and for watercourse conditions that are suitable for watercourse work without harming fish. <input type="checkbox"/> Define how monitoring and compliance with guidelines will be assured prior, during, and after land clearing, site preparation, and construction. <p><u>Watercourse Protection Area Management Plan to include:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A survey plan prepared by a BC Land Surveyor (BCLS) identifying the Watercourse Protection Area and the tenure of the Area. <input type="checkbox"/> Include a scale drawing of the site, location and type of riparian planting, and plant list including species and plant size and commitments for how they will be maintained, including provisions for replacing unhealthy, dying or dead plants. <input type="checkbox"/> Describe how human intrusions into the Watercourse Protection Area will be controlled, including the design of fencing or landscape barriers. <input type="checkbox"/> Describe how the applicant will comply with Section 9.8.6 of the OCP including schedules and deadlines. <input type="checkbox"/> Include enforceable provisions for monitoring and ensuring compliance with the Plan by the applicant and future owners of the lot(s). 			
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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.)

FOR OFFICE USE ONLY

Permits #'s: _____ Fee Paid: _____ Receipt #: _____

Cheque Cash Visa MC AMX Interac CSR Initials _____