

Application for Small Lot Development Permit

Sites zoned 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 and small lot character. 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.

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 (info above)

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Email: _____ Applicant Phone: _____

DEVELOPMENT DETAILS

Legal Description of Property: _____

PID: _____

Civic Address: _____

Proposed Use: _____

SMALL LOT DEVELOPMENT PERMIT APPLICATION CHECKLIST

The following materials are required as part of the Small Lot Development Permit Application. All requirements must be submitted in order to process a Small Lot 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. 		
Architectural Plans	Architectural Plans to include: <ul style="list-style-type: none"> <input type="checkbox"/> 1 full size set of architectural plans (<i>similar to those for Building Permit</i>). <input type="checkbox"/> 1 set of reduced plans at letter size (8.5" x 11"). 		
Landscape Concept Plan	Landscape plans to include: <ul style="list-style-type: none"> <input type="checkbox"/> Submit 1 set full size plans. <input type="checkbox"/> Submit 1 reduced set of plans 8.5" X 11". <input type="checkbox"/> Should retain mature trees if possible; require at least one tree in the front yard. <input type="checkbox"/> Provide for screening of private outdoor areas from adjacent properties. <input type="checkbox"/> On-site parking spaces by a fence, hedge, or other planting. <input type="checkbox"/> Pervious surfaces are encouraged to minimize hard surfaces in yards. 		
Environmental Considerations	Provide a written submission demonstrating how the development will be compliant with the Environmental Consideration policies contained in the Official Community Plan (Section 9.11).		
Development Permit Criteria	Building design and finishing not identical to an adjacent house?		Y/N
	"Friendly" entry with front door visible from the street?		Y/N
	Second storey steps back from the main floor <u>OR</u> Is articulated?		Y/N
	Are open areas (decks, porches, verandahs) screened?		Y/N

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	Private outdoor living area at-grade?		Y/N
	<input type="checkbox"/> Has a detached garage if accessed from lane OR <input type="checkbox"/> The paved surface of the driveway access from the street is less than 5 metres (16 ft) in width?		Y/N
	Includes a landscape plan which: <ul style="list-style-type: none"> <input type="checkbox"/> Retains any mature trees, if possible. <input type="checkbox"/> A minimum of one tree in the front yard. <input type="checkbox"/> Screens the rear yard from adjacent properties. <input type="checkbox"/> Screens any on-site parking spaces 		Y/N
RS4 Zoning Regulations	Height: Maximum 7.5 meters (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.		Y/N
	Lot Coverage: Maximum 50% Lot coverage is the maximum area which may be covered by buildings and structures, including deck(s) (>2' above grade).		Y/N
	Floor Area Ratio – 0.50 The following areas may be excluded from the floor area ratio: <ul style="list-style-type: none"> <input type="checkbox"/> Up to 46 m² (495 sq.ft.) floor area for a garage or carport. <input type="checkbox"/> Floor area below the habitable floor elevation. <input type="checkbox"/> Basements (storey > ½ height below finished grade). <input type="checkbox"/> Open balconies, decks, areas within underground structures. 		Y/N
	Setbacks: <ul style="list-style-type: none"> <input type="checkbox"/> Front yard – Minimum 6 meters (19.7 feet). <input type="checkbox"/> Interior side yards means the yard next to another lot. – Minimum 1.2 meters (3.9 feet). <input type="checkbox"/> Exterior side yard means the yard next to a street Minimum 2. 4 meters (7.9 feet). <input type="checkbox"/> Rear yard – Minimum 7.5 meters (24.6 feet) (Accessory Buildings may be located in the rear yard). 		Y/N
	Building Depth – 50% - Maximum 18 meters (59 ft.) <ul style="list-style-type: none"> <input type="checkbox"/> Maximum length of a building related to the lot depth. 		Y/N

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RS4 Zoning Regulations Cont'd.	<p><u>Parking – 2 per dwelling unit</u></p> <p><input type="checkbox"/> Access must be provided from a lane, if there is one.</p> <p><input type="checkbox"/> A corner lot may have its access from the lane <u>OR</u> the read half of the lot.</p>		Y/N
	<p><u>Maximum Impervious Service</u></p> <p>A maximum of 70% of the lot may be covered in impervious surface.</p>		Y/N

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: _____