

## Application for Coach House Development Permit

Coach houses are designated as within 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 coach houses are to be designed to fit the scale of the neighbourhood and avoid impacts on neighbouring residential uses, and 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/coachhouse](http://www.portcoquitlam.ca/coachhouse).

### 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** (if different than above)

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

### DEVELOPMENT DETAILS

Legal Description of Property: \_\_\_\_\_

PID: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Present Zoning of the Property:  RS1  RS2  RS3  RS4

Present OCP Designation:  Residential  Small Lot Residential

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## COACH HOUSE DEVELOPMENT PERMIT CHECKLIST

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

Submission Requirement	Description	Applicant Initial	Comment
Application Form	<input type="checkbox"/> Completed application form with fee		
Certificate(s) of Title	Current Certificate of Title: <input type="checkbox"/> Dated no more than 6 months prior to date of application <input type="checkbox"/> Description of any restrictions on title		
Letter of Authorization	If the registered owner is not the applicant, include the following authorization documentation: <input type="checkbox"/> Letter from the owner for an agent to act on behalf of the owner <i>OR</i> <input type="checkbox"/> A copy of an Option to Purchase <i>OR</i> <input type="checkbox"/> A copy of Purchase under Registered Agreement.		
Site Survey	Site Survey of property(ies) prepared by a BC Land Surveyor identifying: <input type="checkbox"/> Lot dimensions <input type="checkbox"/> Total area of lot(s) <input type="checkbox"/> Location and setbacks of existing structure(s) <input type="checkbox"/> Any statutory right-of-way(s), restrictive covenant area(s) and easement(s)		
Building Plans for Principal Dwelling	<input type="checkbox"/> Building plans for the principal dwellings identifying the amount of floor area on each floor, excluding up to 46m <sup>2</sup> (495 ft <sup>2</sup> ) for an attached garage or carport, floor area below the habitable floor elevation, basement floor area, and balconies, decks and areas within underground structures.		
Architectural Plans	<input type="checkbox"/> Electronic (PDF) files of all plans and drawings <input type="checkbox"/> 1 set of reduced plans at 11"x17" <input type="checkbox"/> Elevation drawings with cladding materials labeled (color preferable)		
Landscape Concept Plan	<input type="checkbox"/> Electronic (PDF) files of all plans and drawings <input type="checkbox"/> 1 set of reduced plans at 11"x17" The landscaping plan must show: <input type="checkbox"/> A landscaped path connecting the coach house to the street <input type="checkbox"/> At least 15m <sup>2</sup> open space for the coach house, with a depth of at least 2.4m, consisting of lawn or pavers screened by trees, decorative fencing or layered planting <input type="checkbox"/> At least two trees on the lot <input type="checkbox"/> Any open parking space for a coach house must be screened with landscaping or fencing		

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Context and Neighbourhood Consultation	<p>Provide a description of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The site context, including use and development of adjoining properties (i.e. any lot which abuts or is adjacent to the subject lot, whether or not it is separated by a lane or street), topography and vegetation</li> <li><input type="checkbox"/> Consultation undertaken and the responses received from the owners of the adjoining properties to the design and landscaping of the proposed coach house</li> </ul>		
Development Permit Criteria	<p><b><u>Coach House Building Design</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The building's appearance is secondary or accessory to the principal dwelling</li> <li><input type="checkbox"/> The building design is compatible with the principal dwelling</li> <li><input type="checkbox"/> Architectural elements are appropriately scaled to the overall building form</li> <li><input type="checkbox"/> Windows and skylights promote natural lighting</li> <li><input type="checkbox"/> The design, siting and orientation of windows, balconies, patios and decks provides for visual privacy between adjoining properties</li> </ul>		
	<p><b><u>Coach House Scale, Massing and Building Orientation</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The area of the second floor is a maximum of 60% of the first storey's footprint</li> <li><input type="checkbox"/> Balconies are restricted to the second storey (not rooftop) and have a minimum width of 2m</li> <li><input type="checkbox"/> Any stairs to a second storey are enclosed within the building</li> <li><input type="checkbox"/> The floor area of a second storey is integrated within a sloping roof, recessed or articulated</li> <li><input type="checkbox"/> If a corner lot, the front door faces the flanking street</li> <li><input type="checkbox"/> If there is lane access, the building façade facing the lane includes architectural elements to avoid an appearance of a blank wall and minimize the visual impact of garage door(s)</li> </ul>		
	<p><b><u>Coach House Lighting</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Any exterior lighting, including high-wattage motion-activated security lights, is designed to enhance the experience of the lane at night and not intrude on neighbouring properties</li> <li><input type="checkbox"/> Any lighting within eaves is restricted to the façade facing a lane or exterior side</li> </ul>		
	<p><b><u>Garbage &amp; Recycling</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Garbage and recycling space in a designated area that is screened from patio areas and the lane, or located in an accessory structure or garage</li> </ul>		
Environmental Conservation Considerations	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a written submission demonstrating how the development will be compliant with the Environmental Conservation policies contained in Section 9.11 of the Official Community Plan.</li> </ul>		

Coach House Zoning Regulations	<p><b><u>Lot Area and Lot Size</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum lot area of 370 m<sup>2</sup> (3983 ft<sup>2</sup>) if there is no secondary suite in the main house</li> <li><input type="checkbox"/> Minimum lot area of 740 m<sup>2</sup> (7965 ft<sup>2</sup>) if the main house includes a secondary suite</li> <li><input type="checkbox"/> Minimum 10m (32.8 ft) lot width if a corner lot or if accessed from a lane</li> </ul> <p>If midblock coach house without a lane:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum 12m (39.4 ft) lot width</li> <li><input type="checkbox"/> At least 5m of uninterrupted road edge</li> <li><input type="checkbox"/> Minimum 2m wide unobstructed path from the front property line to the coach house</li> </ul>		
	<p><b><u>Floor Area</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Floor area ratio maximum 0.5, including the floor area of the main house and the coach house</li> <li><input type="checkbox"/> Coach house floor area maximum 70m<sup>2</sup> (753 ft<sup>2</sup>)</li> <li><input type="checkbox"/> No habitable room is below the habitable floor elevation</li> </ul>		
	<p><b><u>Height</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maximum height of 8.5 m (27.9 ft) to the highest point on the roof surface if the roof slope is 9 in 12 or greater; maximum height of 7.5 m (24.6 ft) for a less steep roof</li> <li><input type="checkbox"/> Maximum height of a crawl space 1.5 m, no full height basement</li> </ul>		
	<p><b><u>Setbacks</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Front yard: <ul style="list-style-type: none"> <li>RS1, RS2, RS3: 7.5m</li> <li>RS4: 6m</li> </ul> </li> <li><input type="checkbox"/> Rear yard or lane: 1.2m</li> <li><input type="checkbox"/> Interior side yard: <ul style="list-style-type: none"> <li>RS1: 10% of lot width, between 1.2 and 1.8m</li> <li>RS2, RS4: 1.2m</li> <li>RS3: 1.8m</li> </ul> </li> <li><input type="checkbox"/> Exterior side yard: <ul style="list-style-type: none"> <li>RS1: 20% of lot width, between 2.4 and 3.5m</li> <li>RS2, RS4: 2.4m</li> <li>RS3: 3.5m</li> </ul> </li> <li><input type="checkbox"/> No portion of the coach house, fence or landscape screen exceeding a height of 1m is within 5m of the point of intersection of any street and lane</li> <li><input type="checkbox"/> Minimum 6m from the nearest exterior walls of the main house and the coach house</li> </ul>		
	<p><b><u>Impervious Surfaces</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maximum impervious surface of 65% in the RS1, RS2, RS3 zones, 70% in the RS4 zone</li> </ul>		
	<p><b><u>Lot Coverage</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maximum lot coverage of 40% in the RS1, RS2, RS3 zones, 50% in the RS4 zone</li> </ul>		

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	<p><b><u>Parking and Garages</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least 2 off-street parking spaces for the main house, 1 independently accessible off-street space for the coach house, 1 independently accessible off-street space for any secondary suite</li> <li><input type="checkbox"/> If the coach house is on top of a garage, no interior doorway between the dwelling and the garage</li> </ul>		
	<p><b><u>Variances to Regulations</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If variances to the Zoning Bylaw regulations are requested, provide the rationale for any requests</li> </ul>		
Additional Information	<ul style="list-style-type: none"> <li><input type="checkbox"/> Additional information to evaluate the application as required by the Director of Development Services.</li> </ul>		

## 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