

Application for Development Permit

A Development Permit (DP) is used to guide the form and character of commercial, multiple dwelling residential (duplexes, townhouses, rowhouses, apartments), industrial and comprehensive developments including these uses. The DP process works to prevent development from creating hazardous conditions, protecting the natural environment, and ensuring development is in line with Community objectives. For more information about DP 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 Phone: _____ Owner email: _____

Applicant (Primary Contact) Owner (same as above)

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Phone: _____ Applicant email: _____

DEVELOPMENT DETAILS

Legal Description of Property: _____

PID: _____

Civic Address: _____

Current Use of Property: _____

Current Zoning of the Property: _____

Current OCP Designation: _____

Proposed Site Area: _____

Proposed # of Dwelling Units: _____

Description of Proposed Development: _____

CITY OF PORT COQUITLAM

DEVELOPMENT PERMIT APPLICATION CHECKLIST

The following materials are required as part of the Development Permit Application. All requirements must be submitted in order to process a 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. 		
Written Submission	An explanation of the proposed development and how the community would benefit from the project. Include the following information: <ul style="list-style-type: none"> <input type="checkbox"/> A description of: <ul style="list-style-type: none"> • Site context including use and development of adjoining properties (include dimensioned setbacks and height of adjacent buildings) • Topography and vegetation. <input type="checkbox"/> Present and proposed site development. <input type="checkbox"/> Compliance with: <ul style="list-style-type: none"> • OCP policies and applicable design guidelines. • OCP policies for environmental conservation (OCP Section 9.11). • The Zoning Bylaw and any variances to the regulations of the zone. <input type="checkbox"/> The rationale for any requested variances to the Zoning Bylaw regulations. <input type="checkbox"/> The social, environmental and economic impacts of the proposal. <input type="checkbox"/> The design rationale. 		
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"/> Location and setbacks of existing structure(s). <input type="checkbox"/> Existing Statutory right-of-way(s), restrictive covenant(s) and/or easements. 		

<p>Site Identification</p>	<p>In accordance with the provincial <i>Environmental Management Act</i> and <i>Contaminated Sites Regulation</i> Site Identification may be required.</p> <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>Offsite Works and Services</p>	<p>The dimensioned plans prepared by a Civil Engineer shall illustrate infrastructure to be provided pursuant to the Parking and Development Management Bylaw and Subdivision Servicing Bylaw including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Curb(s), sidewalk(s), street tree(s), electrical kiosks and street lighting. <input type="checkbox"/> Coordinated engineering, architectural and landscape drawings. <input type="checkbox"/> Undergrounding of overhead wiring where required. <input type="checkbox"/> Plans to indicate provision for on-site storm water management in accordance with best practices. 		
<p>Subdivision Plan</p>	<p>If a subdivision is proposed, include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of a Subdivision Plan prepared by a BC Land Surveyor. <p><i>Subdivision applications are administered by the Development Engineering Division and considered by the Approving Officer.</i></p>		
<p>Arborist Report</p>	<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. 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. 		

<p>Architectural Plans</p>	<p>The plans, signed and sealed by an Architect, are to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 set of reduced architectural plans at 11" x 17" including materials list and colours. <input type="checkbox"/> Other sizes may be requested by planning staff. <input type="checkbox"/> Perspectives, renderings and elevations in colour for presentation purposes (min. size - 11" x 17"). <input type="checkbox"/> Electronic (PDF) files of all plans and drawings. <input type="checkbox"/> A model, if required by the Director of Development Services for a complex application. <p>Plans and drawings to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> North arrow and scale. <input type="checkbox"/> Site plan (<i>or proposed subdivision plan</i>) including: <ul style="list-style-type: none"> • Lot dimensions. • Siting and yard setbacks. <input type="checkbox"/> All drawings must be legible and clearly show: <ul style="list-style-type: none"> • Dimensions, notes and details. • All measurements in metric. <input type="checkbox"/> Identification of all building cladding materials on the elevation drawings and include a material and colour schedule. <input type="checkbox"/> Any Adaptable Dwelling and Family-Oriented Dwelling Units in multi-family buildings should be labeled on the floor plans. <p>A project data table must be shown on the architectural plans and include the following calculations where required by the Zoning and Parking and Development Management Bylaws:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site area. <input type="checkbox"/> Floor area ratio. <input type="checkbox"/> Lot coverage. <input type="checkbox"/> Front, rear and side (external and internal) yard setbacks. <input type="checkbox"/> Building height. <input type="checkbox"/> Number of adaptable units in an apartment building per Building and Plumbing Bylaw. <input type="checkbox"/> Number of family-oriented dwelling units in multi-family development. <input type="checkbox"/> Indoor and outdoor amenity spaces. <input type="checkbox"/> Bicycle parking facilities. <input type="checkbox"/> Recycling storage facilities. <input type="checkbox"/> Parking, including resident, visitor, cash-in-lieu and % small car spaces. <input type="checkbox"/> Loading bays. <input type="checkbox"/> Any other applicable regulation for the zone. 			
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<p>Landscape Plans & Estimate</p>	<p>The plans, signed and sealed by a Landscape Architect, are to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 set of reduced architectural plans at 11" x 17". <input type="checkbox"/> Other sizes may be requested by Planning Staff. <input type="checkbox"/> Electronic (PDF) files of all plans and drawings. <p>Plans to include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Detailed plant list indicating species of vegetation to be used, number of plants and caliper (if applicable) <input type="checkbox"/> Number and species of boulevard trees to be planted. <input type="checkbox"/> Specification of materials and patterns used for hard surfaces (unit pavers, asphalt, concrete, etc.). <input type="checkbox"/> Description and location of children's play areas, if applicable, including number and type of play equipment to be provided. <input type="checkbox"/> Description and location of improvements in outdoor recreation areas (e.g. benches, fountains, games areas). <input type="checkbox"/> Details and elevation of any proposed fencing. <p>A landscape cost estimate is required for Development Permit applications.</p> <p>The estimate to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The cost of all planting and materials specified in the landscape plan. <input type="checkbox"/> All fencing. <input type="checkbox"/> All landscape features such as patios, seating areas, lighting, etc. <input type="checkbox"/> Any proposed improvements in outdoor recreation areas such as gazebos, trellises, hot tubs, and play equipment. 		
<p>Additional Information</p>	<p>Additional information to evaluate the application may be required by the Director of Development Services such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A traffic or sight line analysis to determine appropriate access and egress. <input type="checkbox"/> Parking studies, if a variance to parking is requested. <input type="checkbox"/> An environmental impact analysis. <input type="checkbox"/> An acoustical study. <input type="checkbox"/> Preliminary Building Code analysis. <input type="checkbox"/> Proposed signage or sign guidelines. <input type="checkbox"/> Proposed community consultation. 		

CITY OF PORT COQUITLAM

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: _____