

Application for Development Variance Permit

A Development Variance Permit is required when you would like to vary your development in respect of the land covered in the permit and provisions of the City of Port Coquitlam’s Zoning Bylaw, Parking Development Management Bylaw, Subdivision Services Bylaw, Parking and Development Bylaw or Sign Bylaw. A DVP cannot vary the use or density of land from that specified in the bylaw or a flood plain specification. For more information about building 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) Contractor (info above)

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Email: _____ Applicant Phone: _____

VARIANCE DETAILS

In order to develop the property I require the variation of or supplement to:

- Zoning Bylaw, No. 3630 Section(s): _____
- Subdivision Servicing Bylaw, No. 2241 Section(s): _____
- Parking and Development Management Bylaw, No. 4078 Section(s): _____
- Sign Bylaw, No. 2638 Section(s): _____

PROPERTY / DEVELOPMENT DETAILS

Legal Description of Property: _____

PID: _____

Civic Address: _____

Current Property Use: _____

Current Zoning of Property: _____

Current OCP Designation: _____

CITY OF PORT COQUITLAM

Description of Proposed Development:

DEVELOPMENT VARIANCE PERMIT APPLICATION CHECKLIST

The following materials are required as part of the Development Variance Permit Application. All requirements must be submitted in order to process a Development Variance 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 <i>OR</i> <input type="checkbox"/> Copy of an Option to Purchase <i>OR</i> <input type="checkbox"/> Copy of Purchase under Registered Agreement. 		
Written Submission	The submission to include: <ul style="list-style-type: none"> <input type="checkbox"/> Description of proposed variance. <input type="checkbox"/> Rationale for the variance including why the application is in the public interest. <input type="checkbox"/> Present and proposed site development. <input type="checkbox"/> Site context, including: <ul style="list-style-type: none"> • Uses adjoining each property edge • Any external influences which relate to the variance such as: <ul style="list-style-type: none"> ▪ Building heights and character. ▪ Setbacks. ▪ Significant trees. ▪ Streetscape. <input type="checkbox"/> Compliance with OCP policy. 		
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. 		

CITY OF PORT COQUITLAM

Architectural Plans	<p><u>Site context plan:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 set of reduced plans at 11" x 17". <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. <p><u>Plans and drawings to include:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> North arrow and scale. <input type="checkbox"/> Site plan (or proposed subdivision plan) 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. 		
Site Identification	<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. 		
Subdivision Plan	<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>		
Additional Information	<p>Additional information to evaluate the application may be required by the Director of Development Services. This may include any/all of the following:</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 arborist's report on existing vegetation and the potential for its retention. <input type="checkbox"/> An environmental impact analysis. <input type="checkbox"/> Proposed community consultation. 		

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

Cheque Cash Visa MC AMX Interac CSR Initials: _____