



DEVELOPMENT SERVICES APPLICATION PACKAGE

Guide to

DEVELOPMENT PERMITS

for commercial, multiple dwelling
& industrial designations

This handout is prepared for your convenience as a general guide to requirements for development permit applications in the City of Port Coquitlam. Changes to the information may be made where circumstances warrant. Please consult the bylaws and other documents including the *Community Charter; Local Government Act; Land Title Act; Strata Property Act* and the City of Port Coquitlam Official Community Plan, Zoning Bylaw, 2008, No.3630, Parking and Development Management Bylaw No. 3525, Development Procedures and Fees Bylaw No. 3632, Subdivision Servicing Bylaw No. 2241, Tree Bylaw No. 3474, Soil Removal and Deposit Bylaw No. 3331 and other municipal legislation and policies as may be applicable for specific requirements. You may view municipal documents on the City of Port Coquitlam web site, www.portcoquitlam.ca, at the Terry Fox library or you may obtain copies at City Hall. For further information, please contact the Planning Division at 604-927-5442.

Last updated Dec 2008

INTRODUCTION

This handout describes the specific requirements and processes for obtaining a Development Permit (DP) to guide the form and character of commercial, multiple dwelling residential (townhouses, rowhouses, apartments), industrial and comprehensive developments including these uses. If additional application processes are also involved, such as a Rezoning application, then they will run concurrently but the procedures are distinct and separate applications are required for each process.

Please also refer to:

- 🌿 The **Official Community Plan** for policies, land use designations, and Development Permit area designations, objectives and guidelines.
- 🌿 **Zoning Bylaw, 2008, No.3630** for applicable regulations.
- 🌿 The **OC** and the **Watercourse Development Permit Guide** for information regarding development of properties including any area within 50 metres of a watercourse.
- 🌿 The **Duplex Development Guide** for any proposed duplex.
- 🌿 The **Small Lot Development Guide** for new dwellings in the RS4 zone.
- 🌿 The **Rezoning Guide** if rezoning a property(ies) is required.
- 🌿 The **Sustainability Checklist**

A complete and acceptable application for development:

- *responds well to the design guidelines of the Official Community Plan*
- *is designed to fit the context of its site*
- *appropriately responds to the City's sustainability objectives*
- *complies with the regulations of the Zoning Bylaw with accurate calculations or proposes a variance to achieve a greater public benefit*
- *incorporates servicing to meet Engineering Department requirements*
- *has landscape plans coordinated with the building plans and streetscape works*
- *will comply with the Building Code as determined by a qualified code consultant*
- *if subdivision regulations apply, is based on a subdivision plan prepared by a BC Land Surveyor acceptable to the Approving Officer*
- *if Watercourse DP regulations apply, is based on a report from a qualified professional that contains all required information as stipulated by the Development Procedures and Fees Bylaw No.3632*
- *if any variances to the Zoning Bylaw are requested, includes a rationale and impact assessment of each requested variance*
- *correctly addresses flood plain, high water table and other site constraints*
- *provides dimensioned building plans, a site plan, elevations, cross sections from property line to property line, a materials board and a rendering.*

PROCESS FOR A DEVELOPMENT PERMIT APPLICATION

Pre-Application

Prior to application, a preliminary meeting with Planning Division staff should be scheduled to discuss the proposed application and to identify the application requirements. Please identify the basic requirements, the site characteristics, (*such as OCP designation, zoning, lot size, site context, and servicing requirements*), and the development concept and bring a dimensioned sketch of the property. During the preliminary meeting indicate if the project would involve zoning variances, watercourse protection, subdivision or other amendments to other regulations.

TIP: The proposal should be discussed with immediate neighbours, local resident groups and any others who may be affected in order to identify and resolve issues at an early stage. Holding a neighbourhood information meeting may be recommended after preliminary review of an application by the Planning Division.

Submit Application

Please submit a **complete** application. A primary contact for all communication regarding the application must be appointed at the time of the application. The architect or project manager is normally appointed unless the owner is familiar with development application processes.

A **development sign** must be posted within 30 days. The sign(s) must be 4 ft by 8 ft and placed in a highly visible area facing the street(s) of the subject property. Please notify Planning when the sign has been posted by submitting a photograph of the sign and again when the date for the Public Hearing has been added. The sign(s) must be removed following Council decision on the application. Please refer to the *Development Sign Specifications Information Handout* available online under Development Services or contact the Planning Division at 604-927-5442 for the specific information on the sign.

TIP: Failure to post the development sign may result in a delay in the processing of the application. Failure to add the date of the Public Hearing may result in cancellation of the Public Hearing.

Staff Review

Planning staff will review the application and the appointed Planning File Manager will circulate it to other departments and any applicable outside agencies. Any requests for further information or revisions will be brought to the attention of the primary contact. Enquiries about the status of the application review should be directed to the Planning File Manager.

NOTE: If a DP application does not comply with submission requirements or if additional information is required for its assessment, a written response from the Planning File Manager will be provided listing resubmission requirements. Resubmissions which fully address all identified issues and information requirements will proceed in a timely manner through the application review process. All materials responding to resubmission requirements must be provided by the applicant in one comprehensive resubmission to the File Manager unless otherwise stipulated by the File Manager. An incomplete resubmission or one which does not fully address the requirements identified in the City's response will be deemed lowest priority for processing.

Public Consultation

Consultation with neighbourhood residents is encouraged. Proposals should be discussed with immediate property owners, tenants, local resident groups and any others who may be affected in order to identify and resolve issues at an early stage. If a DP involves significant variance to Zoning Bylaw regulations and, in the opinion of the Smart Growth Committee (SGC), would benefit from a formal opportunity for public input, then a Public Meeting may be required prior to a decision on an application. An additional fee of \$1200 would be required to cover the advertising costs involved in such consideration.

If a public information meeting is to be held, please consult with the Planning Division prior to initiating the meeting.

Submit Final Requirements

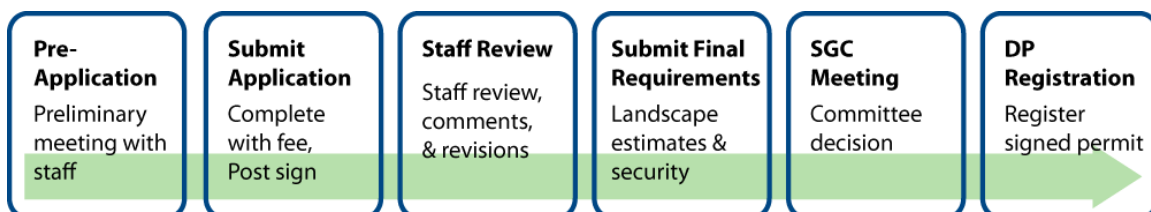
Submit the detailed estimate for the landscape works for review and approval. Submit the landscaping security (typically a Letter of Credit) prior to SGC consideration of the DP application. The required Letter of Credit format is attached to this handout and is also available on the City's website.

SGC Meeting

Staff will forward a report on the application to the SGC for its decision. The Committee will give detailed consideration to the proposed form and character of the building, including any variances associated with the application. The SGC may approve the DP, request additional information or call for public input prior to a decision, or reject the application.

DP Registration

The applicant must register the signed DP within one year of the date of SGC approval. The Building Permit must be issued within two years of the date of DP issuance. A request for inspection and approval of the landscaping to obtain a landscape security refund may be made after the work is completed. 10% of the amount will be held back for the period of one year and will be refunded if the plantings survive past the one-year period.



INFORMATION REQUIRED FOR DEVELOPMENT PERMIT APPLICATION

1. Current **Certificate(s) of Title** dated no more than 6 months prior to date of application must be provided along with a description of any restrictions on title.
2. **Letter of Authorization** from the owner for an agent to act on behalf of the owner (if the registered owner is not the applicant) must be provided. A copy of an Option to Purchase or a copy of Purchase under Registered Agreement will also provide for authorization.
3. **Site Survey** of the property(ies) prepared by a BC Land Surveyor identifying lot dimensions, total area of lot(s), location and setbacks of existing structure(s), any statutory right-of-way(s), and restrictive covenant areas and easements.
4. **Written Submission** explaining the proposed development and why it is in the public's interest. The submission must include:
 - A description of:
 - site context including uses adjoining the property, features such as setbacks or height of adjacent buildings, topography and vegetation
 - present and proposed site development
 - compliance with OCP policies and DP area designation
 - compliance with requested zoning and any variances to the regulations of the zone
 - social, environmental and economic impacts of the proposal
 - any green building practices or technology to be utilized to enhance the sustainability of the project;
 - An analysis of:
 - supporting documents such as an environmental impact analysis, arborist's report and proposed sustainable building practices, and
 - other background material such as traffic and parking studies; and
 - The design rationale
 - Proposed community consultation.
5. A completed **Sustainability Checklist** that provides an assessment of the social, environmental and economic impacts of the proposal. Please refer to the separate handout from the Planning Division.
6. Applications for high performance buildings to be built to LEED[®], Built Green[™] or equivalent standard, will be fast tracked if a written commitment to construct a **green building** is provided at the time of application. This commitment must include:
 - A complete green building certification checklist (e.g. Built Green or LEED[®])
 - A letter from the project's coordinating professional who ensures the proposed green building standards are met.
7. **The Plans** must include:
 - 2 full size sets of architectural and landscape plans
 - 1 set of reduced architectural and landscape plans at 11" x 17"
 - 1 set of reduced architectural and landscape plans at letter size (8½" x 11")
 - Material Board
 - Colour perspective, rendering or elevation for presentation purposes (min 24" x 36")
 - A Model (*may be required for complex applications*)
 - PDF file(s) of architectural and landscape plans, elevations, and rendering

The Plans also must include: a north arrow and scale, site plan (*or proposed subdivision plan*) with all lot dimensions, siting and yard set backs. All drawings, including the 8 ½ x 11” reductions, must be legible and clearly show dimensions, notes and details. All measurement must be in metric (*imperial measurements may also be included*).

8. The **Project Profile Data** on the architectural plans must include the following calculations:

- Site area
- Floor area ratio
- Lot coverage (*both building and parking levels*)
- Front, rear and side yard (*external and internal*) setbacks
- Height
- Amenity space for indoor and outdoor areas
- Parking, including resident, visitor, cash-in-lieu and % small car spaces
- Loading bays
- Any other applicable regulation for the zone

NOTE: Please submit calculations in **both** Imperial and Metric.

Variances to the Zoning Bylaw regulations must be identified and a rationale for the variance included in the written submission.

9. A **Preliminary Building Code Analysis** is required at the time of DP applications. The plans must be reviewed by your Code Consultant early in the design development for compliance with the Building Code prior to DP application and any major issues identified by consultant addressed prior to submission of the application.

10. **Works and Services Information** on the plans should indicate provision for on-site storm water management in accordance with best practices. The dimensioned plans must illustrate infrastructure to be provided pursuant to the Subdivision Servicing Bylaw including curb, sidewalk, street trees, electrical kiosks and street lighting and the Engineering drawings coordinated with the architectural and landscape architectural drawings. For applications in the Downtown, works must also comply with the *Downtown Street Beautification Plan* available from the Planning Division or online.

11. A **Site Profile** may be required by the Engineering & Operations Department in accordance with the *Waste Management Act* and *Contaminated Sites Regulation*. A Site Profile package should be obtained from the Engineering & Operations Department or online and the completed Site Profile submitted to the Engineering & Operations Department concurrently with, or prior to, a DP application.

12. A copy of a **Subdivision Plan** prepared by a BC Land Surveyor must be submitted with a rezoning application, if a subdivision application creating additional lots applies to the subject property. Subdivision applications are administered by the Engineering & Operations Department and considered by the Approving Officer.

13. The Director of Development Services may require **additional information** to evaluate the application. Such information may include:

- A traffic analysis to determine appropriate access and egress
- An arborist’s report on existing vegetation
- Proposed signage

ADDITIONAL INFORMATION AND REQUIREMENTS

Amendments to DP's

Prior to DP Issuance: If any amendments are requested to the original set of plans, your subsequent plan submission must include a revised date and a written description of the change, including design rationale, and each change must be highlighted on the revised plans.

After DP Issuance: The building permit must be issued in accordance with the DP. Any changes to an issued DP, including landscape changes, must be brought to the attention of the Planning Division to evaluate the change and amendment requirements, including fees.

Building Permit

A building permit cannot be obtained from the Building Division until the DP is registered and the permit is determined to be in accordance with the DP. No change to the approved design of the building or landscaping may be made unless the change has been brought to staff's attention and the appropriate approval obtained. Any substantive change will require consideration of a DP amendment application.







Green Roof

Green roofs are engineered roofing systems that allow for the propagation of rooftop vegetation and the retention of storm water while maintaining the integrity of the underlying roof structure and membrane. Any new commercial or industrial building with an area of 5000 m² or more must provide a green roof on at least 75% of the roof area. Commercial and Industrial DP applications that provide green roofs and otherwise conform to all City bylaws (i.e. zoning bylaw, OCP design guidelines) are exempt from the DP application fees and can be approved by the Director of Development Services in an expedited process. Please contact the Planning Division for more information on this process.

Fees & Charges:

For application fees please see Schedule A in Development Procedures and Fees Bylaw No. 3632.

Additional fees and charges may be required including:

-  Development Cost Charges (Engineering & Operations Department)
-  Site Profile Fee (Engineering & Operations Department)
-  Tree Cutting Permit (Parks & Recreation Department)
-  Soil Removal or Deposit Permit (Engineering & Operations Department)
-  Building Permit Fees (Building Division)
-  Preparation of required legal documents, registration of approved permits

Flood Plain

The minimum habitable floor elevations are defined by the Zoning Bylaw (Schedule B) or the City for properties located within the flood plain. The required elevations are also posted on PoCoMAP.

Legal Costs

Restrictive covenants, statutory rights-of-ways or other legal agreements and documents may be required. At the direction of the applicant, the City will provide standard documents or request its solicitor to draft non-standard documents. It is the applicant's responsibility to seek independent legal advice in respect of any document or agreement and to pay any costs incurred by the City for drafting and review of legal documents. The charge will be levied prior to final approval of any authorizing bylaw or issuance of the permit or plans, whichever is applicable.

Securities

Landscaping: The landscape security must be submitted to the Planning Division prior to issuance of a DP. The amount must be equal to 110% of the value of the landscaping work as estimated by the landscape architect and confirmed by the File Manager and may be in the form of cash or an irrevocable Letter of Credit. The required Letter of Credit format is attached to this handout. As Letters of Credit from some Trust Companies may not be accepted, please contact the Treasury Department to determine if a proposed Trust Companies is acceptable before making financial arrangements.

Trees to be Retained: A separate security for tree retention must be submitted to the Planning Division prior to issuance of a DP if applicable. The amount must be equal to the 110% of the value of trees to be retained as estimated by an arborist and confirmed by the File Manager. The Letter of Credit format attached to this handout also applies to tree retention.

Works and Services: If rezoning or subdivision is not involved in the development application, a security for works and services as determined by the Engineering & Operations Department is required prior to issuance of a Building Permit.

Signage

A development sign(s) is required to be placed on the site within 30 days of application. Please refer to the *Development Sign Specifications Information Handout* available online under Development Services or with your File Manager.

Time Frame

The time it takes to obtain a decision on a DP application depends on its complexity, any variances, if rezoning is involved, completeness, if time is needed to revise plans in response to identified issues, and timing of Committee meetings.

An application is valid for a period of 2 years from the date of submission and a decision on the application must be made within this period unless the Director of Development Services grants an extension.

Construction of the approved development must commence within 2 years of the date of SGC approval. A DP may be renewed once if the renewal is approved by the SGC and an additional fee payment made.

Tree Cutting Permit

A Tree Cutting Permit may be required prior to the cutting of any trees. Submit an application to the Parks and Recreation Department after receiving Development Permit. Further information is available from the Parks and Recreation Department at 604-927-7900 and online at www.portcoquitlam.ca .

CONTACT INFORMATION

Planning Division

#200 2564 Shaughnessy St.

604-927-5442

planning@portcoquitlam.ca

Engineering & Operations

#200 2564 Shaughnessy St.

604-927-5420

engineering@portcoquitlam.ca

Parks & Recreation

2253 Leigh Square

604-927-7900

parksrec@portcoquitlam.ca

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
APPLICATION FOR DEVELOPMENT PERMIT**

File No: _____

Application Date: _____

TO BE COMPLETED BY APPLICANT - Please print clearly

Applicant's Name: _____ Registered Owner: _____

Applicant's Address: _____ Owner's Address: _____

Postal Code _____

Applicant's e-Mail _____

Applicant's Phone _____

Primary contact:

Contact's Name: _____ Contact's Position _____

Contact's Address: _____

Contact's Phone _____ Contact's e-mail _____

Legal Description of Property (ies) _____

PID _____

Civic Address: _____

Present Use: _____

Present Zoning: _____ Present OCP: _____

Proposed Site Area: _____ Proposed # of Dwelling Units: _____

Proposed Development: _____

OFFICE USE: Associated Applications

_____ OCP Amendment _____ OCP _____

_____ Rezoning _____ R _____

_____ Development Permit (Watercourse) _____ DP _____

_____ Development Variance Permit _____ DVP _____

_____ Other _____

APPLICANT: Please initial the following to confirm application requirements:

Initial	Comment	Submission Requirements
_____	_____	1. Current Certificate(s) of Title
_____	_____	2. Letter of Authorization or copy of option to purchase
_____	_____	3. Site Survey
_____	_____	4. Written Submission
_____	_____	5. Sustainability Checklist
_____	_____	6. Written commitment if the application is to qualify as a Green Building
_____	_____	7. Plans: 2 full size sets of architectural & landscape plans
_____	_____	- 1 set of reduced plans at 11" x 17"
_____	_____	- 1 set of reduced plans at letter size (8 1/2" x 11")
_____	_____	- Perspectives, rendering or model
_____	_____	- PDF file(s) of plans, elevations, rendering
_____	_____	8. Project Profile Data
_____	_____	9. Preliminary Building Code Analysis
_____	_____	10. Works and Services Information
_____	_____	11. Confirmation of a completed Site Profile
_____	_____	12. Copy of Subdivision Plan if applicable
_____	_____	13. Additional information as applicable:
_____	_____	- traffic, parking or site circulation study
_____	_____	- arborist's report on trees to be retained
_____	_____	- other

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 or 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.).

TO BE COMPLETED BY OFFICE

Application Fees (per Development Procedures and Fees Bylaw, 2008, No. 3632)

The non-refundable fee is the higher of the Calculated Fee or Minimum Application Fee. It is calculated as follows for this application: _____

Non-refundable fee _____
 Refundable fee (Document Fee) \$ 300.00 _____
 TOTAL for application _____

DATE: _____ RECEIPT NUMBER _____

LETTER OF CREDIT FORMAT

On Bank, Credit Union or Trust Company Letterhead

Letter of Credit # _____

Amount \$ _____

Initial Expiry Date _____

Development Permit No. _____

The City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, BC V3C 2A8

We hereby authorize you to draw on the (bank) _____
for the account of (who) _____ up to the total amount of
\$ _____ available on demand.

Pursuant to the request of our customer _____ we hereby
establish and give you our irrevocable Letter of Credit in your favour in the above amount which
may be drawn on by you at any time and from time to time, upon written demand for payment
made upon us by you, which demand we shall honour without inquiring whether you have the
right as between yourself and the said customer to make such demand, and without recognizing
any claim of our said customer, or objection by it to payment by us.

The Corporation of the City of Port Coquitlam may reduce the amount of this Letter of Credit
from time to time as advised by notice in writing to the undersigned.

This Letter of Credit will continue in force for a period of one year, subject only to the
conditions hereinafter set forth.

It is a condition of this Letter of Credit that it shall be deemed to be automatically extended
without amendment from year to year from the present or any future expiration date hereof,
unless at least 30 days prior to any such future expiration date, we notify you in writing by
registered mail, that we elect not to consider this Letter of Credit to be renewable for any
additional period.

Dated at _____ this the _____ day of _____.

Name of Bank:

per:
