

Development Application: Information Guide

This document is intended to help applicants understand the information fields that are required for a City of Coquitlam Development Application. The required information can be broken down into four categories: Existing Site Details, Proposed Site Details, Proposed Project, and Child Care.

Existing Site Details

Information in this section is intended to describe the current state of the site (one or more properties) that are involved in an application.

Existing Number of Lots

- Notes the number of lots or properties that make up your site at the time your application is made.

Total Site Area (square metres)

- The combined area of all properties that make up your site at the time your application is being made. Any area that may be dedicated as road (or for other purposes) through the application process should be included in this calculation.

Existing Official Community Plan Land Use Designation

- A land use designation generally describes the future type(s) of land uses that may be permitted on a property (i.e. commercial, residential, industrial, etc). Each land use designation has a number of corresponding zones that can be considered through the rezoning process. You can find the land use designation of your site on the City's online mapping tool – [OtheMap](#). You'll need to enter all the current land use designations that apply to your site (there may be more than one).

Existing Zoning

- Zoning specifies permitted uses and other regulations (e.g. lot size, height, setbacks, density, etc.). All land in the city is assigned a zone under the [City's Zoning Bylaw](#), and the zones that may be applied to a given property are determined by the Land Use

Designation in the City's Official Community Plan. As with the land use designation, you can find the current zoning of your site on [QtheMap](#). You'll need to select all the current zones that apply to your site (there may be more than one).

Has the site ever been used for commercial or industrial purposes?

- Under the *Environment Management Act and Contaminated Sites Regulation (CSR)*, a Site Disclosure Statement is required to be submitted when a site has a history of commercial or industrial activities.

Proposed Site Details

Information in this section is intended to describe the proposed future state of the site (one or more properties) that are involved in an application.

Proposed Number of Lots

- The number of properties or lots that would be created with your proposed development. This could be one (if, for example, your proposing to build an apartment building) or several, depending on the nature of the application.

Proposed Official Community Plan Land Use Designation

- Select the land use designation (or designations) you are proposing for the site with your application. If no change is proposed, then choose the same designation you chose for the 'Existing Official Community Plan Land Use Designation' above.

Proposed Zoning

- Select the zone (or zones) you're proposing for the site with your application. If no zoning change is proposed, then choose the same zone you chose for the 'Existing Zoning' above.

If you're proposing a CD zone, what zone is it based on?

- A Comprehensive Development (CD) zone is a site-specific zone where certain regulations can be adapted to fit the unique characteristics of the site. CD zones should be based on a similar existing zone (for things like uses, building form, density, etc.), but allow flexibility in select regulations provided you're meeting the criteria outlined in Section 2.1.1 of the Official Community Plan.

Proposed Project

Information in this section is intended to summarize the details of the proposed project.

Summary of Proposed Project

- Provide a brief description of the proposed development, including the application types (e.g. rezoning, development permit, etc.) when known. Your description should include things like the form of development, number and heights of buildings, number of residential units (strata and rental), and whether there are rental units included. The better your description, the easier (and quicker) it is for staff to review your initial submission.

Total Number of Phases in Proposed Project

- Some larger projects may have multiple phases. If your project only has a single phase just enter '1.'

Current Phase Number

- Notes the current phase of a multi-phase project. If your project only has one phase, enter '1.'

Number of Residential Units in All Phases

- Total residential units delivered for all phases of the project. If the project only has one phase, this number will be the same as the one entered under 'Number of Residential Units in the Current Phase.'

Number of Residential Units in the Current Phase

- Number of residential units delivered in current phase. If the project only has one phase, this number will be the same as the one entered under 'Number of Residential Units in All Phases.'

Total Residential Gross Floor Area

- The gross floor area contained in the development intended for a residential use. Please refer to [Zoning Bylaw Parts 1 and 2: Short Title, Interpretation](#) for the definition of *gross floor area*.

Total Non-Residential Gross Floor Area

- The *gross floor area* in the development intended for any non-residential uses (e.g. commercial, industrial, institutional). Amenity gross floor area is not considered “non-residential” and should not be included in this statistic.

Estimated Cost of Construction

- This helps determine if the application is a non-delegated (Council approved) or a delegated application as per [Development Procedures Bylaw No. 4068, 2009](#).

Are you proposing to cancel and purchase any roads or lanes?

- A road cancellation application will be required for projects that propose the closure of a road or lane.

Are you proposing any variances?

- If variances are required, please provide staff with a description of the variances and a rationale letter in accordance with the City’s [Development Variance Assessment Criteria Policy](#).

Child Care

Information in this section is intended to provide information related to any child care space that may be proposed as part of the application.

Total Proposed Gross Floor Area for Child Care (square metres)

- The total gross floor area proposed for child care use. Enter ‘0’ if child care is not proposed as part of the application.

Number of Proposed Child Care Spaces

- The total number of child care spaces proposed as part of the application. Enter ‘0’ if no child spaces are proposed.



Helpful City Resources:

- [QtheMap](#)
- [City-Wide Official Community Plan \(OCP\)](#)
- [Zoning Bylaw](#)
- [Land Use, Zoning, Density](#)