

Engineering & Public Works

3000 Guildford Way, Coquitlam BC V3B 7N2

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An "Access Permit Application" must be completed when any change or alteration to the location or size of an access to a property is proposed or any change to the private side of the property and/or structures valued at more than \$150,000.00 is proposed.

Contact Information

Address of Installation: _____ **Date:** _____

Contact Name: _____ **Email:** _____

Contact Phone Number: _____ **Alternate Phone Number:** _____

Driveway Access Information

Type of Driveway Access:

- Residential Industrial
 Subdivision Commercial

Location of Driveway Access:

- Keep Existing "AS IS" – no changes
 Front Street Access
 Lane Access

Type of Construction (check more than one if applicable):

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Parking Pad |
| <input type="checkbox"/> Duplex | <input type="checkbox"/> Secondary Suite | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Triplex | <input type="checkbox"/> Carriage House | <input type="checkbox"/> Renovation |
| <input type="checkbox"/> Quadruplex | <input type="checkbox"/> Garden Cottage | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Two Lot Subdivision | <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Vacant Lot |
| <input type="checkbox"/> Narrow-lot Subdivision | <input type="checkbox"/> Carport | <input type="checkbox"/> Other _____ |

SITE PLAN ATTACHED - Drawing must show the following (if applicable):

"Driveway access" means the area between the roadway or street and required parking spaces which provide an approach to the parking spaces (Zoning Bylaw – Part 2 interpretation).

- Standard width of a driveway crossing is 4.5m as it crosses over City property (between the road and the property line). In special circumstances, the manager may approve a maximum width of up to 6.0m (See details in Section 6.03 Driveway Crossings of the City of Coquitlam Subdivision and Development Servicing Bylaw No. 3558, 2003.)
- Access off a residential street must lead to an approved parking structure or parking pad.
- Only one driveway access is allowed off a residential street – no horseshoe driveways allowed.
- Off-set measurement from the nearest property corner to the beginning of the driveway.
- Maximum grade at any point between the garage and the property line is 20%. The maximum grade at any point between the edge of the road and the property line is 8% and must allow for a sidewalk with a maximum cross grade of 2%.
- Corner lots – driveway access for corner lots must be located a minimum of 10.0m from the adjacent street or lane (see details in section 6.03 Driveway Crossings of the City of Coquitlam Subdivision and Development Servicing Bylaw No. 3558, 2003).
- Driveway access must not be built within 3.0m of a fire hydrant, 2.0m of a streetlight and 1.0m of a power pole.
- Distance between the garage/carport to property line must be at least 6.0m to ensure a vehicle can park on the driveway and not block the sidewalk.
- Lane access for a detached garage must not exceed width of garage.
- Lane access for a dedicated parking pad for secondary suite – a single parking pad cannot exceed 3.0m in width.
- Existing ditch or culvert in the lane.

All fees associated with the installation of a driveway access must be prepaid prior to a building permit being issued. Please note that costs for driveway letdowns may increase between the time the initial estimated fee is prepaid and the request for installation. The property owner will be responsible for prepayment of any increase in fees prior to the installation of the driveway letdown. The applicant/owner acknowledges that the applicant/owner of the property must advise the City's Engineering and Public Works Customer Service division at 604-927-3500 (between 8:00am and 5:00pm), when the site is ready for the installation of the new letdown. Once advised, the City will schedule the work with the City's contractor. If the applicant/owner chooses to have someone other than the City's contractor complete the work, they must contact the City to post a performance guarantee deposit, provide approved insurance and pay a non-refundable inspection fee prior to commencement of any work on City property.

Applicant Signature: _____ **Print Name:** _____

Questions & Answers

When should I fill out an “Access Permit Application”?

An “Access Permit Application” must be completed when any change valued at more than \$150,000.00 is made to the private side structures or whenever there is a proposed change to the access to a property. The access is defined in the City of Coquitlam Subdivision and Development Servicing Bylaw No. 3558, 2003m Schedule A: Design Criteria, Part 6 – Sidewalks, Crossings, Trails and Walkways”.

Approved access will be required to service all required parking spaces as defined in the City of Coquitlam Zoning Bylaw No. 3000, 1996, Part 7, Off-Street Parking and Loading. The number of parking spots required for a property is determined by the Zoning Bylaw. The access remains the same regardless of the number of on-site parking spaces required. No building permit will be issued until the access permit application has been reviewed by City staff.

Can a property be approved for both front access and lane access?

Each and every property is unique and site specific. Each application is assessed based on the applicants request as they have described on this application. The City’s Engineering and Public Works Inspector will consider each application individually using criteria as defined by the “City of Coquitlam Zoning Bylaw No. 3000, 1996, Part 7, Off-Street Parking and Loading”, the “City of Coquitlam Subdivision and Development Servicing Bylaw No. 3558, 2003, Schedule A: Design Criteria, Part 6—Sidewalks, Crossings, Trails and Walkways” and the “Supplementary Specifications and Detailed Drawings to MMCD 2000 Edition, Drawings COQ-C7 & COQ-C7A”.

Who is responsible for the final approval of an Access Permit Application?

Upon receipt of a completed Access Permit Application, the City’s Engineering Inspector will attend the site to assess the feasibility of the request. If the proposed access meets specific criteria, the City’s Engineering Inspector has the authority to approve the access. If the application does not meet the criteria, the City’s Engineering Inspector may reject an application.

What is the procedure for having the access installed?

All fees associated with the installation of a driveway access must be prepaid prior to a building permit being issued. Please note that costs for driveway letdowns may increase between the time the initial estimated fee is prepaid and the request for installation. The property owner will be responsible for prepayment of any increase in fees prior to the installation of the driveway letdown. The applicant/owner of the property must advise the City’s Engineering and Public Works Customer Service staff at 604-927-3500, when the site is ready for the installation of the letdown for the access. Once advised, the City will schedule the work with the City’s contractor.

How much will the construction of an access cost?

Estimates for work defined as a part of this application will be calculated based on current rates at the time the applicant or property owner advises the City that they are ready for the to be installed. Estimated costs will be held for one year, thereafter, rates will not be guaranteed and may be subject to change.

Who is responsible for completing the construction work requested in the approved application?

City staff or a City designated contractor will install curb and gutter, sidewalk letdowns and boulevard crossings on City property.

Can I complete the construction work myself?

Applicants wishing to use a contractor for installations on public property must post a performance guarantee deposit with the City, provide approved insurance and pay a non-refundable inspection fee. When the construction is complete, it is the responsibility of the owner to call the Engineering and Public Works City Inspector for final inspection. The performance guarantee deposit will be refunded when the completed work meets all requirements and final inspection. The construction must meet current City of Coquitlam Subdivision and Development Servicing Bylaw standards.

Curb and gutter, sidewalk letdowns and boulevard crossings are located on City road allowances. After acceptance, they become part of the municipal street system, so it is necessary for the City to ensure an acceptable standard of design, material and workmanship.