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Engineering and Public Works Department

3000 Guildford Way, Coquitlam BC V3B 7N2

Tel: 604-927-3500 Fax: 604-927-3505

Email: watercourseinquiries@coquitlam.cawww.coquitlam.ca/development

Fees are not refundable except as outlined in the Fees and Charges Bylaw and do not guarantee approval of application in any way.

Instructions: If more information is required than a field allows for, please attach additional pages.

Applicant

Date: _____

Business Name: _____

Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Owner(s) of Property

Owner

Address and Postal Code

Phone

Email

Owner	Address and Postal Code	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Property Description

Property Identification Number(s): _____

Property Address: _____

Legal Description: _____

Lot Dimensions: Lot size: _____ m² Lot frontage: _____ m Lot depth: _____ m

Existing land use(s): _____

Existing zone(s): _____

Existing buildings/structures will be: Retained Demolished Relocated No Existing BuildingsAre there any easements or restrictive covenants affecting the property? Yes No

If yes, provide copies with the current title search (30 days) for all properties.

Proposal

Describe the proposed project (add description on supplemental sheets as necessary):

Watercourse Areas

Describe any drainage courses on or near the site (i.e. within 50 metres of watercourse top-of-bank):

Applicant Acknowledgement

The personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Planning and Land Use Management processes in accordance with Part 14 of the *Local Government Act*. Applicants are advised that all Planning and Land Use Management processes are public and any materials submitted become part of the public record. All information submitted may be used for reports to Council, available to the public upon request and distributed on the City’s website. Applicants are also advised that their personal information will be disclosed to a third-party service provider (i.e. website host Civic Plus located in Canada and ESRI ArcGIS Mapping System located in the United States) for the purpose of processing your request. Should you have any questions or concerns about the collection and/or release of your personal information please call Development Services at 604.927.3430.

By signing this application form, the applicant/owner attests that the information provided on this and supplemental application forms for land use permits from the City of Coquitlam is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

I, the applicant/owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question.

Applicant Or Authorized Representative Name (Print)

Signature

Date

Authorization of Applicant

I hereby designate _____ to act as my agent in matters related to this application.

Owners Name (Printed): _____ Owners Signature: _____

Note: A letter of applicant authorization with the signatures of all owners will also be accepted.

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling under “Copies Attached” to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned to a file manager for review.

Project Address: _____ Postal Code: _____

Forms, Fees and Technical Reports

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Application Form	1	<ul style="list-style-type: none"> A Development Permit application form must be completed and signed at time of submission. Where the owner is a company, the signature required is from a representative with signing authority. 			
Application Fee		<ul style="list-style-type: none"> One half of the application fee, based upon the current effective Fee Schedule. 			
Current Title Search	1	<ul style="list-style-type: none"> A copy of the current title search from the Land Title Office for each parcel affected in the application, including copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on the title. 	The title search must have been completed within 30 days of submission.		

Drawings Required (NO pencil drawings.)

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Survey Plan	1, (11" x 17")	<ul style="list-style-type: none"> Street address, street name(s) and location, location and width of any lane(s). Dimensions of site area. Location and dimensions of all existing and proposed buildings, structures works, impervious surfaces or proposed additions to these on the site. Watercourse, identifying top of bank and high water mark. 			

Additional requirements that may be required after submission of your application:

- Plans prepared by a BC Land Surveyor showing location of top-of-bank and natural boundary of streams relative to legal boundaries, and elevation and slope information.
- Environmental assessment prepared by a Qualified Environmental Professional.
- Streamside protection and enhancement area (SPEA) and Riparian Areas Protection Regulation (RAPR) as per Section 523 of the Zoning Bylaw.
- Geotechnical engineering assessment.
- Storm water management plans prepared by a professional engineer.
- Certified arborist report.
- Other information as found necessary by the City’s Manager of Development Services to ensure compliance with the objectives of the City’s Watercourse Development Permit Policy.

I certify that the attached submission is complete and accurate, and includes all of the above items.

Applicant Signature

Date

Planning and Development Department
3000 Guildford Way, Coquitlam BC V3B 7N2
Tel: 604-927-3430 Fax: 604-927-3405