



LATECOMER MANUAL

Supplement to City of Coquitlam Latecomer Policy

June 2014

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1.0 DEFINITIONS

Benefiting Lands	Means lands that may connect to or use, or benefit from (including works that would have otherwise been required by the Subdivision and Development Servicing Bylaw No. 3558, 2003 in conjunction with development of that land), excess or extended services as determined by the City, excluding Benefiting Lands – Developer’s, Benefiting Lands – Exempt, Benefiting Lands – Waived.
Benefiting Lands – Developer’s	Means lands that may connect to or use, or benefit from excess or extended services owned by the Developer.
Benefiting Lands – Exempt	Means lands that may connect to or use, or benefit from excess or extended services which cannot be assessed a Latecomer Charge, as determined by the Developer and accepted by the City.
Benefiting Lands – Waived	Means lands that may connect to or use, or benefit from excess or extended services where the Developer has chosen to waive a Latecomer Charge.
City	Means the City of Coquitlam, its Council, officers or employees.
Developer	Means the person who constructs the Excess or Extended Services and executes the Latecomer Agreement.
Excess Service	Non-linear infrastructure of broader area based benefit including traffic signals, water reservoirs, sanitary lift stations, and storm water detention ponds or pump stations.
Extended Service	A highway, water, sanitary or drainage system that will provide access or service to land other than the land being subdivided or developed. Extended Service is attributable to linear infrastructure such as road works, and water, sewer and drainage mains that are not located within nor fronting the land being subdivided or developed.
Frontage Latecomer	Applies to the parcels fronting the Extended Service.
Catchment Latecomer	Applies to parcels within the Excess Service catchment area.
Interest	Means interest accruing on the Latecomer Charge at a rate prescribed by Bylaw No. 4425, Fees and Charges, and shall be compounded annually from the date of Substantial Completion.
Latecomer Agreement	Means the agreement executed between the City and the Frontender. The City standard precedent is to be utilized.
Latecomer Charge	Means a charge imposed on Benefiting Lands which will be collected by the City as a condition of a Latecomer connecting to or using Excess or Extended Service.

2.0 GENERAL

Purpose	City Council has adopted a Latecomer Policy in accordance with the Local Government Act (<i>section 939</i>), which delegates to the General Manager, Planning and Development the authority to administer the Policy. This manual outlines the Latecomer administrative procedures and requirements, and provides the documents necessary for the customer to complete the process.
Applicable	<p>This procedure applies to eligible Excess or Extended Services constructed by the Developer (<i>Frontender</i>) as part of the development process, building permit or extension of service.</p> <p>All Latecomer agreements are subject to approval of the General Manager, Planning and Development.</p>
Exclusions	Latecomer Charges do not apply to reconnection of parcels to the new system where an existing connection was in place and the use, density or size of connection does not change. A Latecomer Charge may apply upon further development of that parcel.
Expiration	<p>Latecomer Charges shall remain in effect from the date of Substantial Completion of the Excess or Extended Services for the lesser period as defined by:</p> <ul style="list-style-type: none">• The term defined within the Latecomer Agreement;• One day after Substantial Completion if a Latecomer Agreement was not applied for prior to the start of construction;• One day if a Latecomer Application was filed but was not followed through to Latecomer Agreement execution within 60 days of Substantial Completion; or• All latecomer charges plus interest have been reimbursed.
Enactment	The certified as-built cost must be submitted and accepted for a Latecomer Charge to be invoked.
Apportioning	<p>The cost of Frontage Latecomers, shall be apportioned to Benefiting Lands by means of a per metre frontage assessment based on the abutting portion of the Extended Service.</p> <p>The cost of Catchment Latecomers shall be apportioned to Benefiting Lands by means of a per hectare assessment based on the area portion of the benefitting area of the Excess Service.</p> <p>The City may identify location specific costs that will be allocated to or excluded from specific parcels to ensure an equitable distribution of costs.</p>
Exceptions	The General Manager, Planning and Development, is authorized to use

discretion and, if required, make exceptions based on special circumstances.

3.0 ADMINISTRATION

Submission	Developer submits the Latecomer Application as set out in Section 4.0, and pays the Latecomer Administration Fee, as set out in the Fees and Charges Bylaw No4425, 2013 as amended from time to time.
Eligibility/Review	The City identifies the eligible Excess or Extended Services and confirms acceptable apportioning of the Latecomer Charges in accordance with the Local Government Act and The City of Coquitlam Latecomer Policy.
Approval	The City advises the Developer of approval of the Latecomer Application and flags the Latecomer properties with the City Tax Roll, as Latecomer Applications Pending in accordance with the Latecomer Summary Table. Benefitting Lands from the Latecomer services will need to reach agreement with the developer in order to be waived should they desire to proceed with their development prior to finalization of the Latecomer Agreement.
Construction	The Developer constructs the excess and extended services. The Developer is responsible for all costs to construct the excess and extended services to the standards specified by the City. The City may consider paying for Upsizing Costs subject to the provisions of the Latecomer Policy.
Agreement	<p>The Developer's Engineer re-submits the as-built Latecomer Graphic (Schedule "A"), and certified Latecomer Rate Calculation (Schedule "B") and Latecomer Summary Table (Schedule "C") along with a completed and signed Latecomer Agreement within 60 days of substantial completion. If the Developer fails to submit as-built schedules and the agreement within 60 days of substantial completion, the Latecomer application is void and the Developer is deemed to be party to a one day agreement after the 60 days which waives their rights and eligibility to receive Latecomer benefits.</p> <p>The City levies Latecomer Charges against Benefitting Lands. Interest will be accrued in accordance with the Latecomer Agreement.</p>
Notification	The City may notify all Benefiters of Latecomer Charges via letter and may also note on the City Tax Roll and file notice on Title at the Land Titles Office.
Collection	<p>The City collects Latecomer Charges from the Benefiter for each Benefitting Parcel prior to the earlier of:</p> <ul style="list-style-type: none">• Issuance of a building permit• Final approval of a Subdivision Plan• Application for a connection or access
Payment	<p>The City forwards to the Frontender all Latecomer Charges collected as specified in the Latecomer Agreement on an annual basis on a date as determined by the City.</p> <p>The total amount paid to the Frontender cannot exceed the total Latecomer Charges, plus accrued interest.</p>

4.0 SUBMISSION

Application	The Developer, in conjunction with the Developers Professional Engineer, applies for a Latecomer Agreement by submitting the signed Latecomer Application, together with the Latecomer Graphic (Schedule A), Latecomer Rate Calculation (Schedule B), and Latecomer Summary Table (Schedule C). A separate application is made for each infrastructure component. In some circumstances more than one application may be required for each infrastructure, as determined by the City.
Schedule A	The Latecomer Graphic includes: <ul style="list-style-type: none">• Scale of 1:2500 using the City GIS base and professional drawing standards – legal size format is preferred• Excess or Extended Services• Benefiting Parcels• Benefiting Parcels – Developer’s• Benefiting Parcels – Exempt• Benefiting Parcels – Waived• Non-Benefiting Parcels.
Schedule B	Latecomer Rate Calculation includes: <ul style="list-style-type: none">• Actual construction costs• Engineering design, inspection and administration (maximum 10%)• Specialist consulting or other non-standard costs only if pre-approved by the City• Total benefiting frontage• Latecomer rate calculation, which is the total Latecomer cost divided by the total benefiting frontage• Professional Engineer Certification Eligible costs do not include: <ul style="list-style-type: none">• GST on construction and engineering costs• Legal, planning, land or right-of-way acquisition and City fees• Construction delays and interest or carrying costs during construction• Advertising, communication costs, and• Service connection costs.
Schedule C	Latecomer Summary Table includes: <ul style="list-style-type: none">• Civic address and legal description of each parcel, included in Benefiting Parcels, Benefiting Parcels – Developer’s, and Benefiting Parcels – Waived• Frontage for each parcel• Estimated Latecomer Charge for each parcel assessed Latecomers, and• Professional Engineer Certification

APPENDIX “A”

CITY OF COQUITLAM LATECOMER POLICY

APPENDIX “B”

LATECOMER APPLICATION