

### Office Use Only

Project #: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_ Received by: \_\_\_\_\_

Assoc. PROJ #: \_\_\_\_\_

**Planning and Development Department**  
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### Purpose

This form sets out submission requirements for developers to apply for an encroaching structure beneath a public street, as defined in the City's Structures Beneath Streets Policy.

### Reference Documents

[Structures Beneath Public Streets Policy](#)  
[Report to Council](#) .

**All applicable sections must be completed. Only complete applications (including the completed application form) will be accepted.**

### Applicant/Developer

Date: \_\_\_\_\_ Project Number (eg. PROJ 21-138): \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Owner(s) of Property

Owner	Address and Postal Code	Phone	E-mail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Site Description

Property Address(es): \_\_\_\_\_

Total site area (m<sup>2</sup>): \_\_\_\_\_ Site frontage: \_\_\_\_\_ m Site depth: \_\_\_\_\_ m

Existing buildings/structures will be:  Retained  Demolished  Relocated  No Existing Structures

Is the property located in a floodplain?  Y  N



## Approval Process

The completed package must be submitted to the planning file manager for City staff review.

If approved, applicable fees and legal agreements will be established, as outlined in the City’s Structures Beneath Public Streets policy. A memorandum of understanding between the applicant, a future structure owner (if different from the applicant) and the City will need to be signed before 4<sup>th</sup> and final reading of Rezoning/Development Permit approval.

	SUBMISSION REQUIREMENTS	Submitted
Policy Section Number	<b>The following submission documents are required for all applications for structures beneath public streets.</b>	
1a.	<b>Site plan and parkade plan</b> , clearly showing the location of the proposed encroachment, underneath any existing or future roads.	
1b. 2c. 3a.	<b>Servicing drawings</b> , including profiles and dimensioned cross-sections, showing the location of the underground structure and any existing/future utilities—including public utilities (i.e. water, sewer, and drainage utilities), as well as all third-party utilities (BC Hydro, FortisBC, Telus, and Shaw). The City is developing a capital project application, which may help inform utility planning, noting that the exact location of utilities will be determined through detailed design. The application is expected to be available by summer of 2022.	<input type="checkbox"/>
1b. 2c. 3a.	<b>Written comments from BC Hydro</b> , in addition to and separate from development servicing drawings, confirming that the proposed encroachment does not hinder future Hydro transmission infrastructure expansion (to meet Step Code requirements of buildings, EV vehicles, etc.).	<input type="checkbox"/>
1c.	<b>Written agreement demonstrating support from the owner(s)</b> of the property on the opposite side of the street (only applicable for sites in which the entire proposed street is not contained within a development site from property line to property line).	<input type="checkbox"/>
1d. 1e. 2a. 2b. 2d.	<b>A letter</b> , including the following information: <ul style="list-style-type: none"> <li>Confirmation that a commercial or institutional entity will take on all long-term responsibility for the encroachment, <b>in perpetuity</b>.</li> <li>Documentation that demonstrates that the proposed structure owner has financial capacity and operational experience to operate, maintain and repair the proposed encroachment.</li> <li>Anticipated maintenance activities over the service life of the proposed encroachment, with associated plans/strategies to minimize impacts to public infrastructure (road and utilities) and to the public (ie. users of the road and utilities)</li> <li>Description of public benefit of the encroachment (e.g., improved public realm).</li> <li>Description of site or environmental constraints that prevent underground structures from being accommodated entirely within the development site and include appropriate drawings that demonstrate constraints.</li> <li>Transportation report prepared by the professional engineer that demonstrates transportation benefits of the proposal (e.g. safety, vehicle circulation, etc.).</li> </ul>	<input type="checkbox"/>
3b. 3d.	<b>A letter/report by a professional engineer</b> , confirming that the encroachment will be: <ul style="list-style-type: none"> <li>Designed and constructed for a long service life (i.e., over 75 years) and following industry best practices for structures located under public streets.</li> <li>Include design elements that will protect the structure from inadvertent physical impacts caused by sub-surface construction, maintenance, or operational activity (i.e., roadworks, utility repairs, water leaks, etc.),” such as a sacrificial slab atop/above the roof of the encroachment structure.</li> </ul> <p>The City may require services of a structural engineer to assist staff in a review. The applicant will be required to pay structural engineering fees in these situations.</p>	<input type="checkbox"/>