

Enquiry Meeting Guide

What is an Enquiry?

An enquiry is any question or request for information about a specific property or properties, City policies, and/or development application processes or fees. Anyone can make an enquiry: property owners, real estate agents, developers, members of the public, etc. Many enquiries can be resolved by phoning, e-mailing or visiting Development Planning staff.

What is an Enquiry Meeting?

An enquiry meeting is recommended for development proponents who are seeking feedback from staff about a specific concept, plan or proposal. During an enquiry meeting, the enquirer meets with Development Planning staff for a high-level discussion about their proposal. Staff provide general direction about how to proceed, help identify key considerations, and outline the next steps for the development application process.

- **Timing:** Every Friday (except holidays) from 9 a.m. to noon
- **Duration:** 30 minutes
- **Attendance:** Enquirer and two Development Planning staff
- **Booking:** Contact Development Planning (devinfo@coquitlam.ca or 604-927-3430) by noon on the Friday before the date you want to schedule
- **Format:** In-person at Coquitlam City Hall, or virtually (Microsoft Teams)
- **Fee:** \$100 due by noon on the Friday before the date of the meeting
- **Application requirement:** Project description, conceptual plans or drawings if available (max. 3 pages)

Booking Details

When you contact Development Planning to book your meeting, be sure to provide staff with all the requested information, and identify if you have a preferred format (in-person or virtual) or preferred time within the block listed above. Staff will make every effort to accommodate your time preference, but specific requests cannot be guaranteed. Your scheduled time slot and meeting details will be confirmed by e-mail on the Monday before the meeting. The fee must be paid by couriered cheque, in-person, or online by noon the Friday before the meeting.

Outcome

The enquiry meeting is intended to provide enquirers with high-level comments on a general development concept to help them decide how or whether to move forward with their proposal. An enquiry meeting is not intended to replace a pre-application, but rather to supplement a general enquiry. For detailed feedback on a specific development concept, prospective applicants are encouraged to submit a pre-application instead.

Rescheduling, Cancelling, and Refunds

Enquiry meetings may be rescheduled until noon the day before the meeting. Meetings can be cancelled and refunded up to noon the Friday before the meeting is scheduled. Please contact Development Planning staff if you wish to reschedule or cancel your meeting. No refunds will be offered for meetings cancelled less than one week in advance. No refunds will be offered for missed meetings.

More Questions?

If you have more questions, contact the Development Planning division:

- 604-927-3430
- devinfo@coquitlam.ca
- www.coquitlam.ca/development

This document has been prepared to provide information only. It is not a legal document. If any contradiction exists between this document and relevant City Bylaws, Codes, or Policies, the text of the Bylaws, Codes or Policies shall be the legal authority.