

FULL APPLICATION - SUBMISSION REQUIREMENT CHECKLIST

APPLICATION SUBMISSION INFORMATION	BYLAW			LAND USE PERMITS						SUBDIVISION & STRATIFICATION								OTHER			
Review the checklist to determine what your submission requirements are. ✓ = Required TBD = To be Determined by Staff Blank = Not Required For explanations and details on the items below, read our Drawing details list.	Master Development Plan	OCP Amendment – Map	Zoning Amendment - Map	Development Permit (DP) – Non Delegated	DP – Delegated	DP – Watercourse	DP – Amendment	Development Variance Permit (DVP)	Temporary Use Permit	Conventional - Fee Simple	Conventional – Site Configuration	Air-Space Parcel	Bareland Strata	Lot Line Adjustment	Phased Strata	Strata Conversion	Road cancellation	Heritage Revitalization Agreement (HRA)	HRA Amendment	Heritage Alteration permit	Agricultural Land Reserve Referral
Forms and Documents																					
Title Search and all Charges on Title	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Response to Pre-Application Review Letter	TBD	TBD	TBD	TBD	TBD			TBD										TBD			TBD
Applicant Acknowledgement & Owner Authorization Form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Proof of Signing Authority (Director’s Register / Notice of Articles)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Arborist Report *			✓	✓	TBD	✓	TBD	TBD		✓	✓		✓					✓			
Environmental Assessment/RARR Assessment						✓															
Site Disclosure Statement for Contaminated sites	TBD	TBD	TBD	TBD	TBD					TBD	TBD		TBD			TBD	TBD	TBD			TBD
OCP Amendment Rationale (refer to 8.2.1 of CWOCF)		✓																			
Master Development Plan Form and Content (refer to part 5.0)	✓																				
Housing Choices DP Design Guidelines Checklist					✓																
Architectural Plans – Following items to be submitted as ONE document - All drawings are to be in METRIC Units																					
Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Context Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Project Statistics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	TBD	✓	✓
Floor Plans, including Parking Plans				✓	✓	✓	✓	✓	✓	TBD			TBD			✓		✓	✓	✓	✓
Sections (Building & Site)				✓	✓	✓	TBD	TBD								✓		✓	TBD	TBD	✓
Lot Coverage Overlay				✓	✓	TBD	TBD	TBD	TBD							TBD		✓	TBD		
Private/Common Outdoor Space/Amenity Area Overlays				✓	✓																
Floor Area Overlays				✓	✓			TBD	TBD									✓	TBD	TBD	
Setback Diagram				✓	✓	TBD	TBD	TBD	TBD	TBD						TBD		✓	TBD	✓	✓
Coloured Building Elevations				✓	✓	TBD	TBD		TBD							TBD		✓	TBD	✓	
Coloured 3D Renderings				✓	TBD		TBD											✓	TBD	TBD	
Photos of existing site and adjacent area				✓	✓		TBD	✓	TBD									✓	TBD	✓	
Other Drawings – All drawings are to be in METRIC Units																					
Certified Survey Plan (Topographic survey)	✓	✓	✓	✓	✓	✓	TBD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Landscape Plans (Coloured)	✓			✓	✓	TBD	TBD	TBD	TBD									✓	TBD	✓	
Servicing Concept Plan		✓	✓	✓	✓		TBD			✓	✓		✓					✓			
Proposed Subdivision Plan										✓	✓	✓	✓	✓		✓	✓				
Phase 1 Stormwater Management Plan**		✓	✓	✓	✓			TBD										TBD			
Form P															✓						

*An arborist report is required if there are trees on the property and/or adjacent to the property. (Please refer to [Arborist Report Guidelines](#)) However, for applications in the Northeast Coquitlam Area Plan that do not contain SPEA, arborist requirements will be assessed through the review **A SWMP is not required for duplex development