

Permit Address: \_\_\_\_\_

Date: \_\_\_\_\_ Cost of Construction: \_\_\_\_\_

<b>COMMUNICATION WITH NEIGHBOURS CHECKLIST</b>			
(The following Checklist provides an itemized list of material the developer is to provide to neighbouring properties of the development in order to promote good communication. For complete details, please see page 7 of the Good Neighbour Development Policy)			
<b>ITEM</b>	<b>PROVIDED / INCLUDED</b>	<b>NOT APPLICABLE</b>	<b>COMMENTS</b>
<b>Copy of the Good Neighbour Development Policy</b>			
<b>Copy of the Site Topographic Plan that shows the following:</b>			
• Location of the new building(s)			
• All existing and proposed fences within 4m of the construction site, including those on neighbouring properties			
• All existing trees within 4m of the construction site, including those on neighbouring properties			
• Approximate extent of excavation, including distances from neighbouring properties			



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ITEM	PROVIDED / INCLUDED	NOT APPLICABLE	COMMENTS
<b>Letter* on COMPANY letterhead with the following information:</b>			
<ul style="list-style-type: none"> <li>• Description of the project and the construction activities that will be occurring</li> </ul>			
<ul style="list-style-type: none"> <li>• Expected timelines and duration of:                             <ul style="list-style-type: none"> <li>- demolition,</li> <li>- excavation, and</li> <li>- construction</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Details on what (if any) fences or retaining walls shared by properties are proposed to be removed and how they will be replaced</li> </ul>			
<ul style="list-style-type: none"> <li>• Details on how (if any) trees that share a root zone or drip line between the two properties will be protected, removed, and/or replaced</li> </ul>			
<ul style="list-style-type: none"> <li>• Contact information for the developer, property owner, and lead contractor</li> </ul>			
<b>Copy of the Policy to workers, contractors and sub-trades</b>			

*\*Please see the end of this Checklist for a Sample of the Form Letter from the Developer.*



<b>MATERIAL TO BE PROVIDED TO CITY OF COQUITLAM BUILDING PERMITS DIVISION CHECKLIST</b>			
(The following Checklist provides an itemized list of material the Developer is required to provide to Building Permits Division Staff. For complete details, please see page 7 of the Good Neighbour Development Policy)			
ITEM	PROVIDED/ INCLUDED	NOT APPLICABLE	COMMENTS
Signed Declaration (see Section 10.0 of the Policy)			
Photos (clearly indicating the addresses of neighbouring properties**) showing:			
<ul style="list-style-type: none"> <li>• Existing condition of any fences, retaining walls or trees within 4m of the property line</li> </ul>			
Copy of the letter sent to neighbouring properties			
Copy of the Topographic Plan provided to neighbours			
Copy of the checklists			

**Neighbouring Properties\*\* of the Construction Site**

Address:	
Address:	
Address:	
Address:	
Address:	

*\*\*Neighbouring properties are those that share the property line of the proposed construction site. If there are no neighbouring properties to the construction site, please advise the City in writing.*

**COMMENTS**

**Note: The proponent is responsible for the completeness and correctness of the requirements of this policy. Missing/ incorrect information or documents may result in delay of issuance of permit(s).**