



SAMPLE LETTER FROM THE DEVELOPER

City of Coquitlam
Building Permits Division
604 927-3441 / permits@coquitlam.ca

On Company Letterhead

Dear Neighbour,

_____ is building _____
Developer Name Development Description (# of units/type of Development)
at address _____, under City of Coquitlam Building Permit _____
Address Permit Number

Anticipated Schedule	Start Date	Completion Date
Site Preparation/Fencing		
Demolition		
Excavation		
Construction		

Details on what (if any) fences or retaining walls shared by the two properties are to be removed, and how they will be replaced are as follows:

Details on how many trees (if any) that share a root zone or drip line between the two properties which will be protected, removed, and/or replaced are as follows:

Permitted Hours for Construction Noise

Per the City’s Noise Control Bylaw No. 1233, 1982, construction-related noise is restricted to the following hours:

- Monday to Friday: 7:00 am to 8:00 pm; and
- Saturday: 9:00 am to 6:00 pm

Any work undertaken outside of these hours will require special permission from the City.

Contact Information

Property Owner: _____ Phone: _____

Developer: _____ Phone: _____

Lead Contractor: _____ Phone: _____

City of Coquitlam Building Permits:	604-927-3441
City of Coquitlam Planning & Development:	604-927-3430
City of Coquitlam Engineering & Public Works:	604-927-3500 (7 days a week)
City of Coquitlam Bylaw Enforcement:	604-927-7387 (7 days a week)

Note: attach a copy of the City of Coquitlam Good Neighbour Development Policy