

Checklist

Good Neighbour Development Policy
 Planning and Development Department
 Building Permits Division
 604-927-3441/permits@coquitlam.ca

January 2020 **Permits Checklist Number: 20-001**

Subject Address:		
Contact Person:		
Contact Person Information:	Telephone:	Email:
Permit Application Number:		
Date Submitted:		

Communication with Neighbours

(Please see page 7 of Good Neighbour Development Policy for Complete Details)

ITEM	PROVIDED/ INCLUDED	NOT APPLICABLE	COMMENTS
Copy of Good Neighbour Development Policy			
Copy of Site Topographic Plan that shows:			
-Location of new building			
-All existing & proposed fences, including those on neighbouring properties within 4m of construction site			
-All existing trees, including those on neighbouring properties within 4m of construction site			
-Approximate extent of excavation, including distances from neighbouring properties			
Letter* on COMPANY letterhead with following information:			
-Description of the project & the construction activities that will be occurring			

Communication with Neighbours (continued)

ITEM	PROVIDED/ INCLUDED	NOT APPLICABLE	COMMENTS
<i>-Expected timelines & duration of demolition, excavation, & construction</i>			
<i>-Details on what (if any) fences or retaining walls shared by properties are proposed to be removed, & how they will be replaced.</i>			
<i>-Details on how any trees that share a root zone or drip line between the two properties will be protected, removed, and/or replaced</i>			
<i>-Contact information for the developer, property owner, & lead contractor</i>			
Copy of Policy to workers, contractors & sub-trades.			

Provide to City of Coquitlam Building Permits Division

ITEM	PROVIDED/ INCLUDED	NOT APPLICABLE	COMMENTS
Signed Declaration (see Section 10.0 of policy)			
Photos (clearly indicating address of neighbouring properties) showing:			
<i>-Existing condition of any fences, retaining walls or trees within 4m of property line</i>			
Copy of letter sent to neighbouring properties			
Copy of Topographic Plan provided to neighbours			
Copy of Checklist			

Neighbouring Properties to Construction Site**

Address:	
Address:	
Address:	
Address:	
Address:	

*Please see reverse side for sample letter.

**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

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).

Dear Neighbour,

This notice is intended to provide information regarding the development at

_____ (Address)
_____ is building _____
(Developer Name) (Development Description/# of Units/Form of Development)
at that address. The work is being done under City of Coquitlam Building Permit Number

(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 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

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
City of Coquitlam Bylaw Enforcement: 604-927-7387 (7 days a week)

Attach. Copy of City of Coquitlam Good Neighbour Development Policy
Topographical Site Plan