

Pre-Application Guide



FEBRUARY 2023

The pre-application process provides a preliminary review in advance of a more detailed development application, including applications for a Development Permit, Rezoning or Official Community Plan Amendment.

What is a Pre-Application?

A Pre-Application is the first step in the formal development application process. Staff complete a high-level review of a proposed development concept submitted by an applicant (the property owner or an agent on their behalf), and provide early direction on project siting, massing, and grading. This feedback is intended to inform the project design for a future development application.

When is a Pre-Application Required?

A pre-application is required prior to a complete development application for most projects, including:

- High-density or medium-density residential developments
- Mixed-use developments
- Commercial and industrial developments
- Housing Choices (duplex, triplex, fourplex, multiplex) developments
- Subdivisions resulting in three or more lots
- Any development that includes a change to the Official Community Plan

A pre-application is not required for two-lot subdivisions or development variance permits, but may be recommended in some circumstances. Prospective applicants for a Master Development Plan rezoning should contact Development Planning staff to determine the most appropriate process for early review and feedback on their development proposal.

We Want to Help You!

The information provided through the pre-application review can help applicants understand whether any large changes should be made to their development concept before preparing a full application package. The idea is to sort out the basic 'structure' of the proposed development before digging into the details.

Application Procedure

Complete an application form and submit the information outlined on the checklist for a pre-application. All information in the checklist must be provided with the pre-application submission. Additional information beyond the standard requirements will not be reviewed by staff. Development Planning staff will send you an invoice for the fee, which must be paid before the review can begin.



Review Process

1. **File Manager Assigned:** The pre-application will be assigned a file manager from the Development Planning section. The file manager will send an email to the applicant to confirm receipt of the pre-application and provide contact information.
2. **Referrals:** The file manager will refer the application to the appropriate City departments.
3. **Council Meeting (OCP amendments only):** If the proposal includes a request for an OCP amendment, the file manager may recommend that the pre-application be brought to a meeting of Council-in-Committee for further discussion before written feedback is provided.
4. **Summary Letter:** A letter will be provided to the applicant outlining any issues and/or recommendations identified by the referral groups, and will usually include comments about:
 - Siting and massing of proposed buildings, site grading
 - Road dedications, driveway locations, road closures
 - Utility planning areas or programs that may apply to the site
 - Trails or greenways, parkland dedications
 - Considerations where a site is adjacent to or includes a watercourse or ravine
 - Whether or not a proposal for an OCP amendment could be supported
 - Considerations where a development includes a child care facility
5. **Applicant Meeting (Recommended):** After receiving the summary letter, the applicant may wish to meet with the file manager if they have questions or require clarification of any of the comments in the Summary Letter.

Timeframe and Outcome

For most types of development proposals, the pre-application review process should take five to six weeks from the time of application to the time the summary letter is sent. For proposals that include a request for an OCP amendment, the process may take longer if staff recommend that the pre-application be brought forward to Council-in-Committee for discussion.

The pre-application review process is intended to provide applicants with early direction on project siting, massing, and grading. This feedback is intended to inform the design for a future development application (e.g. OCP amendment, rezoning, development permit, subdivision). The summary letter will identify design issues and select policies to be addressed, but will not provide information or feedback about every aspect of the development proposal or every City policy, regulation or procedure.

Questions?

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

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





Development Planning | 3000 Guildford Way | Coquitlam, BC | V3B 7N2
604-927-3430 | devinfo@coquitlam.ca

[f](#) [t](#) [i](#) [v](#) [l](#) | coquitlam.ca/development

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