

# Development Permit Application Guide



This handout provides information on the requirements and processes for obtaining a Development Permit.

The City of Coquitlam's Official Community Plan (OCP) designates "Development Permit Areas" in Coquitlam for one or more of the following purposes:

- protecting the natural environment;
- protecting development from hazardous conditions; and
- establishing objectives for the form and character of commercial, industrial, intensive residential, and multi-family development.

For each of the Development Permit Areas, the OCP also provides Development Permit Guidelines which are used in reviewing individual development permit applications.

## When is a Development Permit Required?

A Development Permit is required for land within a designated Development Permit Area prior to:

- constructing, adding to, or altering a building or structure; or
- altering land within an area designated for protection of the natural environment or protection of development from hazardous conditions.
- A Development Permit may not be required for construction less than \$150,000 in value. Please contact Development Planning to confirm this exemption.

## Application Submission

Complete a Development Permit Application Form and submit the information outlined on the Development Permit Checklist. All information requested in the Checklist must be provided at time of submittal to ensure that your application will be referred to the appropriate City departments and responded to in a timely manner.

## Prior to Application

Development Permit applications should be well planned before submittal. The following steps are recommended prior to submitting an application:

- 1. Official Community Plan – Development Permit Area Guidelines:** Review the City's Development Permit Guidelines. These can be accessed in Part 4 of the Official Community Plan, "Urban Design and Development Permit Areas," and are available on the Coquitlam website.
- 2. Official Community Plan – Land Use Designations:** Check the OCP land use maps for the designation of your property and the types of land uses allowed within that corresponding zone. The OCP also contains policies relating to the specific types of development.
- 3. Zoning Maps and Zoning Bylaw:** Check the City's Zoning Maps and Zoning Bylaw to find the zoning designation and zoning requirements for your property. It is possible that the existing zoning may not allow your proposed project. If this is the case, a rezoning application may also be required.
- 4. Development Servicing:** All development must provide water, sanitary sewer, storm sewer systems, and other services at the developer's costs. The servicing of roads, lanes and sidewalks adjacent to the land being developed is required for all development except single-unit dwellings and must meet the requirements of the Subdivision and Development Servicing Bylaw.

Contact the Planning and Development Department as Planning staff are available to meet with prospective applicants and their consultants to discuss the proposed development and provide advice on submission requirements and the review procedure to assist timely processing of the application prior to submittal.

# Development Permit Review Process

1. **File Manager Assigned:** The application will be assigned a File Manager in the Development Planning section.
2. **Acknowledgement Letter:** The File Manager will send a letter to the applicant acknowledging receipt of the application and provide contact information.
3. **Referrals:** The file manager refers the application to appropriate City Departments, including but not limited to Development Servicing, Transportation Planning, Parks Recreation and Culture, Building Permits, Environmental Services, Engineering and Public Works, and Fire Protection Services. The file manager may in some circumstances refer the application to an external agency including the Provincial Ministry of Transportation, the Provincial Ministry of Environment, and/or the Federal Department of Fisheries and Oceans, and the RCMP.
4. **Development Review Team (DRT) Meeting:** The File Manager schedules the application for the next available DRT meeting for each of the referral groups to collectively discuss issues and identify requirements. The application will be reviewed for compliance with the Official Community Plan, Zoning Bylaw, Subdivision and Development Servicing Bylaw, any Development Permit Guidelines, and other City policies and regulations as required.
5. **Requirements Letter:** Once the File Manager receives referral comments, they are forwarded to the applicant in a requirements letter. The requirements letter identifies the changes and/or revisions necessary to the submitted application plans prior to proceeding with consideration for authorization of the Development Permit. The letter provides an estimate of the Development Cost Charges and School Site Acquisition Charges that would be required with Building Permit issuance, and provides target dates for the remaining steps in the Development Permit review process.
6. **Resubmission:** Upon receipt of revisions from the applicant, the application will be referred back to the referral groups for confirmation that the revisions address the issues identified in the requirements letter.
7. **Development Permit Preparation:** Once the plans meet all requirements as outlined, the File Manager will prepare the Development Permit document and forward a Development Permit Package containing copies of the Development Permit to be signed by the property owner, as well as information regarding the security, prior to Development Permit Authorization.

8. **Development Permit Authorization:** If Council authorization is required the File Manager prepares a Council report with staff's recommendations. If Development Permit authorization has been delegated to the General Manager Planning and Development, then no Council report is required. Upon authorization, the File Manager will forward the fully executed Development Permit, signed by the City, which is authorized for two years.



## Concurrent Applications

For rezoning and subdivision applications processed concurrently, the same Development Permit process applies. However, a Development Permit cannot be authorized until the rezoning has been given final approval.

## Timeframe

The time required to process a development permit depends on a number of factors, including:

- If a rezoning, subdivision, and/or development variance permit application is also required,
- Completeness of the application,
- Complexity of issues and the time required to address, and
- Ability of applicant to provide information and address requirements in a timely manner.

Simple and complete applications may take only a few months. More complex applications will take longer to finalize.



## Security

A security (based on a percentage of the estimated construction value) is required prior to Development Permit authorization to ensure the development is completed in accordance with the terms and conditions of the Development Permit. When the landscaping and site development is completed, the applicant must call the File Manager to request an inspection to obtain a refund on the security.

## Development Cost Charges

Anyone who obtains approval for a Subdivision or Building Permit must pay Development Cost Charges (DCCs) to the City which are paid either at the time of approval of the subdivision or at time of Building Permit issuance. As part of the Development Permit review, the file manager will provide the applicant with an estimate of the City's DCCs, in addition to the Greater Vancouver Sewage and Drainage District DCCs and School Site Acquisition Charges that will be required prior to Building Permit issuance.

## Building Permit

Following the approval of a Development Permit, a Building Permit application must be submitted, in accordance with the Development Permit plans. Any request for a change to the approved design of the building or landscaping must be brought to the attention of the Development Planning File Manager and may require submission of an application to amend the Development Permit.

## Legal Costs

Restrictive covenants, statutory rights-of-way or other legal agreements and documents may be required. It is the applicant's responsibility to have these documents prepared for the City's review.

## Signage

Anyone intending to place a sign on the exterior of any building or structure or on any property in the City must make an application and obtain approval from the Planning and Development Department for a Sign Permit prior to installation. This requirement applies to both permanent and time-limited signs. (Applications for Sign Permits are reviewed for compliance with the City's Sign Bylaw.)

## Who is the Development Review Team (DRT)?

The City's Development Review Team (DRT) includes City staff representatives from each of the referral group areas, comprising of: Development Planning, Development Servicing, Transportation Planning, Infrastructure Management, Fire Protection Services, Environmental Services and Parks, Recreation and Culture Services. DRT meetings are held monthly to review and collectively discuss new applications and, in some cases, applications where resubmissions have been received by the File Manager.



## Talk with your Neighbours

Consultation with neighbours, local residents and others who may be affected by the proposed rezoning is strongly encouraged. Prior to and throughout the application review process. Obtaining neighbour input early better enables an applicant to address any concerns and/or modify their application before significant time and investment are made in the review process.



## Tips on Development Permit Applications

A complete and acceptable application for a Development Permit:

- responds well to the Development Permit Guidelines;
- complies with the regulations of the Zoning Bylaw with accurate calculations on plans;
- is designed to fit the context of the site;
- has coordinated landscape plans, building plans and development servicing plans;
- addresses any high water table, flood plain, watercourse and/or other site constraints;
- includes the rationale and impact assessment of each requested variance (if any variances are requested); and
- provides all information requested in the application form and application checklist.

## Questions?

- **Development Permit Applications**  
Development Planning  
P: 604-927-3430
- **Site Servicing, Street Works or Utility Construction**  
Development Servicing  
P: 604-927-3466
- **Transportation**  
Transportation Planning  
P: 604-927-3414
- **Signage**  
Development Planning  
P: 604-927-3430

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*Date of Issue: December 2014*

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### Planning & Development Department

3000 Guildford Way,  
Coquitlam, BC Canada V3B 7N2

P: 604-927-3430

**Coquitlam**