Coquitlam

March 5, 2024
Our File: 21 115525 SD
PROJ 20-091
Doc #: 5165992.v1

Rob Lee, Mara + Natha Architecture
2414 St Johns Street, Suite 202
Port Moody, BC V3H 2B1

Dear Rob:

Re: 2nd Extension of Preliminary Layout Approval and Servicing Requirements – 21 115525 SD - Proposed Subdivision at 931 Grant St. (PROJ 20-091)

This letter is provided to outline the preliminary layout approval (PLA) conditions and to set out the servicing requirements and procedures necessary to receive final approval for your proposed subdivision shown on attached sketch 21 115525 SD.

PLA Conditions:

1. Council granting 4th and final reading to *City of Coquitlam Zoning Amendment Bylaw No. 5149, 2021;*
2. Approval of and compliance with the terms and conditions outlined in Development Permit 20 115113 DP, to the satisfaction of the Development Planning Section, prior to final approval;
3. Requirements of the Subdivision and Development Servicing Bylaw No. 3558, 2003, as amended (the "Bylaw"), including:
   a) physical construction of Catherine Avenue and Grant Street to the standards of the Bylaw;
   b) physical construction of upgraded water, sanitary and storm sewers as outlined in the PLA Appendix, in coordination with the neighbouring development at 909-927 Grant Street;
   c) physical construction of water, sanitary and storm sewer connections to the lot; and
   d) registration in the Land Title Office of any necessary utility easements and/or rights-of-way;
4. Removal or demolition of all buildings and structures prior to final approval of the subdivision plan by the Approving Officer. Prior to removing or demolishing any building or structure, a permit and any other necessary approvals must be obtained from the Building Permits Division for the removal or demolition (note that the *Residential Tenancy Act* now requires 4 months' notice to end a tenancy in order to demolish a building);

5. Compliance with the recommendations contained in the arborist report prepared by Davey Resource Group dated November 4, 2020, to the satisfaction of the Urban Forestry Services Supervisor of the Parks, Recreation and Culture Services Department;

6. Registration in the Land Title Office of the following legal documents, to the satisfaction of the City Solicitor:
   a) a Subdivision Plan consistent with the attached sketch 21 115525 SD; and
   b) such utility easements and/or rights-of-way as may be required by the General Manager Engineering and Public Works, per PLA Condition No. 3(d) above;

7. Payment of any current or outstanding property taxes, rates and charges owing against the lands to be subdivided, prior to final approval. Where such outstanding charges do not include the current year's taxes, rates and charges, the owner must also pay an amount estimated by the City Collector in respect of the current year's taxes, rates and charges prior to receiving final approval. Where application for final approval of a subdivision is made anytime between the first business day of September and the last business day of December in any given year, the owner shall pay the property taxes, rates and charges for the following year as estimated by the City Collector prior to receiving final approval.

It is noted that payment of City, Greater Vancouver Sewerage and Drainage District, Greater Vancouver Water District, and TransLink Development Cost Charges and School Site Acquisition Charges will be required at the time of future Building Permit issuance.

Works and Servicing Requirements:
Further to PLA Condition No. 3 noted above, please refer to the attached Works and Services Requirements PLA Appendix.

Legal
Electronic legal plans for the subdivision must be prepared by a BC Land Surveyor (BCLS) and any rights-of-way, easements or covenants required with the subdivision must have legal documents and any associated BCLS plans prepared and submitted to the City Legal Department. Contact your Development Planning File Manager for electronic copies of the City's precedents regarding the required legal documents. These precedents are provided for your convenience only and the City may not have precedents for all legal document types. Additional legal documents may also be required upon the review and discretion of the City's Solicitor. Include on a covering letter or transmittal sheet, reference to the City's application file number, a current subject property address(es), to facilitate distribution and review by appropriate parties. Note that submissions without this will not be reviewed.

The initial legal document review will take a minimum of three weeks. Once City staff have completed the review and have made changes, if any, to the documents, they can be executed by the property owner(s) and / or any financial holders of the subject property. The

revised documents, signed by the property owner, should then be submitted to the City's Legal Department, with the appropriate reference to the application file number and property address, for execution by the City.

Legal documents should be submitted well in advance of your anticipated final subdivision approval in order to allow sufficient review time and final execution by you and the City.

This PLA shall not be construed as Final Approval and is revocable by the Approving Officer at any time, in the event that relevant information becomes available including, without limitation, changes in legislation, regulations, or bylaws. For example, the effect of the Province's Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023, may impact Final Approval.

THIS PLA IS VALID UNTIL March 5, 2025. THE APPLICANT MUST SUBMIT, BEFORE THE EXPIRY DATE, AN APPLICATION FOR AN EXTENSION OF TIME, WHICH INCLUDES THE REQUIRED FEE AND THE REASON(S) THAT THE FINAL APPROVAL STAGE HAS NOT BEEN REACHED. THIS WILL ENSURE THAT THE ORIGINAL SUBDIVISION APPLICATION FEE IS NOT RE-IMPOSED.

Final approval of the subdivision will be given when the conditions outlined in this letter are satisfied. When final subdivision approval has been given by the Approving Officer and any associated legal documents have been signed by the City, they will be returned to your solicitor for registration in the Land Title Office.

If you have any questions concerning this letter, contact your Development Planning File Manager, Xian Zhang, at 604-927-3978 or e-mail xzhang@coquitlam.ca.

Best regards,

Chris Jarvie
Approving Officer

Attach. PLA Appendix (Doc# 4264952)
Subdivision sketch 21 115525 SD

c- David Gardiner, Development Technologist

Coquitlam

MEMO

Development Servicing | Works & Services Requirements PLA appendix

Subject: **Works and Services Requirements PLA Appendix for 931 Grant Street PROJ#20-091**
Rezoning from 1 lot from RS-1 to RTM-1 to construct 4 rowhomes in 2 separate buildings.

Contact **David Gardiner, Development Technologist 2** at **DGardiner@coquitlam.ca**

These comments and requirements assist with the PLANNING STAGE. The scope and extents may be affected by site and infrastructure conditions and capacities.

Submitted conceptual, site plan and design drawings have been used for reference only. Development is required to adhere to City bylaws, policies and servicing plans.

Design drawings that form the appendix of the Development Permit are accepted only for the items related to the Development Permit, further review will be required at the appropriate development application stage and prior to Building Permit issuance.

Detailed review of design drawings is at the DESIGN PHASE after 3rd reading or PLA issuance.

SECTION 1: REQUIREMENTS TIMING

A. AFTER 3RD READING

A.1. Construction Design – See SECTION 2 for details

Submit a complete set of detailed design drawings with all components as required in Subdivision & Development Servicing Bylaw Schedule A – Part 1.03.

B. PRIOR TO 4TH READING

B.1. Provide

- An accepted detailed design incorporating the requirements of this memo (See SECTION 2);
- Construction of, or security for, those works;
- Payment of all financials; and
- Execution of legal documents.

B.2. Financial Requirements – See SECTION 3 for details

Performance and Maintenance Guarantee Securities are to be submitted of a value equal to the construction cost for the required works and services.

C. PRIOR TO CONSTRUCTION

Inspection, Administration and other fees as per applicable bylaws may be required. See SECTION 4 for details.

D. AFTER CONSTRUCTION

The consulting Engineer submits certified "as-constructed" plans. See SECTION 4 for details.

SECTION 2: SERVICING REQUIREMENTS

A. TRANSPORTATION

A.1. Roads

- Revise Catherine Avenue and Grant Street intersection to reflect the modified intersection geometry as part of the development to the south (PROJ: 19-028), in order to align Catherine Avenue east and west of Grant Street (i.e. no intersection offset). Catherine Avenue will intersect Grant Street at approximately 80-degree angle as shown within the adjacent developments design. This will need to be further reviewed and addressed at detailed design.
- Construct curb extensions (COQ-R20) at all driveways and intersections.

A.2. Roads – Catherine Avenue

- Construct the north half of Catherine Avenue to the Local - Higher Density and Greenways standard along the frontage of the development.

A.3. Roads – Grant Street

- Construct the east half of Grant Street to the Local - Higher Density and Greenways standard along the frontage of the development.

A.4. Dedications & Statutory Right-Of-Way (SRW)

- Dedicate 2.4m on Catherine Avenue towards the 20.0m Local allowance.
- Dedicate 3m x 3m corner clearance at the intersection of Catherine Avenue and Grant Street.

A.5. Streetlighting

- Prepare streetlighting design and construct necessary infrastructure.
- Streetlighting design must meet luminance levels for the development frontage without relying on adjacent development.
- The design must take into account future spacing and staggering while looking at reduction in services bases and crossings etc.
- Ornamental light may be added either across the street or adjacent to fit better to spacing and staggering locations.
- The design for Catherine Avenue may need to be reviewed and modified after acceptance if adjacent development proceeds ahead of this development.

A.6. Boulevards – Grant street and Catherine Avenue

Provide street trees for the frontage of the development. Submissions of landscaping plans to be prepared by a professional landscape architect regarding street tree planting, boulevard landscaping, restoration and tree protection for all the frontages of the property. Letters of Undertaking for Field Review will also be needed from the landscape architect.

A.7. Access

- Access should be moved as far away from the intersection as possible.
- Decrease the driveway width on Catherine Avenue to be max 6m, as per the S&D Bylaw (Schedule A, Section 6.03).

B. STORMWATER MANAGEMENT

B.1. Construction

- Design and construct the storm sewer on Grant Street for the frontage only. Security is to be provided for this section of storm sewer. Co-ordinate the installation of the storm with the development at 921 Grant. A latecomer application has been submitted for this section of storm to be installed by 921 Grant and a latecomer payment to be provided at building permit stage. Alternatively this development can install this section of the storm sewer at your cost and the latecomer would be waved.

B.2. Service Connections

- Each parcel restricted to one storm service connection.

B.3. Integrated Watershed Management Plan

- Implement the guidelines and requirements of the IWMP:
  1. The Chines
     - Limit the 2 year post peak flow rate to 50% of the 2 year pre-development peak flow.
     - Source controls to be designed on a detention basis rather than infiltration.

  2. Multi-Family
     - Provide 300 mm of topsoil in landscaped areas.
     - Hard surfaces graded to landscape areas.
     - Permeable paving materials.
     - Provide a Hydrology report to demonstrate that the development meets the Rainwater Management criteria, as per the Integrated Watershed Management Plan (IWMP).

  3. City Roadways
     - Provide 300 mm of topsoil in landscaped areas.
     - Construct infiltration trenches in medians and boulevards.

C. SANITARY

C.1. Construction

- Extend sanitary sewer system from Grant Street along the full frontage of the development on Catherine Avenue.
- There is an existing application with the neighboring address 927 Grant street. The sanitary sewer system on Catherine Avenue will have to be coordinated and may need to be reviewed and modified after acceptance if adjacent development proceeds ahead of this development.

C.2. Service Connections

- Each parcel restricted to one sanitary service connection.

D. WATERWORKS

D.1. Construction

- Watermain on Catherine Avenue is to be upsized to 200mm.
- Watermain on Grant street is to be upsized to 200mm.
- There is an existing application with the neighboring address 927 Grant street. The waterworks on Catherine Avenue will have to be coordinated and may need to be reviewed and modified after acceptance if adjacent development proceeds ahead of this development.

D.2. Service Connections

- Each parcel restricted to one water service connection

E. SITE MANAGEMENT

E.1. Tree Management

- If tree cutting is proposed during the period of March 1 to August 31, it is the responsibility of the applicant to comply with the nesting bird protection provisions under the provincial Wildlife Act and the federal Migratory Birds Convention Act.
- It is recommended that the applicant retain a qualified environmental professional to guide the tree clearing during this time to ensure compliance with the BC Wildlife Act and the Migratory Birds Convention Act, and copies of nesting bird assessment reports are to be provided to Environmental Services prior to the start of clearing activities.

E.2. Site Grading

- Ensure grading is compatible with:
  - existing features to be retained;
  - tree protection requirements
- Retaining walls not exceed 1.2 m in height.
- Ensure wall height, spacing and surface treatment meet the standards and guidelines of the City's lot grading as indicated in the Guide to Best Site Development Practices.

E.3. Erosion & Sediment Control (ESC)

- The Stream and Drainage System Protection Bylaw requires the design and construction of all ESC work, measures, facilities and methods constructed, installed or employed to reduce the likelihood of sediment and sediment-laden water reaching the drainage system during all stages of development.
- A monitoring program, maintenance and inspection program for the sediment control works will be required to be prepared by a qualified professional.
- The ESC Submission Form must be completed with the declarations signed by the developer and the ESC supervisor.

F. GAS, POWER & COMMUNICATIONS

- Utility designs must be reviewed and accepted by the City.
- Provide underground distribution and services; remove overhead wires and poles.
  - Early coordination with BC Hydro is encouraged.
- Provide pre-ducting to allow for the future removal of the overhead system.

It is the owner's responsibility to contact power, telephone, cable and gas companies directly regarding the provision of their services for the proposed subdivision or development as necessary, noting all works will need to be underground and completed at the owner's expense. We recommend that this consultation be made as soon as possible to establish requirements and avoid conflicts.

Outside utility construction drawings, approved by the utility company, must be submitted to the Customer Service Section of Engineering and Public Works Department for review and City approval, prior to subdivision approval.

G. PROJECT MANAGEMENT

G.1. Submission Completeness Review

After 1st/2nd Reading with File manager approval:
The detailed design drawing set can be submitted for a Submission Completeness Review. Make sure that the following has been addressed:

- Complete set
- All bylaw, guidelines and policies have been adhered to
- All the items in this memo have been addressed
- *All design items that do not meet the above must be identified as a variance*

G.2. Detailed Design Technical Review

Starts after 3rd Reading or PLA.

G.3. Drawing Submission

Provide an electronic PDF of all the civil drawings and a separate PDF of any Streetlighting and Landscaping drawings to:

Qfile.coquitlam.ca care of **DevelopmentServicing@coquitlam.ca**

All plans will be reviewed electronically and comments will be provided directly onto the drawings and returned to the Engineer.
If the drawings can be approved, additional information and instructions will be provided.

SECTION 3: FINANCIAL REQUIREMENTS

A. PERFORMANCE GUARANTEE SECURITY

- If the Rezoning is to be finalized before the developer completes construction of the required services, then a Performance Guarantee Security must be deposited with the City having a value equal to the cost of the uncompleted works plus ten percent.
- The consulting engineer shall establish the amount of the guarantee based on the submitted drawings and will complete and seal the Performance Guarantee Estimate form.
- The guarantee may be deposited as a one year Letter of Credit or cash and must remain active until the City has accepted, in writing, the completed works.

B. MAINTENANCE GUARANTEE SECURITY

- Upon completion of the works, the developer must also supply a Maintenance Guarantee with a value of ten percent of the contract for a period of one year.

The above securities may be provided in cash or by irrevocable clean Letters of Credit / Guarantee. The City of Coquitlam does not accept Letters of Credit from all financial institutions. Contact our Finance Department regarding acceptable institutions and respective limits of amount prior to arranging for any Letters of Credit.

SECTION 4: CONSTRUCTION REQUIREMENTS

A. PRIOR TO CONSTRUCTION REQUIREMENTS

- Pavement Cut and Road Degradation fees as required by Bylaw No. 3684, 2004. The applicants will be responsible for contacting the Engineering and Public Works Department for any requirements and pay any necessary fees. Contact Engineering Customer Service at 604-927-3500 if you have any questions regarding this requirement.
- Cash payment for a scheduled watermain shutdown should you require the City crews to shut down the City water system.
- Cash payment of a Streetlighting Connection fee (per connection) if required.
- Provide insurance, satisfactory to the City, for all work to be done on public property.
- An inspection fee, as outlined in Bylaw No. 3558, Section 15.0, based on the valid contract construction price plus ten percent as follows:

Construction Value	% Fee
First $100,000	5 (minimum fee of $100)
Next $150,000	4.5
Next $250,000	4.25
Next $500,000	3.75
Remainder	3.5

B. POST-CONSTRUCTION REQUIREMENTS

- Upon completion of the work, the consulting engineer must submit "as-constructed" plans and certify that the work was done in accordance with the plans.

- As-constructed plans (record drawings) must be submitted according to the City of Coquitlam's "CAD Standards and Record Requirements" guidelines.
    - If further information is required regarding the said requirement, contact Mike Esovoloff, Supervisor Mapping and Drafting at 604-927-4312.

The City GIS Section requires the legal plans for the subdivision following registration in the Land Title Office to also be submitted in AutoCAD DXF format. Forward digital copies to: Michael Esovoloff, Supervisor Mapping and Drafting at mesovoloff@coquitlam.ca.

PROPOSED SUBDIVISION PLAN OF LOT "B" DISTRICT LOT 367 GROUP 1 NEW WESTMINSTER DISTRICT PLAN 18191

PLAN EPP

Sketch No. 21 115525 SD

PRELIMINARY

PURSUANT TO SECTION 68, Land Title Act
B.C.G.S. 92G.026

SCALE 1 : 500

5 0 10 20 30
ALL DISTANCES ARE IN METRES

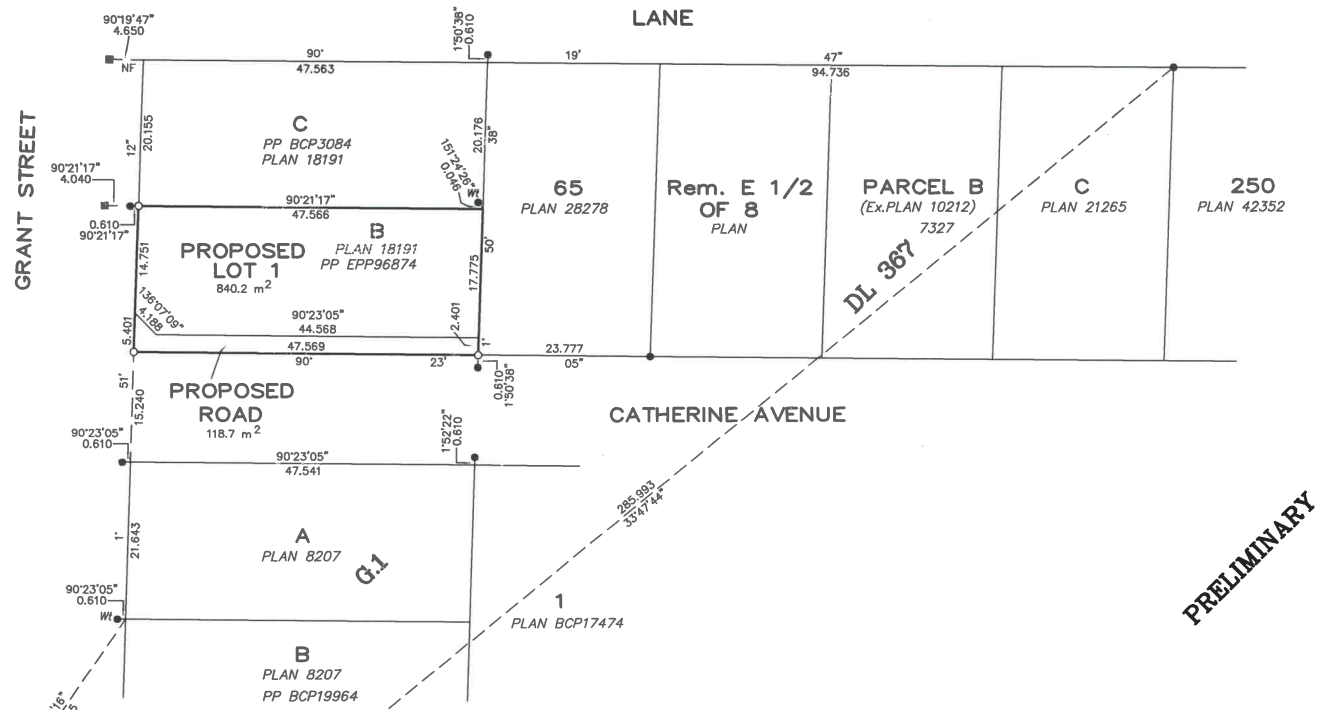
The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:500.

LEGEND

- DENOTES CONTROL MONUMENT FOUND
- DENOTES LEAD PLUG FOUND
- DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST SET
- Wt DENOTES WITNESS
- PP DENOTES POSTING PLAN
- NF DENOTES NOTHING FOUND

Note:
This plan shows one or more witness posts which are not set on the true corner(s).





UTM Zone 10 Coordinates	
Northing	5457384.877
Easting	508708.447
Point Combined Factor:	0.9995837
Estimated Absolute Accuracy:	0.01

UTM Zone 10 Coordinates	
Northing	5457279.053
Easting	508952.899
Point Combined Factor:	0.9995848
Estimated Absolute Accuracy:	0.01

THIS PLAN LIES WITHIN
INTEGRATED SURVEY AREA No. 14, COQUITLAM

NAD 83 (CSRS) 4.0.0.BC.1.GVRD
Grid bearings are derived from observations between geodetic control monuments 77H6901 and 73H0287 and are referred to the central meridian of UTM Zone 10.

This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.99958425 which has been derived from geodetic control monuments 77H6901 and 73H0287.

The UTM coordinates and estimated absolute accuracy achieved are derived from the mascot published coordinates and standard deviations for geodetic control monuments 77H6901 and 73H0287.
Some symbol locations have been exaggerated for clarity.

The field survey represented by this plan was completed on the ____ day of ____, 202_.

Craig Nakamura, BCLS 932

This plan lies within the jurisdiction of the Approving Officer for the City of Coquitlam

THIS PLAN LIES WITHIN THE METRO VANCOUVER REGIONAL DISTRICT

TARGET LAND SURVEYING
www.targetlandsurveying.ca
FILE: N3937-SUB-PRELIMINARY

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