



COACH HOUSE DEVELOPMENT PERMIT APPLICATION FORM

(To be completed by applicant)

1. APPLICANT

Name _____

Company _____ Business Licence # _____

Address and Postal Code _____

Email Address _____ Day Phone _____

2. PROJECT ARCHITECT *(if different from applicant)*

Name _____

Company _____ Business Licence # _____

Address and Postal Code _____

Email Address _____ Day Phone _____

3. SITE DESCRIPTION

Civic Address(es) _____

Lot(s) _____ Blocks(s) _____

Legal Description(s) Resub(s) _____ DL(s) _____

Plans(s) _____

PID(s) _____

4. DEVELOPMENT DESCRIPTION

Staff Use Only: DPA Number _____ BLD Number _____

5. APPLICATION TYPE & FEES

I/We hereby make application pursuant to *Development Procedures Bylaw, 2001, No. 7343* for:

Relevant Development Application Fees	Fee
Coach House Development Permit	\$1,250
Title Search – unless the original State of Title Certificate was provided with this application	\$26.25

6. ADDITIONAL INFORMATION

The Director of Planning & Development may require the applicant to provide further information, at the applicant's expense, in order to conduct a thorough review and analysis of the proposed development. The applicant hereby agrees to assume all legal costs directly incurred by the City through the processing or approval of this application and the preparation and registration of any related legal documents.

7. APPLICANT AND OWNER AUTHORIZATION

I hereby agree to the terms contained in this Application Form and declare that the information submitted in support of this application is, to the best of my/our knowledge, true and correct in all respects.

Signature of Applicant

Date

Name of Applicant (*please print*)

Company Name

I/We hereby consent to the submission of this development application.

Signature of Owner

Date

Name of Owner

Owner Day Phone

(All owners on title must sign. Attach extra signature pages as applicable)

SUBMISSION REQUIREMENTS

For Coach House Development Permit Applications

Development Procedures Bylaw, 2001, No. 7343 establishes development application requirements. The submission requirements may be amended by the City at any time to suit the specific conditions of the project. For more information, please refer to the City's [Development Applications](http://www.cnv.org) webpage (www.cnv.org).

Development Permit Guidelines

The City has established *Coach House Development Permit Guidelines* to regulate development in specific areas or for certain building types. All Development Permit Applications must consider and comply with the Guidelines. View the *Coach House Development Permit Guidelines* within *Zoning Bylaw, No. 6700 - Development and Heritage Guidelines* online at www.cnv.org/zoning and more information about coach houses online at www.cnv.org/coachhouse.

Required Documents

For complete submission requirements for the joint development permit and building permit, please see:

- [Coach House Development Permit Guidelines](#)
- [Building Permit Checklist for Coach Houses](#)

Related materials can be combined into one PDF file. Additional documents may be required as directed.

Digital Submission

Email planning@cnv.org to submit your application or to request a link to our secure file-transfer system (SendIt). Digital files must follow the format and naming requirements below.

File Format Requirements

- Files must be saved in PDF format at 8.5" x 11" size with all layers flattened.
- No document restrictions.
- Security Method set to "No Security" with all permissions (printing, etc.) "Allowed."
- All pages in one document must be either all landscape or all portrait orientation.

Document Naming Standard

All digital file names must follow the City's strict document naming standard:

- "Address - Document Name"
- Example: "141 W 14th St - Architectural Plans"

Fee Payment

Once your application has been saved into our system, a fee invoice shall be provided. Payment can be made online via CityServe (www.cnv.org/cityserve). Alternatively, a cheque can be sent to City Hall c/o the "Planning Assistants, Planning Division" and made payable to the "Corporation of the City of North Vancouver". The address of the development and application number should be included on the cheque memo.