



CITY OF MAPLE RIDGE

Pre-Application Meeting Request Form

SECTION A: (To be completed in full by the Applicant)
Applicant Information:

Owner Name: _____

Address: _____

Contact Phone: _____

Email: _____

Agent Name: _____

Address: _____

Contact Phone: _____

Email: _____

The personal information collected on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act. The City has authority to collect your information for the purposes of administering the Planning and Land Use Management processes in accordance with Part 14 of the Local Government Act. Applicants are advised that all Planning and Land Use Management processes are public and any materials submitted become part of the public record. All applicant information submitted may be used for reports to Council, available to the public upon request and distributed on the City's website, as well as displayed on signage. Should you have any questions or concerns about the collection and/or release of your personal information please contact the Planning Department.

Subject Property(ies) Information:

Civic Address	Parcel Identifier (PID)

INQUIRY/PROPOSAL DETAILS:

Large empty rectangular box for inquiry/proposal details.

Proposed Principle Uses:

Residential Mixed-Use Agricultural

Commercial Industrial Other: _____

Proposed Number of Lots/Units (If Applicable):

Lots: _____

Units: _____

This application is made with my full knowledge and consent.

Applicant's Signature: _____

Date: _____

Owner's Signature: _____

Date: _____



Pre-Application Submission Requirements

Pre-Application Meeting Checklist

A pre-application meeting is recommended prior to making a Rezoning, Subdivision or Development Permit Application. An application that involves any of the following will require a pre-application meeting:

- Commercial
- Industrial
- Multi-Family
- Pre-zoned sites that are only subject to Subdivision (over 2 lots) or a Form and Character Development Permit
- Single-Family Residential Subdivision of greater than 2 lots
- Steep slopes greater than 25%
- Watercourse or Floodplain

Applicant to Provide in Advance of the Meeting:

- Pre-application Meeting Fee of \$350.00.
- An additional \$150.00 Fee if an Engineering Review is required or *current rate*.
- All sufficient materials will be required, as listed below, to review the proposal (Please note that additional information may be required).

Submission Documents	Details
Current Certificate of Title	Current Certificate of Title must be issued in last 30 days Copy of all Charges on Title (covenants, easements, rights-of-ways,)
Proposed Site Plan*	Paper size: 11" x 17" site plan (include north arrow and scale)
	Location of existing accesses (vehicle, pedestrian, bicycle, etc.)
	Location of proposed accesses (vehicle, pedestrian, bicycle, etc.)
	Location of proposed buildings and setbacks to existing lot lines and all charges
	Location of all water features on subject and adjacent properties; show Top of Bank
	Location of all existing trees equal to or greater than 50.0 centimetres in diameter
	Location of all existing utility infrastructure (water, sewer, storm, electrical, gas, etc.)
	Location of all proposed (water, sewer, storm, electrical, gas, etc.)
	Location of all parking (vehicular, accessible, loading, visitor, bicycle, etc.)
Elevation Drawings*	Summary of Variances Requested
	Front Elevation
	Rear Elevation
	Side Elevation
	Height Measurements

* All measurements must be in metric. Plans/Drawings submitted in non-metric will not be accepted.

Prior to Application Submission, Planning Staff will provide the applicant the following:	
<ul style="list-style-type: none"> • Land-Use Designation • Supportable Zones (Zoning Matrix) • Parking requirements • Zoning Bylaw (Landscape Requirements, Siting, Permeability, etc.) • Application Submission Checklist(s) 	<ul style="list-style-type: none"> • Links to fees, CAC's, DCC's, Density Bonus Provisions • Report Guidelines • Design Guidelines (Landscaping to incorporate SMP requirements) • Parking and Three Tier SMP Requirements • ALR considerations
Prior to Application Submission, Environmental Staff will provide the applicant the following:	
<ul style="list-style-type: none"> • Watercourse Protection Development Permit Information (if required) • Natural Features Development Permit Information (if required) • Wild Fire Development Permit Information (if required) • Environmental Context Map 	<ul style="list-style-type: none"> • Preliminary Setback Review and protection requirements for water features and steep slopes • Tree Permit requirements
Prior to Application Submission, Engineering Staff will provide the applicant the following:	
<ul style="list-style-type: none"> • Road dedication requirements • Servicing constraints 	<ul style="list-style-type: none"> • Traffic Impact Assessment Guidelines (if required) • SMP Requirements (see Municipal Design Standards)

Building and Fire Departments may be consulted if necessary for particular Code requirements.

The information from the pre-application review is intended to assist an applicant in determining if any significant changes to the development proposal should be made prior to proceeding with the detailed, formal application. It is important to note that the outcome of a pre-application review does not imply or suggest a decision by the City to either support or refuse any subsequent application. Please submit your completed application to planning@mapleridge.ca or to the Planning Front Counter at City Hall.

SECTION B: (To be completed by Planning Staff)

Application \$350.00 (Pre-Application Meeting Fee)
 Fee: \$150.00 (Additional – Engineering Review Fee)

Receipt No.: _____

Signature: _____

Date: _____

Total Fee: _____

