

**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)

**Meeting / Correspondence with Planning Staff:**

\_\_\_\_\_

(Please state with whom and when you met / corresponded)

**INQUIRY/PROPOSAL DETAILS:**

<p>Proposed Principle Uses:</p> <p><input type="checkbox"/> Residential   <input type="checkbox"/> Mixed-Use   <input type="checkbox"/> Agricultural</p> <p><input type="checkbox"/> Commercial   <input type="checkbox"/> Industrial   <input type="checkbox"/> Other: _____</p>	<p>Proposed Number of Lots/Units (If Applicable):</p> <p>Lots: _____</p> <p>Units: _____</p>	<p>Developable Area (Net) (Area in m<sup>2</sup>):</p> <p>ESA Protection /Hazard</p> <p>Setback Area: _____</p> <p>Pervious/Permeable Area: _____</p>
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**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:

- Applicable Pre-Application Meeting Fee. If an Engineering Review is required, an additional fee applies.
- 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 steep slopes 25% or greater on-site Location of all pervious/permeable areas required on site (refer to section 405.1 of Zoning Bylaw No. 7600-2019) Location of all Tier-A SMP Requirements (refer to current Subdivision & Development Servicing Bylaw) Location of all existing permit sized trees (≥20.0 cm) & significant sized trees (≥50.0 cm) in diameter respectively 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.) Summary of Variances Requested
Elevation Drawings*	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"> <li>• Land-Use Designation</li> <li>• Supportable Zones (Zoning Matrix)</li> <li>• Parking requirements</li> <li>• Zoning Bylaw (Landscape Requirements, Siting, Permeability, etc.)</li> <li>• Application Submission Checklist(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Links to fees, CAC's, DCC's, Density Bonus Provisions</li> <li>• Report Guidelines</li> <li>• Design Guidelines (Landscaping to incorporate SMP requirements)</li> <li>• Parking and Three Tier SMP Requirements</li> <li>• ALR considerations</li> </ul>
Prior to Application Submission, Environmental Staff will provide the applicant the following:	
<ul style="list-style-type: none"> <li>• Watercourse Protection Development Permit Information (if required)</li> <li>• Natural Features Development Permit Information (if required)</li> <li>• Wild Fire Development Permit Information (if required)</li> <li>• Environmental Context Map</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary Review of Protection Requirements for Water Features and Steep Slopes</li> <li>• Tree Permit and Tree Management Plan Requirements</li> <li>• Detailed Conceptual 3-Tier On-Site SMP Plan Guidelines</li> </ul>
Prior to Application Submission, Engineering Staff will provide the applicant the following:	
<ul style="list-style-type: none"> <li>• Road dedication requirements</li> <li>• Servicing constraints</li> </ul>	<ul style="list-style-type: none"> <li>• Traffic Impact Assessment Guidelines (if required)</li> <li>• SMP Requirements (see Municipal Design Standards)</li> </ul>

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.

### SECTION B: (To be completed by Planning Staff)

Application  Pre-Application Meeting Fee  
Fees:  Engineering Review Fee (if applicable)

Receipt No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Total Fee: \_\_\_\_\_

#### CITY OF MAPLE RIDGE

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