

Enquiry Meeting Guide



FEBRUARY 2025

This handout provides information on the requirements and processes for Enquiry Meetings. It is intended for general guidance only.

What is an Enquiry?

An enquiry is any question or request for information about a specific property or properties, City policies, and/or development application processes or fees. Anyone can make an enquiry, including property owners, real estate agents, developers, and members of the public. Many enquiries can be resolved by phoning, e-mailing or visiting Development Planning staff.

What is an Enquiry Meeting?

An enquiry meeting is recommended for development proponents who are seeking feedback from staff about a specific concept, plan or proposal. During an enquiry meeting, the enquirer meets with Development Planning staff for a high-level discussion about their proposal. Staff provide general direction about how to proceed, help identify key considerations, and outline the next steps for the development application process.

- **Timing:** Every Friday (except holidays) from 9 a.m. to noon
- **Duration:** 30 minutes
- **Attendance:** Enquirer and two Development Planning staff
- **Booking:** Contact Development Planning (devinfo@coquitlam.ca or 604-927-3430) by noon on the Friday before the date you want to schedule
- **Format:** In-person at Coquitlam City Hall, or virtually (Microsoft Teams)
- **Fee:** \$100
- **Application requirement:** Project description, conceptual plans or drawings if available (max. 3 pages)

Booking Details

When you contact Development Planning to book your meeting, be sure to provide staff with all the requested information, and identify if you have a preferred format (in-person or virtual) or preferred time within the block listed above. Staff will make every effort to accommodate your time preference, but specific requests cannot be guaranteed. Your scheduled time slot and meeting details will be confirmed by e-mail on the Monday before the meeting. The fee must be paid by couriered cheque or in-person before the meeting.

Outcome

The enquiry meeting is intended to provide enquirers with high-level comments on a general development concept to help them decide how or whether to move forward with their proposal. An enquiry meeting is not intended to replace a pre-application, but rather to supplement a general enquiry. For detailed feedback on a specific development concept, prospective applicants are encouraged to submit a pre-application instead.

More Questions?

If you have more questions, contact the Development Planning division:

604-927-3430

devinfo@coquitlam.ca

coquitlam.ca/development