ADP SUBMISSION REQUIREMENTS

How to prepare for Advisory Design Panel: Taking projects to the Advisory Design Panel is a key step in the application review process, and an opportunity to hear directly from well-respected professionals who can provide key insights into designing in the local context. That said, when presenting to the Advisory Design Panel you want to make sure you have an effective and concise presentation that includes information on the local context and illustrates how proposal enhances the public realm.

The Submission: The checklist below provides guidelines on the types of information to include in your submission to ADP. Applicants are responsible for providing 14 sets of the 11x17" submission package 14 days prior to the meeting date along with a digital copy on USB stick. (Please do not use plastic covers.)

The Presentation: The applicant's registered architect and registered landscape architect are given an opportunity to present key aspects of their drawings and provide some insight into the rationale for the design. Guidelines for the presentation are provided in section B on the last page. The presentation is typically a power point presentation of key excerpts of the package and will typically include renderings. Power point presentations, videos, virtual reality walk-throughs, display boards and models are all acceptable presentation tools.

A – Printed Submission Requirements

ITEM REQUIRED	PRELIMINARY APPLICATION	DETAILED APPLICATION
• Project Description in the form of a <u>brief</u> outline explaining proposal and basic project statistics. For All Applications include: FSR/ density considerations, general height, and assumptions about parking. For Detailed applications also include: Unit mix and sizes, parking rates, building heights, setbacks, site coverage and details on accessible design	✓	✓
• Brief description /diagram of the opportunities and constraints	✓	✓
• Brief description of planning issues and pertinent design guidelines applicable to the project	✓	✓
• Discussion of the local context including: ○ Photographs of the site and of surrounding properties ○ Indication of building types and uses on	✓	✓

surrounding sites ○ Pedestrian and vehicle circulation including trails, shortcuts, roads, transit stops etc.		
• Survey of existing property including trees, slope, and other significant environmental, hazardous, or heritage features, and picking up the edges of the neighbouring developments	As needed	✓
• Site Plan	✓	✓
• Building Elevations (conceptual at the Prelim Stage)	Conceptual only	✓

• Colour Landscape Plan including:
    ○ Planting plan / plant list
    ○ Existing tree retention/removal
    ○ Hard landscape materials
    ○ Details of landscape structures, enclosures, fences etc.
    ○ Pedestrian routes
    ○ Lighting plan
Note: Make every effort to use a scale that is legible at 11x17.
	Conceptual only	✓

• Floor plans, and roof plan		✓
• Cross-sections showing building heights and grades	✓	✓
• Parking plan including underground parking layout and any handicap parking spaces		✓
• Colour and materials board (with samples photos are not enough) •		✓
• Concept image boards showing design inspiration	✓	✓
• Information on how the project has been designed to respond to CPTED (crime prevention) principles		✓
• Discussion of the approach to the Energy and Water Conservation and Greenhouse gas Emission Reduction Development Permit Area, flagging any project specific sustainability measures.		✓

• Renderings (viewed from the street to highlight the project's relationship to the public realm)		✓
• Shadow analysis (at 10am 12noon, 2pm and 6pm, on March 21st, June 21st and Sept 21st.)		✓
• Response to the District's accessibility requirements		✓
• A model and/or three-dimensional presentation **Note:** The model can be brought to the meeting and does not need to be provided in advance.		✓

If applicable, submissions should also include:

• Information on signage (for projects including a commercial component)

• Information on Public Art and how it is integrated into the project

• Information on the Community Amenity Contribution if an in kind contribution is part of the project (eg Affordable Housing)

B - Presentation Requirements

Staff Presentation (2 to 5 minutes)
Staff will provide the policy context for the application including:
- Official Community Plan Designations and overall objectives
- Zoning issues
- Development Permit Area Guidelines relevant to the subject site
- Major urban design issues or questions for the Panel to consider

Applicant team - presenters must be registered professionals in accordance with AIBC and BCSLA regulations (10-15 minutes for a preliminary application and 15 to 20 minutes for a detailed application depending on the project's complexity)
- Description of project including land use, circulation (vehicle and pedestrian), open space connectivity, sun exposure, view opportunities
- Detailed description of the context including transit stops, pedestrian routes and cycling connections
- Explanation of the site plan and building layout including reference to the overall project design rationale
- Discussion of the building form and elevations and cross-sections, including references to grades and topography and with a focus on the public realm
- Discussion of the site access and parking and a review of accessibility to site (including common areas and units)
- Review of landscaping plan
- Review of selected building materials and colour palette