

# DESIGN REVIEW COMMITTEE

Submission Checklist for Applicants



**MEETING DATE:** \_\_\_\_\_

**BE PREPARED:** Taking projects before the DRC 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. When presenting to the DRC you want to be sure that you have an effective and concise booklet and presentation that includes information included in this checklist.

**This checklist will help assist you in putting together a comprehensive and professional submission package and presentation to the DRC.**

STEP 1: BOOKLETS	APPLICANT CHECK
1. See <b>Section A</b> for submission requirements.	
2. 16 sets of the final 11X17 submission package at least 10 days prior to the meeting date.	
3. Digital copy of 11X17 booklet (USB or internet file transfer).	
4. Submissions are to be of professional quality and fully coordinated.	
5. <b>DUE DATE:</b> _____ <i>**Note: booklets due 10 days prior to the meeting. Deliver to your planner.</i>	
SECTION A –SUBMISSION REQUIREMENTS:	
1. A completed copy of this checklist.	
2. Project description explaining the proposal and basic project statistics. All applications <u>must</u> include: FAR/density calculations, building height, number of storeys, setbacks, site coverage, assumptions about parking (proposed ratios for rezonings), building circulation, unit mix and sizes, details on accessible design, and any other zoning bylaw requirements or other pertinent building or project statistics.	
3. Brief description / diagram of the opportunities and constraints.	
4. Concept image boards showing design inspirations or precedent images.	
5. Description of planning issues and pertinent design guidelines applicable to the project.	
6. Discussion of the local context including: <ul style="list-style-type: none"> <li>a. photographs of the site and of surrounding properties;</li> <li>b. photo montage of the street front with your project overlaid;</li> <li>c. indication of building types and uses on surrounding sites;</li> <li>d. pedestrian and vehicular circulation including trails, shortcuts, road, transit stops, nearby amenities, shops, services, etc.; and</li> <li>e. any other relevant contextual information.</li> </ul>	
7. Survey of existing property including trees, slope, and other significant environmental, hazardous, or heritage features, and picking up the edges of the neighbouring developments.	
8. Site Plan (fully dimensioned).	
9. Building elevations. Include finishing material applications and colours and where they are applied (clearly label with a materials chart).	

<p>10. Coloured landscape plans including:</p> <ol style="list-style-type: none"> <li>a. site plan;</li> <li>b. full plant list including adjacent boulevards and street trees;</li> <li>c. existing tree retention/removal (including proposed tree protection);</li> <li>d. hard landscape materials;</li> <li>e. details of landscape structures, enclosures, fences, retaining walls, etc.;</li> <li>f. cross sections (through significant landscape features, retaining walls/planters, show connections to adjacent properties and streets, etc.);</li> <li>g. soil depths (particularly when planting above parkades, etc.);</li> <li>h. irrigated zones;</li> <li>i. pedestrian routes and desire lines;</li> <li>j. lighting and grading plan; and</li> <li>k. anticipated location of hydro kiosks or other utility infrastructure.</li> </ol> <p><b>Note: Make every effort to use a scale that is legible at 11X17.</b></p>	
<p>11. Floor plans. Coloured floor plans with exempted FAR areas are particularly helpful.</p>	
<p>12. Roof plans. Show details of proposed roof top mechanical equipment and screening, fully dimensioned, and realistic elevator penthouse heights and dimensions.</p>	
<p>13. Cross sections showing building heights, basements, parkades, building levels and grades. Cross sections should go beyond the property lines and pick up surrounding properties and/or road right-of-ways. Ensure to calculate grade consistent with the zoning bylaw.</p>	
<p>14. Parking plan, fully dimensioned. Show driveway and/or ram access (with % incline and transitions), parking layout, drive aisles, and clearly label EV parking, accessible parking, visitor parking and small car parking spaces.</p>	
<p>15. A minimum of <b>4 renderings</b>. Primary renderings should be as viewed from the street to highlight the project’s relationship to the public realm.</p>	
<p>16. Colour and materials board. Loose sample materials and photos are not enough – bring a material board to the meeting and show where they are being applied.</p>	
<p>17. Information on how the project has been designed to respond to CPTED (crime prevention) principles.</p>	
<p>18. Discussion on the approach to energy and water conservation strategies, GHG reductions, BC Energy Code, and flag any project-specific sustainability measures.</p>	
<p>19. Shadow analysis: 10am, 12noon, 2pm and 6pm on March 21st, June 21st, Sept 21st and Dec 21st.</p>	
<p>20. Response to accessibility / adaptability approaches.</p>	
<p>21. A 3D model study.</p>	
<p>22. A physical model.</p>	
<p><b>Note: Discuss physical model requirements with staff. Bring models to the meeting.</b></p>	
<p>23. If applicable, submissions should also include information on:</p> <ul style="list-style-type: none"> <li>• bicycle parking, storage, garbage and recycling areas for multifamily, mixed use or commercial projects;</li> <li>• signage (for projects including a commercial component);</li> <li>• Public Art and how it relates to the public realm; and</li> <li>• Community Amenity Contributions (CACs), particularly if it is an in-kind contribution that is relevant to the design or function of the project.</li> </ul>	
<p>24. If applicable, your project may be referred to other District committees, such as the Public Art Advisory Committee, the Heritage Advisory Committee, or others. Please discuss other committee referrals and requirements with staff.</p>	

STEP 2: PRESENTATIONS	APPLICANT CHECK
1. See <b>Section B</b> for presentation requirements.	
2. Applicant’s architect and landscape architect are given an opportunity to present key aspects of their drawings and provide some insight into the rationale for the design.	
3. Other consultants may also occasionally present depending on the type of project.	
4. The presentation is typically a Power Point or Adobe slides of <u>key excerpts</u> of the package and typically include renderings.	
6. Digital submission of the applicant’s presentation (USB or file transfer): <ul style="list-style-type: none"> <li>• Power Point presentations, videos, SketchUp, display boards, material board, and models (3D digital and physical) are all acceptable presentation tools.</li> <li>• All digital submissions must be loaded onto the computer <u>in advance</u> of the meeting – there is no physical access to the computer during the meeting. You cannot show up to the meeting with your submission on a USB drive – there is no way to load it on the computer during the meeting!</li> </ul>	
<b>DUE DATE:</b> _____ <i>**Note: digital presentations due no later than noon the day of the DRC meeting. Deliver to your planner.</i>	
SECTION B – Presentation Requirements	
<b>Staff Presentation</b> (2 to 5 minutes) Staff will begin the presentation and provide the policy context for the application including: <ul style="list-style-type: none"> <li>• Official Community Plan policies and overall design objectives;</li> <li>• Zoning issues;</li> <li>• Development Permit Area guidelines relevant to the subject site;</li> <li>• Major urban design issues; and</li> <li>• Questions for the committee to consider.</li> </ul>	
<b>Applicant Presentation</b> (10 minutes, more if complex proposal – discuss with staff) The applicant team will be invited to present the proposal to the committee following the staff presentation. Topics typically covered include:	
<ul style="list-style-type: none"> <li>• Description of the project including land use, circulation (vehicle, bicycles and pedestrians), open space connectivity, desire lines, sun exposure, view opportunities.</li> </ul>	
<ul style="list-style-type: none"> <li>• Detailed description of the context including adjacent properties, transit stops, pedestrian routes and cycling connections.</li> </ul>	
<ul style="list-style-type: none"> <li>• Explanation of the site plan and building layout including reference to the overall project design rationale.</li> </ul>	
<ul style="list-style-type: none"> <li>• Discussion of the building form and elevations and cross-sections, including references to grades and topography and with a focus on the public realm and neighbouring sites.</li> </ul>	
<ul style="list-style-type: none"> <li>• Discussion of the site access and parking, with a review of the accessibility to the site (including common areas and units).</li> </ul>	
<ul style="list-style-type: none"> <li>• Review of the landscape design approach and landscape plan.</li> </ul>	
<ul style="list-style-type: none"> <li>• Review of the selected building materials and colour palette.</li> </ul>	
<ul style="list-style-type: none"> <li>• Other proposed social benefits or unique project deliverables.</li> </ul>	

## IMPORTANT NOTES ON PRESENTATIONS!

- **Be focused.** Experience shows that effective presentations focus on the above items – simply loading the entire digital presentation booklet and “walking the members through it” is a chore for both the presenters and committee and you will not likely have time to get through all the material.
- **It is recommended that your presentation focus on the key excerpts of your project.**
- **Prepare to respond to questions.**

## SECTION C – MEETING PROCEDURES

<b>Q&amp;A:</b>	Following the presentations, the committee will enter a question period where the applicant team will be expected to respond to questions. Be prepared to have appropriate members of your team at the meeting to assist you. Staff will assist in responding on questions related to process and policy.
<b>Commentary:</b>	Following the Q&A period, the committee will have a round-table comment period, sharing their thoughts, advice and opinions about the project.
<b>Recommendation:</b>	After commentary, the committee will formulate a recommendation and vote accordingly. Typical recommendations include: full support, support with further review by staff on specified items, resubmission, or non-consideration (in instances where the committee is unable to form a recommendation, usually resulting in a resubmission).
<b>Next Steps:</b>	Staff will follow up with you within 2 business days with an excerpt of the draft recommendation passed. Detailed minutes are taken of the meeting, which you can refer back to, especially when responding to items that require further review or when preparing for a resubmission (if required – see below).

## SECTION D – PREPARING FOR RESUBMISSION *(if required)*

In some circumstances, projects require more than one consideration by the DRC. If your project received a recommendation for resubmission, work with your planner on how to address the issues raised. Typically a resubmission does not mean you will need to re-design your entire project or prepare entirely new presentation materials. In most circumstances, you can prepare a supplemental booklet and presentation that focuses on the recommendation.

The deliverables (printed and electronic) and due dates are as above with a regular submission.

### *The fine print:*

*The DRC (Design Review Committee) is an advisory committee of Council that makes recommendations to staff and Council on matters of design, and physical and aesthetic impact, including the impartial and professional review of development applications and other matters referred to the DRC by Council or staff from time-to-time. The DRC does not approve or reject projects. Staff will refer your proposal to the DRC for its consideration as part of the review process and after initial staff review and input.*

**Contact your planner if you have any questions!**