

This submission form should be completed by a design professional such as a designer in good standing with the National Home Designers Association or an architect registered with the Architectural Institute of British Columbia and accompany the Design Guidelines.

Note: These guidelines will form part of a covenant registered on the title of the subject property(ies) in which the professional who drafted the document will be required to review and approve the proposed building design prior to submission of the building permit application to the City of Delta. If you have any questions about this, please contact the project Planner.

☒ **Please check off which of the following has been included in the Design Guidelines:**

- ☐ Civic address of the subject site and a location map
- ☐ Intent of the Design Guidelines
- ☐ Definitions for terminology
- ☐ Design review and approval process
- ☐ **Residential Character Study** including a general description of the appearance, design elements and character of the existing neighbourhood
- ☐ Proposed design objectives, approaches and/or solutions informed by the Residential Character Study which addresses:
 - Massing, including second storey setback, rooflines in relation to adjacent houses, and special treatment for corner lots
 - Roof design, including overhangs, gutters, soffits and chimneys
 - Front entrance design
 - Windows
 - Balconies, decks and/or patios
 - Exterior materials and colour scheme
- ☐ Recommendations for:
 - Driveway and parking layout, including garage design
 - Lot grading and if applicable, retaining walls
 - Tree retention and tree replacement
 - Landscaping and fencing
 - If applicable, sustainability features
- ☐ Inclusion of sample building elevations for front and flanking streets (rear and side elevations may be required during the application review process)

If any of the above has not been included, please explain below:



Acknowledgement and Consent Form

When drawings, documents or reports are submitted to the City of Delta as part of the application process, the owner/author of these submissions (e.g., surveyors, consultants, etc.) must acknowledge they have met the minimum submission requirements and consent in writing to allow their work to be reproduced (e.g., photocopied, scanned, etc.) by the City of Delta and the Land Title Office.

1. The undersigned warrants that they are the owner(s) (the “Owner”) of the copyright for the Design Guidelines (the “Work”) prepared for:

SITE ADDRESS

CLIENT NAME

2. The Owner acknowledges and consents to the reproduction of the Work by the City of Delta for the purpose of inclusion of the Work in Council reports and/or information packages prepared for any Public Hearing held pursuant to requirements of the *Local Government Act*, as amended, or any bylaw or policy of the City of Delta, and to the provision of copies to interested members of the public prior to or at the Public Hearing.
3. The Owner also acknowledges and consents to the reproduction of the Work and attachment of the reproduction to any document where such document may be required for filing in the Land Title Office.
4. The Owner understands it may, in writing, request the City of Delta that any reproductions made of the Work be stamped that it not be further reproduced or used without permission of the author.
5. The Owner also acknowledges and understands that the Work may also be made subject of a request under the *Freedom of Information and Protection of Privacy Act*, as amended, and that the reproduction by the City of Delta of the Work pursuant to such a request is not a breach of copyright.

OWNER SIGNATURE

DATE

OWNER NAME (Please Print)

