



Advisory Design Panel (ADP) Minimum Submission Requirements

The mandate of the ADP is to provide comments related to site design and the design and construction of buildings with the objective of promoting high quality design which contributes to the improvement of the public realm and the community. All submissions to the Advisory Design Panel must clearly illustrate the proposal, be self-explanatory and include the following:

1. WRITTEN BRIEF

- Provide the design rationale for the project (including landscaping);
- Address how the design fits in with the site context;
- Include a discussion of accessibility strategies and CPTED strategies; and
- Outline the sustainable design features.

2. DESIGN PACKAGE

Eight (8) colour, 11"x17", design packages with legible text at the size provided, are required including the following:

A. Context Plans:

- Show existing/proposed buildings, trees, vegetation, roads and other major features within the site, on abutting properties and in the public realm;
- Show spot elevations to illustrate grading relating to the surrounding context (e.g., site drainage, existing trees), and include site sections for sites and abutting lands with significant topographical changes;
- Provide contextual streetscape elevations which include: (a) the street fronting elevation of the proposed building(s), (b) the street fronting elevations of the buildings on the 3 lots to the left and 3 lots to the right, and (c) a greater urban context plan wherever warranted;
- Provide context photos including: (a) an aerial photo of the subject site and the surrounding area, with the proposed development/building footprints superimposed on the site, and (b) photos of the surrounding developments/ buildings, laid out around and pointed to from the aerial photo;
- For projects with greater urban design impacts, applicants are encouraged to provide figure-ground diagrams or other means to communicate density and proximity.

B. Site Plan and Grading Plans:

- Show ground floor plans of all buildings with room purposes labeled, and illustrate interior-exterior relationships;
- Provide existing and proposed grading information, including spot elevations and site sections;
- Show site dimensions, setbacks, easements, rights-of-way, existing vegetation, and paving.

C. Landscape Plans:

- Must be prepared by a Registered Landscape Architect;
- Provide an overall landscape plan at a scale not smaller than 1:200;
- Indicate all existing trees to be retained and/or removed on the site and on the road rights-of-way/boulevard;
- Include a graphic key with plant lists, botanical and common names, sizes and quantities;
- Show paving, fencing, gates, lighting, outdoor equipment and screening;
- Provide enlarged plans, sections and/or elevations of areas such as patios, amenity areas, landscape features, site and building entries, etc. at a scale of 1:100 or larger with labels that cross-reference to their location on the overall plan;
- Provide sections to clearly illustrate the streetscape and proposed landscape interface with adjacent properties;
- Illustrate the proposed landscape when architectural 3-D modeling illustrations are used.

D. Architectural Drawings and 3-D Representation:

- Provide full facade elevations of the proposed building(s) and structure(s) with exterior finishes/colours indicated;
- Include typical cross sections of the proposed building(s) at a scale not smaller than 1:200;
- Provide a 3-D representation, generally being coloured character sketches including proposed landscaping and typically showing adjacent buildings. For major projects, a model should be presented;
- If applicable, show internal streetscape elevations;
- Include floor plans and roof plans, and unit plans for residential buildings;
- Provide enlarged details of special design features;
- Provide colour and material boards;
- Show proposed locations, dimensions and finishing materials of all building and site signage.

3. PRESENTATION TO ADP:

- Refer to full size plans and drawings mounted on boards, or alternatively a digital presentation complemented by a site plan and a landscape site plan mounted on boards;
- Present colour and material boards;
- Include a discussion of accessibility strategies, CPTED strategies and sustainable design features; and
- Be **no more than 15 minutes** in length.

NOTE: For all buildings requiring the services of an architect (Refer to A.I.B.C. Bulletin 31 attached), the architect responsible for the project, who is a member of the Architectural Institute of B.C., must be in attendance at the Advisory Design Panel meeting. The Architectural Institute of B.C. has instructed its members sitting on Design Panels not to review building designs which contravene the *Architects' Act*.