

ADP Submission Checklist

Application No. _____ File Manager _____

This checklist is being provided to you by your File Manager, to assist in preparing the materials for submission to the Advisory Design Panel (ADP). Please refer to the [ADP Submission Form](#) and the [ADP Requirements Brochure](#) for submission requirements in terms of explanatory letters, plans, supporting information and specifications on size and numbers of copies to be submitted. Address your questions to the File Manager or the Planning Liaison to the ADP.

Certification of Complete ADP Submission:			
Architect's Certification:		Project Landscape Architect's Certification:	
_____	_____	_____	_____
Signature	Date	Signature	Date
Print name		Print name	

Submission Materials	Required (File Manager to indicate if required)	Provided
A. ADP Submission Form (Submitted and signed by Architect)	<input type="checkbox"/>	<input type="checkbox"/>
B. Covering Letter including explanations about:		
1. Project description/analysis (Detailed information Required)	<input type="checkbox"/>	<input type="checkbox"/>
2. Architectural and Landscaping Design rationale (Detailed information Required)	<input type="checkbox"/>	<input type="checkbox"/>
3. Statement in brief about the following:		
a. DP Key Concepts Compliance	<input type="checkbox"/>	<input type="checkbox"/>
b. DP Guideline Compliance	<input type="checkbox"/>	<input type="checkbox"/>
c. Stormwater management strategy with emphasis on Tier A requirements integrated into landscaping plans	<input type="checkbox"/>	<input type="checkbox"/>
d. Public Art / Amenities, etc.	<input type="checkbox"/>	<input type="checkbox"/>
e. Sustainability practices	<input type="checkbox"/>	<input type="checkbox"/>
f. Other _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Site and Neighbourhood Context		
1. Context Review – Context Plan with existing/proposed buildings and trees, vegetation, roads, existing / proposed grading, and other major features within the site, on the abutting properties, the public realm and along the road allowances / lanes.	<input type="checkbox"/>	<input type="checkbox"/>
2. Photographs of site and surrounding sites.	<input type="checkbox"/>	<input type="checkbox"/>
D. Development Permit Area Checklist (Note: The Architect is responsible to describe how the project complies with each guidelines, or if not applicable, a description of why not applicable. Please use fillable forms on line.)	<input type="checkbox"/>	<input type="checkbox"/>

E. <u>Architectural Plans (Site and Building(s)):</u>		
1. Site Plan and layout	<input type="checkbox"/>	<input type="checkbox"/>
2. Site sections	<input type="checkbox"/>	<input type="checkbox"/>
3. Streetscape elevation	<input type="checkbox"/>	<input type="checkbox"/>
4. Streetscape elevations with landscaping and boulevard trees superimposed	<input type="checkbox"/>	<input type="checkbox"/>
5. Shadow analysis	<input type="checkbox"/>	<input type="checkbox"/>
6. Lighting analysis (on building and on site)	<input type="checkbox"/>	<input type="checkbox"/>
7. Floor Plans for all levels, including underground and roof tops	<input type="checkbox"/>	<input type="checkbox"/>
8. Waste collection /recycling (inside of buildings)	<input type="checkbox"/>	<input type="checkbox"/>
9. Storage, including bicycle storage (inside and outside)	<input type="checkbox"/>	<input type="checkbox"/>
10. Building elevation (all sides)	<input type="checkbox"/>	<input type="checkbox"/>
11. Signage (attached to building and free standing)	<input type="checkbox"/>	<input type="checkbox"/>
12. Colours and materials	<input type="checkbox"/>	<input type="checkbox"/>
13. Material board	<input type="checkbox"/>	<input type="checkbox"/>
14. Building sections	<input type="checkbox"/>	<input type="checkbox"/>
15. 3D renderings of site, building(s) and associated landscaping	<input type="checkbox"/>	<input type="checkbox"/>
F. <u>Landscaping Plans:</u>		
1. Landscaping plan and layout with specifications and planting details	<input type="checkbox"/>	<input type="checkbox"/>
2. Storm water management works focused on Tier A requirements integrated into landscaping plan with details	<input type="checkbox"/>	<input type="checkbox"/>
3. Landscaping details, including public art, signage, lighting, play and other amenity areas, fences, retaining walls,	<input type="checkbox"/>	<input type="checkbox"/>
4. Waste collection /Recycling (exterior areas/structures)	<input type="checkbox"/>	<input type="checkbox"/>
5. Details for pedestrian amenity and furniture features provided	<input type="checkbox"/>	<input type="checkbox"/>
6. Details for hard surfacing areas / patterns	<input type="checkbox"/>	<input type="checkbox"/>
7. Tree retention and management plan	<input type="checkbox"/>	<input type="checkbox"/>
8. Site sections for lot grading, drainage, landscaping, retaining walls and relationship to adjacent grades / City roads / lanes	<input type="checkbox"/>	<input type="checkbox"/>
9. Pedestrian, bicycle, equestrian path interconnections	<input type="checkbox"/>	<input type="checkbox"/>
G. <u>Green Building/Sustainability initiatives</u>	<input type="checkbox"/>	<input type="checkbox"/>
H. <u>Engineering-related Information:</u>		
1. Site grading plans	<input type="checkbox"/>	<input type="checkbox"/>
I. <u>Other</u>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>