



## Industrial Development Permit Area Guidelines Checklist

Pursuant with Section 8.6 of the Official Community Plan, industrial developments will be assessed against the form and character guidelines established by Council and summarised below.

This checklist is to be prepared by the architect of record for the project to demonstrate the proposed design was developed in accordance with the form and character guidelines. Please assess and describe the compliance of the proposed design of the project with respect to the **Key Guideline Concepts** and with the **Form and Character Guidelines**.

Description of the **Key Guideline Concepts** should be suitable for File Managers to quote in Development Permit Application Reports to Council. For the **Form and Character Guidelines**, clearly describe how the proposed design complies with each of the listed guidelines, or describes why a guideline is not complied with or why it is inapplicable.

This checklist is to accompany Development Permit Applications and submissions to the ADP.

8.6.1 Key Guideline Concepts	Describe how this project and the design complies
1. Provide a street presence with entrances and architectural interest in building designs fronting public streets.	
2. Loading facilities should be located away from public streets and into the rear or the interior of a site.	
3. Outdoor storage and less attractive structures such as accessory buildings should be screened with fencing or landscape.	
4. The transportation needs of diverse users should be accommodated through amenities such as bicycle facilities, and accessible design for the mobility impaired.	
5. The form and treatment of new buildings should reflect the desired character and pattern of development in the area by incorporating appropriate architectural styles, features, materials, proportions and building articulation.	

<p align="center"><b>Guideline 8.6.2 A</b> <b>Building Design, Massing and Siting</b></p>	<p align="center"><b>Describe how the proposed design complies with each of the listed guidelines, or describes why a guideline is not complied with or why it is inapplicable.</b></p>
<p>1. Offices, reception, sales, and other public use areas should be located at the front of the buildings to face streets. Design facades so that these areas are easily identifiable and visible from streets.</p>	
<p>2. Main building entries should be located and designed to be clearly identified from streets or entry driveways. Include glazing as a major component of street-facing building facades.</p>	
<p>3. Whenever possible, overhead service doors and loading docks should not be located on a building façade that faces a street. Design service doors to fit with the overall design of a building.</p>	
<p>4. Buildings with significant areas of non-reflective opaque materials or blank walls should incorporate features such as texture, graphics, reveals, colours or decorative floodlighting to provide visual interest. Landscaping should also be provided to compliment the architectural details.</p>	
<p>5. Developments adjacent to treed slopes, ravines and watercourses must respect natural vegetation, use natural landscaping to retain soils on the site and may require additional setbacks as established by agencies having jurisdiction. Creeks and ravines are encouraged to be retained in their natural state. Buildings and structures should be integrated into natural slopes and other significant features.</p>	

<b>Guideline 8.6.2 A (Continued)</b>	
<p>6. New developments are encouraged to incorporate Low Impact Development (LID) techniques into their site planning. Consider employing techniques such as rain gardens, vegetated swales, separation of impervious surfaces, installing below surface infiltration beds and tree box filters, and redirecting water from drain pipes into vegetated areas.</p>	
<p>7. Rooftops of buildings should include design elements, including landscaping, to reduce the visual impact from the street, surrounding uses and structures such as bridges.</p>	
<p><b>Guideline 8.6.2 B Vehicle Access, Parking and Circulation</b></p>	<p><b>Describe how the proposed design complies with each of the listed guidelines, or describes why a guideline is not complied with or why it is inapplicable.</b></p>
<p>1. Wherever possible, the majority of parking and all loading areas should be located between or to the rear of buildings, with access from lanes or internal circulation.</p>	
<p>2. Divide large surface parking areas into smaller sections to avoid a monotonous appearance. Use landscaping strips, trees, building edges, pedestrian pathways, and pavement treatment to enhance the visual appearance of large parking areas.</p>	
<p>3. Parking areas adjacent to public streets should provide a low level landscaped buffer between the parking and the public realm.</p>	
<p>4. Consider the use of permeable parking pavers or shallow concrete swales with rolled edges as an alternative treatment for surface drainage.</p>	

<b>Guideline 8.6.2 B (Continued)</b>	
<p>5. Above ground parking structures should not front public streets at grade. Non-parking uses or special façade treatments must be provided along street frontages to enhance the building’s appearance to the public realm. On non-street fronting facades, parking structures should be treated to avoid long blank walls at grade, such as massed landscape treatments or attention to the design detailing on the façade.</p>	
<p>6. Parking control equipment, such as ticket dispensers and card readers, should be located at a sufficient distance from a public street to prevent parking queues extending onto the street. Similarly, a minimum distance of one car length, and preferably two car lengths, should be provided between an exit gate and the street edge to accommodate cars waiting to merge into traffic.</p>	
<p>7. Rooftop parking structures should include design elements, including landscaping, to reduce the visual impact from the street, surrounding uses and structures such as bridges.</p>	
<p><b>Guideline 8.6.2 C Pedestrian Access</b></p>	<p><b>Describe how the proposed design complies with each of the listed guidelines, or describes why a guideline is not complied with or why it is inapplicable.</b></p>
<p>1. Provide well defined and safe pedestrian access from parking areas and the public sidewalk to industrial uses. Design the access to ensure that pedestrian use is given precedence over vehicular use.</p>	

<b>Guideline 8.6.2 C (Continued)</b>	
<p>2. Industrial developments with large parking areas should provide a direct pedestrian pathway system through the parking area to facilitate convenient and safe pedestrian access between building entrances, parked cars, and sidewalks of adjoining streets. Features such as special landscaping with trees and benches, overhead weather protection and distinct paving should be incorporated where appropriate. Pedestrian movement should be designed to avoid any obstruction by parked vehicles.</p>	
<p>3. Where pedestrian pathways intersect service roads or access roads for access to parking areas, crosswalks should be clearly designated through use of pavement markings, signs, flashing lights or, where warranted, traffic signals.</p>	
<p align="center"><b>Guideline 8.6.2 D Universally Accessible Design</b></p>	<p align="center"><b>Describe how the proposed design complies with each of the listed guidelines, or describes why a guideline is not complied with or why it is inapplicable.</b></p>
<p>1. Locate parking spaces allocated for people with disabilities as close as possible to the main entrance to a building.</p>	
<p>2. All non-vehicular routes should be fully accessible. Sidewalks and pathways should be wide enough for wheelchairs or scooters and should include a tactile strip for the visually impaired. Curb-cuts and curb let-downs should be provided in appropriate locations to facilitate safe, convenient, and direct access from parking spaces to buildings for people with disabilities.</p>	

<b>Guideline 8.6.2 D (Continued)</b>	
3. Building and site design features should integrate circulation routes and areas for people with disabilities with general public use.	
<b>Guideline 8.6.2 E Refuse, Recycling and Service Areas</b>	<b>Describe how the proposed design complies with each of the listed guidelines, or describes why a guideline is not complied with or why it is inapplicable.</b>
1. The design of a roof, placement of mechanical units and satellite dishes, etc. should take into account views of the roof from adjacent buildings.	
2. Service areas should have differentiated access to minimize visual impact as well as conflicts with pedestrians.	
3. Refuse receptacles must be located indoors or within service areas out of view from pedestrian access. Garbage and waste material should be stored in containers that are weatherproof and animal-resistant.	
4. Locate building ventilation systems to minimize noise and exhaust on pedestrian areas, adjacent residential development and outdoor spaces.	
5. Mechanical equipment, drive-through uses, service or car wash bays, restrooms, vending machines, unenclosed storage, and public telephones should be oriented on the site to face away from adjacent residential development. Whenever possible, these uses should not be visible from an adjacent residential property.	

<p align="center"><b>Guideline 8.6.2 F Signage</b></p>	<p align="center"><b>Describe how the proposed design complies with each of the listed guidelines, or describes why a guideline is not complied with or why it is inapplicable.</b></p>
<p>1. All signage must conform to the <i>Maple Ridge Sign By-Law</i>. In the event of a conflict between the <i>Maple Ridge Sign Bylaw</i> and these guidelines, the latter shall take precedent.</p>	
<p>2. Signage design, materials and message should be integrated and complement the scale and architectural detail of the building.</p>	
<p>3. In multiple-tenant buildings, signs should be designed to present a unified appearance.</p>	
<p align="center"><b>Guideline 8.6.2 G Lighting</b></p>	<p align="center"><b>Describe how the proposed design complies with each of the listed guidelines, or describes why a guideline is not complied with or why it is inapplicable.</b></p>
<p>1. Pedestrian level lighting is encouraged along all pedestrian pathways.</p>	
<p>2. Lighting should be designed so as to have no direct source of light visible from the public right-of-way or adjacent residential land. Care should be taken to ensure that lighting glare does not pose a nuisance to adjacent residences, pedestrians, or motorists.</p>	
<p align="center"><b>Guideline 8.6.2 H Crime Prevention through Environmental Design (CPTED)</b></p>	<p align="center"><b>Describe how the proposed design complies with each of the listed guidelines, or describes why a guideline is not complied with or why it is inapplicable.</b></p>
<p>1. Crime Prevention through Environmental Design (CPTED) principles should be incorporated into the design of all buildings and facilities.</p>	

<b>Guideline 8.6.2 H (Continued)</b>	
2. Ensure convenient, safe, identifiable and universally accessible access routes to building entrances, lobbies, parking structures, or other principal areas of buildings.	
3. Design developments to maximize opportunities for natural surveillance, allowing people to easily view what is happening around them during the course of everyday activities. Design the interior spaces and exits from any parking structures for maximum visibility within the parking area. Entries should be highly visible, well lit and spaced at convenient intervals. Hidden spaces, obscured alcoves and blind corners should be avoided in the design and layout of the parking facilities.	
4. Wherever possible, locate parking next to uses that generate human activity.	
<b>Guideline 8.6.2 I Bicycle Parking and Storage</b>	<b>Describe how the proposed design complies with each of the listed guidelines, or describes why a guideline is not complied with or why it is inapplicable.</b>
1. The provision of bicycle parking facilities, such as bicycle racks is encouraged. Bicycle parking should be in well-lit locations and clearly visible from a main building entrance and/or public roads. Bicycle racks should be made of sturdy, theft-resistant material, securely anchored to the floor or grounds.	
2. Large-scale developments are encouraged to provide end-of-trip facilities, such as showers and lockers, within the development for the convenience of employees.	

<p align="center"><b>Guideline 8.6.2 J Landscaping and Open Space</b></p>	<p align="center"><b>Describe how the proposed design complies with each of the listed guidelines, or describes why a guideline is not complied with or why it is inapplicable.</b></p>
<p>1. Ancillary or accessory buildings, including structures used for storing materials, should be visually screened from public streets with dense evergreen planting or should be designed and finished in a manner consistent with the principal building.</p>	
<p>2. For industrial developments with multiple tenancies, consider providing amenity spaces for the common use of employees and visitors. Amenity spaces for individual tenancies may be consolidated into large indoor and outdoor amenity spaces for the common use of all tenancies. Examples include outdoor landscaped areas or recreation spaces.</p>	
<p>3. Landscaping both within and outside the development should:</p> <ul style="list-style-type: none"> <li>a) provide definition for pedestrian corridors</li> <li>b) provide adequate screening between private outdoor spaces</li> <li>c) present a pleasing street image</li> <li>d) soften the transition between adjacent land uses</li> <li>e) create interesting views and focal points into and out of the site.</li> </ul>	
<p>4. Provide landscaping of substantial proportions around property lines, particularly adjacent to residential development, to ensure a compatible and smooth transition to abutting residential uses.</p>	
<p>5. Landscaping should reinforce design continuity with neighbouring properties and the streetscape by providing consistency in street trees, plant materials, and other landscaping elements.</p>	
<p>6. The scale and location of planting material should complement and be consistent with the scale and massing of buildings.</p>	

<b>Guideline 8.6.2 J (Continued)</b>	
<p>7. Energy efficiency and conservation should be considered in the design of landscaped areas and in the selection of plant material. This can be accomplished through:</p> <ul style="list-style-type: none"> <li>a) The use of native and/or drought-resistant species;</li> <li>b) designing the landscaping to moderate the effect of wind;</li> <li>c) providing shade in summer;</li> <li>d) allowing daylight into buildings;</li> <li>e) allowing natural drainage to occur throughout the site;</li> <li>f) redirecting water from rooftop runoff and downspouts into vegetated areas or rain barrels for later irrigation use.</li> </ul>	
<p>8. Any portion of a building site left vacant for future development should be landscaped consistent with the landscape plan for the overall site. The minimum ground surface treatment should be lawn. Where possible, the natural state should be retained for those portions of a property not being developed.</p>	
<p>9. Existing vegetation should be enhanced with new planting wherever construction activity has destroyed vegetation. Replanting with indigenous or native species is encouraged.</p>	
<p>10. Maximize the amount of landscaped areas and minimize the amount of impervious paved surfaces to increase the natural absorption of rainwater on a site.</p>	
<p>11. Chain link fences are to be avoided, and are discouraged along street frontages. Where chain link fences are unavoidable, a dense landscape material is encouraged adjacent to the landscape screen.</p>	

<b>Guideline 8.6.2 J (Continued)</b>	
12. Fences abutting residential sites should be constructed with materials consistent with fences generally used in residential developments.	

### Project Information

To be completed by the Architect on record for this project:

File Number \_\_\_\_\_

Date prepared: \_\_\_\_\_

Architect \_\_\_\_\_

Print Name

\_\_\_\_\_

Signature