



Intensive Residential Development Permit Area Guidelines Checklist

Pursuant with Section 8.8 of the Official Community Plan, residential developments in certain zones of above a certain density 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.

8.8.1 Key Guideline Concepts	Describe how this project and the design complies
1. Neighbourhood cohesiveness and connectivity should be maintained through the design of varied yet compatible buildings, in materials used and in architectural styles, in landscapes and in recreational areas, and by facilitating a range of transportation choices.	
2. A vibrant street presence is to be maintained through a variety of housing styles, by maintaining street parking and by directing garage structures and offstreet parking to the rear of a property accessible by a lane.	

Guidelines 8.8.1 A Building Design, Massing and Siting	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.
<p>1. The existing neighbourhood should, where appropriate, provide a design reference for new development to reinforce neighbourhood stability. Unity, symmetry, and proportion should be the guiding principles of any architectural vernacular.</p>	
<p>2. Attention should be paid to general architectural style and detailing, scale, finishing materials, character and materials of facades and roof treatment and treatment of entranceways.</p>	
<p>3. Provide visual variety along streetscapes by varying individual unit designs. Avoid significant repetition either within a row of houses, or between adjacent rows of houses. Identical designs should not be repeated within three adjacent properties.</p>	
<p>4. Buildings should front abutting streets. Main entrances should face the street, be clearly visible, and be directly accessed from the public sidewalk. Entrances should reinforce proximity to grade level and should avoid two-storey features.</p>	
<p>5. The use of porches or verandas to define entries and create exterior living space is encouraged.</p>	
<p>6. Building setbacks from roadways will generally be less than is typical of lower density residential development. As much as possible, entries and main living spaces should be elevated by approximately 1 meter from the fronting street grade to ensure privacy can be maintained.</p>	

Building Design, Massing and Siting (Con't)	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.
<p>7. The presence of garage doors along roadways should be minimized in order to enhance the pedestrian experience. Where front facing garage doors are unavoidable, the impact of garage doors on the public realm will be mitigated by:</p> <ul style="list-style-type: none"> a) designing residential units with enough width to include attractive entrances and windows between garages; b) recessing garage doors a minimum of 0.6 metres (2 ft.) behind the main building façade; c) providing interior spaces that overlook the street; d) limiting the width of the garage door to no more than 50% of the building width, as seen from the fronting road. Where severe grade limitation allows the garage to be located within the basement level, this maximum width limitation need not apply; and e) separating and orienting unit entrances to the street. 	
<p>8. Buildings should be designed and located on a site to:</p> <ul style="list-style-type: none"> a) preserve and incorporate natural features or views; b) minimize impacts on natural features and agricultural lands; and c) accommodate natural grades to ensure minimal grading is required. 	
<p>9. 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>	

Building Design, Massing and Siting (Con't)	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.
<p>10. 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>	
8.8.1 B Landscaping and Open Space	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.
<p>1. Recreation space should be provided within a 2 to 5 minutes walking distance of a residence. This is equivalent to desirable maximum distance of 200 meters to an absolute maximum of 400 meters.</p>	
<p>2. The design of recreational spaces should reflect the anticipated needs of the residential population and should have sun exposure year-round.</p>	
<p>3. Recreation areas should be easily observed by nearby residences and should be sited so as to not conflict with the enjoyment of private outdoor space.</p>	

Landscaping and Open Space (Con't)	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.
<p>4. Whenever possible, measures should be taken to retain existing trees and vegetation on the development site.</p>	
<p>5. Street trees should be required as a component of all new development.</p>	
<p>6. Simplicity in landscape materials is desirable and should be encouraged for screening purposes. Landscaping should provide definition for pedestrian corridors, delineate private or semi-private space from public space, and provide adequate screening for private outdoor space. The scale and location of planting material should be consistent with the scale massing of adjacent buildings and seek to complement them.</p>	
<p>7. Landscaping should:</p> <ul style="list-style-type: none"> a) provide definition for pedestrian corridors; b) delineate private and semi private space from public space; c) provide adequate screening between private outdoor spaces; d) present a pleasing street image; e) provide suitable buffering between public road and privacy areas; f) soften the transition between adjacent land uses; g) provide a buffer between residential and nonresidential land uses; and h) create interesting views and focal points into and out of the site. 	

Landscaping and Open Space (Con't)	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.
<p>8. 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"> a) The use of native and/or drought-resistant species; b) designing the landscaping to moderate the effect of wind; c) providing shade in summer; d) allow daylight into buildings; and e) allow natural drainage to occur throughout the site. 	
8.8.1 C. Safety	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.
<p>1. Design developments to maximize opportunities for natural surveillance, allowing people to easily view what is happening around them during the course of everyday activities. Crime Prevention through Environmental Design principles and techniques are encouraged.</p>	
8.8.1 D. Fencing	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.
<p>1. Front and exterior side yard landscape screens or fences are encouraged as a means of defining public and private space. Notwithstanding the requirements of the Zoning Bylaw, fences in front yards should be reduced somewhat in height from the maximum permitted.</p>	

Fencing (Con/t)	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.
<p>2. Fences that are adjacent to a street should be somewhat transparent (such as a picket type) rather than solid board, and should be in combination with landscaping along the street edge.</p>	
<p>3. Chain link fences are to be avoided, and are discouraged along street frontages.</p>	
<p>4. Any fencing should be provided in combination with landscaping on the street side.</p>	
8.8.1 E. Vehicle Access, Parking & Circulation	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.
<p>1. On public roads parking is to be accommodated on streets and to the rear of residences accessed by a lane, where possible. Where parking garages are oriented towards the street, the garage width should not exceed 50% of the total building width.</p>	
<p>2. On private roads, parking is to be accommodated within garages/carports and driveways or discrete parking areas. Parking garages should not exceed 50% of the building width nor project forward. Parking areas should accommodate alternative uses such as play areas. This is best achieved with the use of alternative materials to those used on roadways. As much as possible visitor parking or common parking areas should be several small sites rather than a few larger sites</p>	

Vehicle Access, Parking & Circulation	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.
<p>3. Public roads and lanes should:</p> <ul style="list-style-type: none"> a) provide efficient circulation for service vehicles and encourage vehicles to maintain appropriate speed through physical design. b) provide sufficient access for emergency response vehicles to all buildings on a site. c) conform to the existing grades as closely as possible and be aligned to run parallel to natural contours to ensure minimal disruption of slopes and vegetation. d) encourage pedestrian connections to adjacent properties. 	
<p>4. Private Roads should provide efficient circulation, encourage appropriate speed through physical design, and accommodate pedestrian use through the use of alternative paving materials, such as patterned concrete or paving stones, or with grade changes.</p>	
<p>5. Parking should be accommodated on-site within garages or discrete parking areas and to the rear of residences accessed by a lane, where possible.</p>	
<p>6. Consider the use of permeable parking pavers or shallow concrete swales with rolled edges as an alternative treatment for surface drainage.</p>	

8.8.1 F. Lighting	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.
1. Street lighting is required on public streets and should be provided for all private streets within a development.	
2. Lighting is to be pedestrian focused and as such should be located at a maximum height of 4 meters and at lesser intervals than standard davit streetlights.	
3. Care should be taken to ensure that lighting does not pose a nuisance to adjacent residences, pedestrians, or motorists by way of glare.	
8.8.1 G. Universally Accessible Design	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.
1. Whenever possible, pedestrian access for all areas of a site should be designed to be accessible to disabled persons. Careful consideration should be given to the proximity of pathways to private space, ensuring sufficient separation to avoid conflicts.	

Project Information

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

File Number _____

Date prepared: _____

Architect _____

Print Name

Signature