

## Advisory Design Panel Submission Request Form

The City of Maple Ridge Advisory Design Panel (ADP) meets monthly. Refer to the attached schedules for submission deadline dates and for the minimum submission requirements. Before making your submission, contact your File Manager to establish what constitutes a complete ADP submission package for your project. Forward your complete submission package for the ADP through your File Manager well in advance of the deadline date.

### Application Information:

Name of Applicant \_\_\_\_\_  
 File number \_\_\_\_\_  
 Address of site \_\_\_\_\_  
 Current Zone \_\_\_\_\_ Proposed Zone \_\_\_\_\_  
 Seeking to appear before the ADP on this date \_\_\_\_\_

### Architect Information:

Submission will be presented to ADP by:

Architect \_\_\_\_\_

Landscape Architect \_\_\_\_\_

Other Professional (State Name & Role) \_\_\_\_\_

**Note.:** The Architects are required to prepare plans and to attend and to present all developments to the ADP that are in the Major Occupancy categories cited in the Table below taken from AIBC Bulletin 31 Buildings Requiring the Services of an Architect. For the entire bulletin, click [here](#).

Major Occupancy per the current building codes	Use	Types of Building or Parts of Building requiring the services of an architect under section 60 of the Architects Act.
Group A (Part 3)	Public Assembly	<ul style="list-style-type: none"> <li>- any one-storey building with an unsupported span exceeding 9 m or gross area exceeding 275 m<sup>2</sup>;</li> <li>- any building of more than one storey with gross area exceeding 235 m<sup>2</sup>; and</li> <li>- all schools, any size</li> </ul>
Group B (Part 3)	Hospital, Sanatorium, or Home for the Aged Institutional	<ul style="list-style-type: none"> <li>- any building (excluding veterinary hospital) with a capacity exceeding 12 beds</li> <li>- any building with gross area exceeding 470 m<sup>2</sup></li> </ul>
Group C Residential	Hotel or similar occupancy	<ul style="list-style-type: none"> <li>- any building containing 5 or more dwelling units</li> <li>- any building containing 11 or more guest rooms</li> </ul>
Group D & E	Commercial	<ul style="list-style-type: none"> <li>- any building with gross area exceeding 470 m<sup>2</sup></li> </ul>
Group F (F1: Part 3)	Industrial	<ul style="list-style-type: none"> <li>- any building with gross area exceeding 470 m<sup>2</sup></li> </ul>

**CITY OF MAPLE RIDGE  
ADVISORY DESIGN PANEL  
2019 APPLICANT SCHEDULE**

<b>Meeting Date</b>	<b>Applicant Deadline</b>
January 16, 2019	December 17, 2018
February 20, 2019	January 28, 2019
March 20, 2019	February 25, 2019
April 17, 2019	March 25, 2019
May 15, 2019	April 18, 2019
June 19, 2019	May 27, 2019
July 17, 2019	June 24, 2019
NO AUGUST MEETING	
September 18, 2019	August 26, 2019
October 16, 2019	September 23, 2019
November 20, 2019	October 28, 2019
NO DECEMBER MEETING	