



Advisory Design Panel Minimum Submission Requirements

Projects Subject to Review:

Submissions required to be submitted to the Advisory Design Panel (the ADP) for review are multi-residential, commercial and industrial projects subject to obtaining a development permit. A Development Permit Application initiates the ADP review process. Projects that do not require a Development Permit, such as Institutional and heritage conservation proposals, may also be brought before the ADP for comment.

Submission Preparation:

Prior to accepting a submission to the ADP, the Planning Department and other internal departments will review and comment on the Development Permit application, and the File Manager may require revised plans and additional information to be submitted. Your ADP submission is to address any comments or concerns from your File Manager about your Development Permit application, including those from other Departments such as Building, Engineering and Fire.

It is recommended that applicants consult with the File Manager to determine the necessary materials for submission and review by the ADP. There is certain basic information required for each project, with supplemental plans and information depending on the nature and complexity of a project.

When preparing submissions, the [Maple Ridge Advisory Design Panel By-law No. 6326 – 2005](#) states that the ADP shall consider the issues set out in the Design Criteria prepared by the Architectural Institute of British Columbia (AIBC) dated March 2001. These have been updated by AIBC and the current version from the AIBC's Bulletin 65 Advisory Design Panels – Standards for Procedures and Conduct applies. For the entire bulletin, click [here](#).

The Design Criteria are examples of what would reasonably be considered for review by the applicant and members of the ADP. In the description provided by AIBC, the scope and nature of the criteria used may vary with the size or special circumstances of a project.

Submission Timing:

Printed and electronic (or digital) submission packages to the ADP, as described below, are to be provided to the File Manager no later than the deadline stated in the meeting schedule. The Architect making the submission must insure it is a complete submission and includes all information and plans necessary for the ADP to consider the design proposal. The Planning ADP Staff Liaison will not forward incomplete submission packages from File Managers or the ADP may return incomplete submission packages and require a full resubmission to another meeting.

Printed Submission Package:

A complete submission package is to include seven (7) collated sets of printed documentation and plans. These sets are to be delivered to the File Manager no later than the deadline stated in the meeting schedule. The submission is forwarded to the ADP members in advance of the scheduled meeting date.

Each package is to be clipped, not stapled or bound together, and 3-hole punched. Documents, checklists, etc. are to be 8 ½" by 11" format and architectural plans, landscaping plans, rendering and other graphic information is to be in colour and in 11" by 17" format.

Your submission package is to include the following materials:

- **ADP Form:** An [ADP Submission Form](#) is to be completed and signed by the Architect.
- **Covering Letter:** A covering letter (or memo) describing the project, the rationale for the proposed design and key features of the proposal. The stormwater management strategy and tree retention are to be described for every project, and any other applicable matters such as Green Building Techniques, public art and principles of sustainability incorporated into the overall project.
- **Bylaw Compliance Review:** A [Development Data Sheet](#) is to be completed and signed by the applicant. It is necessary to confirm the project complies with the Zoning Bylaw, the Parking and Loading Bylaw and any other applicable City bylaw, or identify any necessary variances. Constraints affecting the project such as trees, geotechnical, natural features, heritage buildings, rights-of-way, etc. are to be noted as well.
- **Form and Character Compliance Checklist:** A completed and signed Development Permit Area Checklist is to be included. Use the Checklist that applies to the type of development (e.g. Multiple Residential, Commercial, Industrial, etc.) or by community neighbourhood in which it is proposed (e.g. Town Centre Precincts). This is to be submitted to demonstrate the project's compliance with the applicable Development Permit Guidelines in the Official Community Plan. Short descriptions for each applicable guideline rather than the note "Refer to plans" is preferred by the ADP.
- **Supporting Materials:** The submission to ADP is to include materials initially required as part of the Development Permit Application (see Schedule D of the "Maple Ridge Development Procedures Bylaw No. 5879 -1999), as may have been modified as a result of input from the File Manager and City Departments such as Building, Engineering and Fire.
These materials are to be supplemented as necessary to fully comply with AIBC's Design Criteria for Consideration by ADP. It is up to the project Architect and Landscape Architect to organise the submission on boards or electronically or a combination of the two to effectively communicate the design rationale and design proposal to the ADP. If you have questions, please contact your File Manager.
- **Stormwater / Rainwater Management Strategy:** A brief description and rationale of how each of the 3 tiers associated with on-site stormwater management requirements will be achieved. This must be accompanied by SMP and landscaping plans that have been coordinated between the Landscape Architect, Environmental Professionals, the Arborist, and the Civil Engineer of record. Emphasis for ADP purposes should be placed on Tier A requirements and how the proponents intend to achieve pre-development runoff rates and water quality requirements through on site bio-engineering and landscape designs. This must include consideration for oil/water separators, as well as infiltration, bio-filtration, and exfiltration treatments on site. Standard Tier A solutions include consideration for topsoil amendments, bio-swales & raingardens, use of street tree bio-filtration units, tree retention or replacement schemes, and/or other types of landscape treatments. Topsoil amendments and bio-filtration methods are permitted in the Escarpment Area, provided runoff from the site is ultimately captured and deposited into storm sewers. Drainage patterns, and landscape/planting design details should be included on the plans where possible. Detailed Tier calculations are not necessary.
- **Tree Retention and Replacement Strategy:** Provide a brief description and plan of which permit sized trees or significant sized trees are being retained on site and/or where replacement trees are being proposed on site where tree canopy cover targets have not been achieved. Ensure adequate space is provided on sites to protect critical root zones for trees on neighboring properties and for proposed permit/significant trees being retained. Integration of this information with stormwater management plans and landscape plans is required.

- **Architectural and Landscaping Plans:** The plans to be submitted are either noted in a checklist provided by the File Manager or in direct consultation with the File Manager prior to making your submission.

Electronic or Digital Submission Package:

In addition to the printed submission packages, a pdf copy on a memory stick or CD is to be included. For larger submissions, it may be necessary to have materials uploaded to an ftp site that is accessible to your File Manager, ADP Staff Liaison and ADP members. Consult with the File Manager.

ADP Presentation:

The Architect, Landscaping Architect and other professionals of record indicated in the ADP Submission Form must attend and make a presentation to the ADP. Their combined presentation is for a maximum of 10 minutes.

Your presentation materials may be mounted on foam-boards, a PowerPoint or similar electronic presentation, or a combination thereof. Sample material boards and scale models (if applicable) are to be brought to the meeting. Contact the File Manager to insure your presentation will be compatible with the projection system in the Blaney Room.

The meeting format is:

- **Introduction:** A project is introduced by the ADP Staff Liaison from the Planning Department;
- **Presentation:** The combined presentation by the Architect, Landscaping Architect and other professionals of record is limited to 10 minutes;
- **Dialogue:** Questions from ADP members; and
- **Decision:** A motion by the ADP concerning your project.

ADP Decisions

Following your presentation, the members of the ADP will discuss your proposal and, if applicable, encapsulate recommended suggestions and changes to your project in a motion. An email with the recommendations will be mailed shortly after the meeting by your File Manager.

The motions generally are:

- 1) Design proposals are supported as presented; or
- 2) Design proposals are supported with changes requested to address concerns raised by the ADP. This may involve following up after ADP meetings (see more below) with the File Manager and having revised design proposals circulated electronically to ADP members for their information; or
- 3) In some cases, the ADP may ask the Architect and Landscape Architect to return to another ADP meeting and present the revised design proposals addressing their concerns; or
- 4) Design proposals might not be supported by the ADP due to specifically stated concerns.

The File Manager or the ADP Staff Liaison will assist with procedures associated with the above.

ADP motions are summarised in staff reports when Development Permits are considered for issuance by Council. Your File Manager will require you to submit an explanation of how the recommendations of the ADP were satisfied in the final plans, to be included in the report to Council for issuance of the development permit for the project.

Follow-up after ADP Meetings

In cases where comments and suggestions are to be incorporated into design proposals, the ADP may choose:

- Staff Follow-up: ADP concerns are to be addressed as the design develops and submitted to the File Manager for follow-up and confirm that the final design plan satisfactorily incorporates the recommendations from the ADP;
- Staff follow-up and Circulation to ADP Members: ADP concerns are to be addressed in a set of revised drawings accompanied by a letter.

In both instances, the following is required to be provided to the File Manager:

- A letter or memo stating the individual ADP recommendations and describing how each was addressed.
- A new set of revised plans with the changes being clearly identified or highlighted (“bubbled”).

Once accepted, a final clean set of plans for the Development Permit are to be submitted to the File Manager in accordance with the Development Permit application process.

(rev. 2017/12/20) MapleRidge\Planning\01 Administration\0540 Council - Committees\01 General\ADP\General\Minimum Submission Requirements