



The City of White Rock's ADVISORY DESIGN PANEL Submission Requirements

Role and Mandate

The Advisory Design Panel (the Panel) is appointed by the Council to advise Council on the quality of design of the built environment of the City and specifically to provide comments and suggestions to improve the design quality of development permit and duplex applications for new and redevelopment in the City. In the review of development permit/duplex applications referred to it by the Development Services Department (the Department), the Panel should consider the following matters:

- the Development Permit Guidelines documented in the Official Community Plan;
- ensure that all new development is of a high standard;
- ensure that new buildings and structures harmonize with neighbouring development;
- promote high quality building design, which contributes to the improvement of the public realm;
- ensure that buildings are designed with all due regard for public safety and accessibility;
- the intended function of the project, and the existing and future context within which the project is located.

Submission Requirements

All submissions to the Advisory Design Panel must clearly illustrate the development proposal and be self-explanatory. The applicant will provide one (1) set of full size drawings, seventeen (17) sets of 11" x 17" reductions and one (1) digital copy of all drawings to the Development Services Department one (1) week in advance of the Advisory Design Panel meeting.

Contextual Information

- context plan showing the existing and proposed buildings, trees, vegetation, roads and other major features within the site and on surrounding properties;
- photographs of the site and surrounding sites.

Site Plan

- site plan showing all site and building dimensions, easements, rights-of-way and other relevant information.

Architectural Drawings

- a 3D representation, such as a coloured rendering;
- streetscape elevations which must include existing buildings adjacent to the site;
- all facades of the proposed building(s) are to be illustrated with proposed exterior finishes/colours, and labeled with the final material types;
- signage materials and dimensions (if relevant);
- materials sample board demonstrating both the materials and colours to be used in the project.

Landscape Plans

- landscape plan, including (if relevant) a tree survey by an arborist indicating which trees will remain and which trees will be removed, including any trees on the adjacent road right-of-way or boulevard. A graphic key should be included with plant list, botanical and common names. Landscape plans must clearly explain the landscape concept, and show paving, fencing, lighting (CPTED principles), gates, refuse screening and location/screening of outdoor equipment.

This list is not exhaustive, and other requirements may be deemed necessary depending on the specific proposal.

Advisory Design Panel Meeting and Presentation

Plans are circulated to panel members in advance of scheduled meetings for review. Applicants will be required to present the proposal to a meeting of the Panel. Attendance by the architect, landscape architect and arborist (if applicable) is highly recommended. The presentation should address the following:

- building context (relationship to surrounding buildings, land use, neighbourhood character);
- all details of façade design (including materials, colours, etc.);
- pedestrian entrances;
- vehicular circulation (parking, servicing);
- landscaping;
- safety issues (including sight lines, lighting, avoidance of entrapment areas, CPTED principles);
- accessibility issues (including accessibility for disabled both outside and within the building, and design features for disabled building users);
- handling and storage of solid waste and recycling containers;
- ‘green’ initiatives (LEED, etc.)
- waste reduction strategies (including sewer reduction strategies);
- shadowing;
- wind effects;
- traffic implications;
- excavation details.

Prepared by the
Development Services Department
City of White Rock
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