

## Advisory Planning Commission

### Submission & Presentation Guidelines and Checklist

The Advisory Planning Commission (APC) is a Council appointed advisory group composed of 11 members. The role of the APC is to provide a community perspective on general planning issues including land use. This includes Official Community Plan and Zoning related matters, City plans or strategies related to sustainability, economic development and general development matters as well as matters referred by City Council. While the APC does not have decision-making authority, it does provide recommendations and input to Council and staff.

#### In reviewing applications, the APC considers:

- The proposal's consistency with the City's Official Community Plan and the Metro Vancouver Regional Growth Strategy;
- The proposal's contribution to making the City a more sustainable community (social, economic, environmental);
- The location and surrounding context including overall fit in the streetscape/neighbourhood and any anticipated impacts;
- The overall liveability of the proposal for intended residents/users, including room and unit sizes.
- The balance of public/private benefits including any Community Amenity Contributions.
- The impact of the development on any natural or historic features on the site or nearby sites;
- Other matters considered relevant by the APC members.

#### How are proposals referred to APC?

Development Proposals are referred to the APC through the Community Development Department. Since APC concerns may affect the basic program of a development concept, submissions should be made at the earliest possible stage. For advice on the timing of your proposal, consult with the Planner processing your application.

#### Meeting dates and submission deadlines

The APC usually meets at City Hall on the second Wednesday evening of each month. Fifteen hard copies of the presentation material, two 11" x 17" colour sample materials boards, and one digital set of plans must be delivered to the Committee Clerk no later than **noon on Wednesday** prior to the meeting. Please advise the Committee Clerk two days prior to the meeting if you wish to make a PowerPoint presentation. Full-sized presentation boards (24" x 36") and any physical or digital massing models (as applicable) are to be brought to the APC meeting. PowerPoint presentations can replace or supplement full-sized presentation boards.

#### Presentations

If your development application is referred to the APC, you will be required to appear as a delegation to present your proposal. The presentation is ten minutes maximum followed by questions from APC members. Focus your presentation on items of interest to the APC outlined above rather than details of building design. Following questions, the delegation may remain and observe the discussion and adoption of a recommendation. At that point, delegations are expected to observe but not participate.

#### Delegations' presentations should include:

- Introduction of the Delegation (developer, registered architect, registered landscape architect);
- Location and surrounding context of the proposal and how the proposal will fit in;
- Overview of requested variances and neighbourhood impacts;
- Overview of the Sustainability Strategy (see Sustainability Development Guidelines);

- Overview of the Affordability Statement (see Statement of Affordability Guidelines);
- Description of the Landscape Plan (including the boulevard, where possible).

### What to Include in Your Submission?\*

Ensure that your submission to the APC is complete and legible. Submissions which do not include the required information listed below - or do not meet a **minimum size 11 font** for legibility - will not be accepted and may delay your application.

At a minimum, submissions to the APC should include a digital (pdf) set of plans and 15 copies of the following in collated, double-sided, stapled packages (no plastic covers or spiral bindings):

- Table of Contents
- Context Map / Block Plan
- Summary Statistics – list of rezoning or variance requests
- Written Design Rationale
- Written Sustainability Statement
- Written Affordability Statement
- Adaptable Design Statistics
- Reduced Building Plans (11"x17") - Printed double sided while maintaining legibility. Include reflected window elevation, allowable opening % calculations, coloured elevations, sections, floor plans, and coloured landscape plan.
- Colour Context Elevations showing neighbouring properties
- Shadow Study
- View Impact (where applicable)
- Public Art Proposal (where applicable)
- Landscape Plan
- Physical or Digital Massing Model (where applicable)
- Colour Streetscape Elevation(s)
- Exterior Lighting Plan
- Two 11"x17" Colour Material Sampleboards (with legend) matching colour elevation plans

**\*The APC reserves the right not to consider an incomplete submission.**

### How to Contact Us

Committee Clerk	(604) 990-4204
Planner 2	(604) 990-4240

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