

## Advisory Design Panel

### Submission & Presentation Guidelines and Checklist

The Advisory Design Panel (ADP) is a Council appointed advisory group which provides design input on development proposals. The ADP is composed of nine appointed members and consists of: three architects, two landscape architects, a construction representative, a business representative, an RCMP representative, a public art representative, a community representative and a non-voting Councillor.

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

- The relationship of buildings to one another, to the site and to adjacent properties;
- The impact of the proposal on the site and on natural and man-made elements (steep slopes, soil, trees, existing buildings and structures);
- The bulk and scale of the buildings;
- Quality and consistency in architectural or landscaping design;
- The type and quality of exterior finishing and colours;
- Liveability of the development (including privacy, amenity space, play space and safety).

#### How are proposals referred to us?

Development proposals are referred to the ADP through the Community Development Department. For advice on the timing of your proposal, consult with the planner processing your application.

#### Meeting dates and submission deadlines

The ADP usually meets at City Hall on the third Wednesday evening of each month (second Wednesday in December). A digital copy of the submission materials and a photo of the material boards **must be provided to staff a minimum of two weeks** prior to the meeting date to be vetted by staff. Fifteen hard copies of the material to be presented to the ADP, one 11" x 17" colour sample materials board, and one digital set of plans must be delivered to the Committee Clerk **no later than noon on Wednesday one week prior to the meeting**. A physical or digital massing model and full-sized presentation boards (24" x 36") are to be brought to the ADP meeting. PowerPoint presentations can replace or supplement full-sized presentation boards. Please advise the Committee Clerk at least two days prior to the meeting if you wish to make a PowerPoint presentation.

#### Presentations

If your development application is referred to the ADP, you will be required to appear as a delegation to present your proposal. The City requires a Registered Architect and Landscape Architect for all commercial, mixed use, and residential projects with three units or more. The ADP requires these registered professionals to attend with the delegation.

The maximum length of a presentation is ten minutes, after which there will be questions from ADP members. 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 Delegation (developer, registered architect and registered landscape architect);
- Location and surrounding context of the proposal;
- Overview of neighbourhood impacts/requested variances;
- Overview of architectural plans;
- Exterior colour schemes and finishes;
- Landscape Plan (including boulevard, where possible);
- Sustainability Strategy (see Sustainability Development Guidelines);
- Affordability Statement (see Statement of Affordability Guidelines).

The delegation will have the opportunity to speak to the items raised by the Panel before a motion is voted on.

### What to Include in Your Submission?

It is in your best interest to make sure that your submission to the ADP is complete and legible. Submissions which do not include the required information listed below will not be accepted, which may delay your application. At a minimum, submissions to the ADP should include a digital (pdf) set of plans and 15 copies of the following in collated, stapled packages (without plastic covers or spiral bindings):

- Table of Contents
- Written Design Rationale
- Summary Statistics – list of rezoning or variance requests
- Written Sustainability Statement
- Written Affordability Statement
- Written CPTED statement
- Adaptable Design Statistics
- Context Map / Block Plan
- Shadow Study
- View Impact (where applicable)
- Heritage Assessment (where applicable)
- Public Art Proposal (where applicable)
- Exterior Finishes
- Unit Sizes and Furniture Layout
- Colour Streetscape Elevation(s)
- Colour Context Elevations showing neighbouring properties
- Landscape Plan
  - Rendered Illustrative Landscape Plan
  - Materials Plan (e.g. paving, retaining, railing, furnishing, lighting)
  - Grading (drainage and storm water management, building grades, finished floor grades, hydro kiosk and street lighting locations, show how grades work with adjacent properties)
  - Planting Plan (show proposed plant materials at 75% mature size, show location and size of existing trees to be retained or removed)
  - Details
- Physical or Digital Massing Model
- Exterior Lighting Plan
- One 11"x17" Colour Material Sampleboard with legend matching colour elevation plans
- 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

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

### How to Contact Us?

Committee Clerk (604) 990-4204  
Staff Liaison to the Panel (604) 990-4219

Community Development Department  
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North Vancouver BC V7M 1H9 [www.cnv.org](http://www.cnv.org)