

DEVELOPMENT APPLICATION & PROCESS

Development Permits

Step 1: Pre-Consultation	<p>Pre-Consultation is the first step in the development application review process. It enables early discussion and feedback from City staff on preliminary development proposals.</p> <p>See the Pre-Consultation Process at https://www.cnv.org/property-and-development/building-and-development/development-applications.</p>
Step 2: Development Application	<p>Submit complete development application, plans, supporting information and fee payment. Submissions will not be accepted until staff conduct a review to determine if the application is complete.</p> <p>Once complete, the Developer Information Session (DIS) date will be scheduled.</p>
Step 3: Staff Review	<p>Application materials are distributed to assigned staff for comment. A coordinated Team Review form outlining required revisions is provided.</p>
Revised Plans Submitted	<p>Responses and revisions to plans (as necessary) are required prior to Staff Approval.</p>
Step 6: Issuance	<p>Staff prepares draft Development Permit for approval by the Director of Planning & Development. Signed Development Permit will be registered at the Land Titles Office.</p>
Step 7: Post Approval	<p>Schedule a meeting with the Manager of Inspections to review Building Permit application process, which may include a pre-application meeting.</p> <p>Servicing Agreement, Landscape Agreement, Development Cost Charges and other documentation and securities are typically required at Building Permit.</p>



**PLANNING & DEVELOPMENT DEPARTMENT
PLANNING**
 CITY OF NORTH VANCOUVER T 604 983 7357
 141 WEST 14TH STREET F 604 985 0576
 NORTH VANCOUVER PLANNING@CNV.ORG
 BC / CANADA / V7M 1H9 CNV.ORG

DEVELOPMENT APPLICATION FORM

(To be Completed by the Applicant)

I. APPLICANT

Name _____
 Company _____
 Address and Postal Code _____
 Email Address _____ Day Phone _____

II. PROJECT ARCHITECT *if different from applicant*

Name _____
 Company _____
 Address and Postal Code _____
 Email Address _____ Day Phone _____

III. SITE DESCRIPTION

Civic Address(es) _____
 Lot(s) _____ Blocks(s) _____
 Legal Description(s) Resub(s) _____ DL(s) _____
 Plans(s) _____
 PID(s) _____

Pre-Consultation Application No _____

IV. DEVELOPMENT DESCRIPTION

Staff Use Only: - DPA Number _____ PCA Number _____

V. APPLICATION TYPE & FEES (Enter all that Apply)

I/We hereby make application pursuant to Development Procedures Bylaw, 2001, No. 7343 for:

1. Form and Character Development Permit	Fee	Added Fees
Commercial, Residential, Multi-family or Mixed Use	\$3,700.00	
Rooftop Antenna	\$2,500.00	
Coach House	\$500.00	
Council Consideration (in addition to base Development Permit fee)	\$1,250.00	

2. Environmental Development Permit for Streamside Protection & Enhancement Areas	Fee	Added Fees
Minor (landscape, Accessory Building or Accessory Structure)	\$50.00	
Full (Principal Building in any Zone)	\$350.00	
Full with Variance (Variance to Zoning or not meeting Streamside Protection and Enhancement Development Guidelines)	\$1,750.00	
Exemption	\$25.00	

3. Minor Amendment to a Development Permit	Fee	Added Fees
Streamside Protection and Enhancement	\$200.00	
Coach House	\$200.00	
Commercial, Residential Multi-family or Mixed Use	\$750.00	

4. Title Search	Fee	Added Fees
Title Search – unless the original State of Title Certificate was provided with this application (\$25.00 + \$1.25 GST).	\$26.25	

5. Environmental Site Profile	Fee	Added Fees
Environmental Site Profile-unless it was provided with this application	\$105.00	

BASE APPLICATION FEE: _____

6. Pre-Consultation Application Fee	Less
If the Application Was charged the \$500.00 fee at the Pre-Consultation stage, subtract \$500.00 from the Base Application Fee to determine the Total Application Fee below.	\$-500.00

TOTAL APPLICATION FEE: _____

VI. ADDITIONAL INFORMATION

The Director of Planning & Development may require the applicant to provide further information, at the applicant's expense, in order to conduct a thorough review and analysis of the proposed development. The applicant hereby agrees to assume all legal costs directly incurred by the City through the processing or approval of this application and the preparation and registration of any related legal documents.

VII. APPLICANT AND OWNER AUTHORIZATION

All City correspondence regarding this application will be sent to one of the following:

(Select one only: This person/company will be used as the contact for the public and on the City's website)

Applicant

Architect

Owner

I hereby agree to the terms contained in this Application Form and declare that the information submitted in support of this application is, to the best of my/our knowledge, true and correct in all respects.

Signature of Applicant

Date

Name of Applicant (Please print)

Company Name

I/We hereby consent to the submission of this development application. For all strata properties, owner authorization must be from the Strata Council.

Signature of Owner

Date

Name of Owner

Owner Day Phone:

Signature of Owner

Date

Name of Owner

Owner Day Phone:

(All owners on title must sign. Attach extra signature pages as applicable)

The City is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The City collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or FOIPPrivacy@cnv.org or 604-985-7761.

Signature of Owner

Date

Name of Owner

Owner Day Phone:

Signature of Owner

Date

Name of Owner

Owner Day Phone:

Signature of Owner

Date

Name of Owner

Owner Day Phone:

Signature of Owner

Date

Name of Owner

Owner Day Phone:

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

Development Procedures Bylaw, 2001, No. 7343 establishes development application requirements. Applicants must provide sufficient information to describe the proposal and its impact on the site, neighbouring properties and the community as a whole. Please refer to the City's [website](#) for [development application resources](#).

Development Permit Guidelines

The City has established Development Permit Guidelines to regulate development in specific areas or for certain building types. All Development Permit Applications must consider and comply with respective Guidelines.

Architect

The City requires a Registered Architect and Registered Landscape Architect for all commercial projects and residential projects comprised of **three units or more**.

Community Impact Studies

Some applications may require additional Community Impact Studies. Confirm with Planning Staff which are applicable (heritage, noise, market, view etc.). The City reserves the right to vary the required supporting information as necessary to respond to individual applications.

Digital Submission

Digital copies of submission materials are required for all Development Permit Applications. Files must be **fitted to 11" x 8.5" page size** and saved in PDF format with **no document restrictions**. Document restrictions can be modified in the Document Properties "Security" tab. The Security Method should be set to "No Security" to set all permissions (printing, etc.) to "Allowed". Please submit flat PDF files, which do not include layers that can be separated or edited.

All documents must be pre-compiled into two files (as per the table below), and delivered on a portable storage device (i.e. USB drive) with the hard-copy submission.

FILE 1:	FILE 2:
<ul style="list-style-type: none"> ▪ Summary of Project Statistics ▪ Design Rationale ▪ Context Map and Colour Street Elevations ▪ Site Plan and Building Plans ▪ Architectural Plans ▪ Landscape Plans ▪ Shadow Study ▪ Stormwater Management Plan and Study ▪ Civil Engineering Plan 	<ul style="list-style-type: none"> ▪ Development Application Form ▪ Building Code Data Sheet and Security Checklist ▪ Supporting Information: <ul style="list-style-type: none"> ○ Affordability Statement ○ Sustainable Development Checklist ○ Transportation Study or Review ○ Active Design Checklist

For additional information about submission requirements, see the Development Application Resources page at the end of this document.

Drawings

Different drawings within a submission may be in either imperial or metric; however, drawings containing both metric and imperial units will not be accepted. Elevations must be provided in Geodetic Datum.

Drawings	Submitted Y/N
<p>I. SURVEY PLAN (Two sealed and two copies from BC Certified Land Surveyor, and digital copies in PDF and DWG formats) See <i>Resource 1: Building Grade Requirements</i> See <i>Resource 2: Survey Requirements</i></p>	
<p>II. SITE PLAN at 1:100 or 1/8" = 1'-0" scale (Eight sets full-size, one reduced 11" x 17" and digital PDF)</p>	Y/N
Lot dimensions and North arrow	
Grade elevations at corner of all buildings, grades, top and bottom of all existing and proposed retaining walls using geodetic datum	
Building Grades in accordance with <i>Resource 1: Building Grade Requirements</i>	
Location of site service connections (contact Engineering Department)	
Easements and/or R.O.W.'s (if applicable), both existing and proposed	
Any adjacent street and/or lane locations and widths	
Full public realm to curb edge	
Location of any existing or proposed buildings and their setbacks to property lines	
All building dimensions and eave projections and overhangs	
Label the highest finished grade within 10 feet of the principal building and lowest finished grade at the perimeter outside wall of the building	
Location of buildings and structures on adjacent sites	
Existing trees >5cm or 2 inches DBH (Diameter at Breast Height)	

<p>III. ARCHITECTURAL PLANS at 1:100 or 1/8" = 1'-0" scale (Eight sets full-size, one reduced 11" x 17" and digital PDF)</p>	Y/N
Floor Plans with room use labelled (including Adaptable Design level) and with unit type and area	
Gross Floor Area overlay plan, by floor, showing areas by use, and areas excluded by floor area calculations	
Roof plan	
Colour elevations with context illustrating adjacent buildings and structures	
Sections with context illustrating adjacent buildings and structures	
Parking and loading with all spaces numbered	
Garbage, recycling, and compost receptacles for each unit	
Reflected window elevations and limiting distance calculations	
Physical model or digital model in 3DS file format (if applicable to application type)	
Shadow Impact Study showing June 21, December 21, and March or September 21, all at 10am, 12pm and 2pm Building and interpolated building grades with offset dimensions to property lines	
<p>IV. SCHEDULE OF EXTERIOR MATERIALS No larger than 11"x17"; one board (multiple boards acceptable for large projects if required)</p>	Y/N
Colour material chips with corresponding numbers on the material legend on the building elevations	
Glass displayed in a manner that permits visual inspection of light penetration and colour (e.g. removable samples or board cut-outs behind samples)	
Physical material samples of siding, concrete, glass, etc. numbered to correspond with the material legend on the building elevations	
Annotated building elevations (all sides of the building(s)) indicating where each material will be used on the building, including siding, fascia and trim, windows, roof, doors, gutters and spouts, chimney canopies, etc.	

<p>V. DESIGN RATIONALE A written explanation of how the project responds to the challenges and opportunities of the site.</p>	
<p>Project description, design origin, target market, relationship to context, building massing, amenities, materials, Crime Prevention Through Environmental Design, open space and landscape treatment</p>	
<p>VI. STATEMENT OF AFFORDABILITY</p>	Y/N
<p>The City is interested in providing a diverse housing market for its residents, with a range of costs and types available through non-market / lower-end of market rental housing and market rental and ownership housing, especially entry level family housing. When drafting Statements of Affordability, applicants are urged to consider how their proposals can address these concerns. Statements must include reference to tenure (rental, strata, other), unit size (area and number of bedrooms), and target market price.</p>	
<p>VII. LANDSCAPE PLAN at 1:100 or 1/8" = 1'-0" scale See <i>Resource 3: Landscaping Requirements</i></p>	Y/N
<p>Plant list - scientific and common names</p>	
<p>Plant size - mature and at time of planting</p>	
<p>Significant trees for retention or removal</p>	
<p>Paving, retaining walls, lighting, decks, patios, fencing, drainage, irrigation</p>	
<p>Exterior lighting plan as well as photos of proposed lights</p>	
<p>Provide samples, specifications or details for hard landscape materials</p>	
<p>Show boulevard treatment between the property lot line and the curb</p>	
<p>Show underground service connections</p>	

<p>VIII. CIVIL ENGINEERING PLAN at 1:100 or 1/8" = 1'-0" scale (Four sets full-size , one set reduced 11" x 17", and digital PDF) <i>See Resource 1: Building Grade Requirements</i> <i>See Resource 2: Survey Requirements</i></p>	Y/N
<p>Building grades at all property corners and at both sides of all pedestrian and vehicle accesses.</p>	
<p>Proposed municipal service connection locations and sizes (including LEC if required)</p>	
<p>Proposed off-site works (e.g. sidewalks, curb and gutter, road paving)</p>	
<p>Location of the pad mounted transformer or transformation room (if required)</p>	
<p>IX. STORMWATER MANAGEMENT PLAN at 1:100 or 1/8" = 1'-0" scale (Four sets full-size , one set reduced 11" x 17", and digital PDF) <i>See Resource 4. Stormwater Management – One to Two Units</i> <i>Or Resource 5. Stormwater Management - Three Units or More</i> <i>See Resource 6. Monitoring and Reporting Guidelines for Stormwater Source Controls</i></p>	Y/N
<p>Demonstrate the ability to meet City of North Vancouver stormwater requirements and clearly show proposed stormwater management features.</p>	
<p>X. BUILDING CODE DATA SHEET Complete and submit the Building Code Data Sheet on the next page, if a complex building is proposed.</p>	
<p>Review all required documentation for Building Permit issuance in Part 4: General Regulations of the Zoning Bylaw. Should meeting these conditions necessitate substantive changes to the building exterior, applicants may be required to amend the issued Development Permit (if applicable). This will result in increased processing time and additional fee payment.</p>	

Building Code Data Sheet For New Construction for Complex Buildings

PROJECT INFORMATION

Project Title			
Project Address:			
Type of Work:	New Building	Addition	

BUILDING INFORMATION

Applicable Building Code Edition:					
Building Classification(s) (3.2.2.____):					
Major Occupancy Classification(s):	A1	A2	A3	A4	
	B1	B2	B3		
	C	D	E		
	F1	F2	F3		
Governing Code Part:	Part 3		Part 9		
Type of Construction:	Combustible		Non-Combustible		
Building Area (sq.m.):			Building Height (m):		
No. of Storeys:			No. of Streets Facing:		
Grade Elevation:					
Interconnected Floor Space	Yes	No			
Sprinklers:	None	NFPA 13		NFPA 13R	NFPA 13D
Fire Alarm:	Yes	No	Standpipe System:	Yes	No

High Building:	Yes	No	Emergency Power:	Yes	No
Mezzanines:	Yes	No			
Alt. Solutions:	Yes	No	Description:		
Air Space Parcel formed due to construction:			Yes	No	

SPATIAL SEPARATION

	Area of Exposed Building Face	Limiting Distance	Opening % Permitted	Opening % Proposed	
North					
South					
East					
West					
	Construction of Exposing Building Face				
	Fire Resistance Rating	Construction		Cladding	
North		C	N/C	C	N/C
South		C	N/C	C	N/C
East		C	N/C	C	N/C
West		C	N/C	C	N/C

APPLICANT INFORMATION

Applicant Name:		AFFIX PROFESSIONAL SEAL
Signature:		
Date Signed:		
Day Phone:		
Email:		



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SUSTAINABLE DEVELOPMENT GUIDELINES RESPONSE AND CHECKLIST

Applicants are required to submit a response to the Sustainable Development Guidelines as a key part of their development application package. Projects are not expected to incorporate all measures in the Guidelines.

For information on underlying City goals and objectives, it is recommended that applicants refer to other relevant City policies such as the OCP, Social Plan, Economic Development Strategy, Transportation Plan, Community Energy and Emissions Plan, Food Strategy and Food Action Plan, as well as others.

The Guidelines address the six capacities that comprise the OCP's Sustainable City Framework, including Natural Systems, Physical Structures / Infrastructure, Local Economy, Human Potential, Social Connections, and Cultural Diversity.

SUSTAINABLE DEVELOPMENT GUIDELINES FOR REZONING & DEVELOPMENT PERMIT APPLICATIONS

CIVIC ADDRESS _____

APPLICANT NAME _____

I. INTRODUCTION

These Guidelines have been developed to help applicants prepare a successful Development Application submission. All Development Applications must include a response to the Sustainable Development Guidelines, which will be reviewed by Advisory Bodies, staff and, ultimately, City Council who will give serious consideration to the sustainability achievements of a project.

Applicants must demonstrate how their development will contribute to the current and future needs of the community by highlighting sustainability achievements of an application.

The Guidelines challenge applicants to advance the sustainability objectives of the City, as outlined in the 2014 Official Community Plan (OCP), which guides community development in our city with the following Vision:

In 2031, the City of North Vancouver will be a vibrant, diverse, and highly livable community that is resilient to climate or other changes, and sustainable in its ability to prosper without sacrifice to future generations.



One of the key ways that the community vision will be realized is through property development. Buildings house us, provide employment centres and frame our streets. They remain with us for many decades with significant ongoing impacts, including generating approximately 50% of our community greenhouse gas emissions. Buildings now need to adapt to the impacts of climate change to help the City become resilient to that new reality. Building forms and densities also have significant effects on housing cost and diversity, transportation choices, and the liveability of our community.

Sustainability in the City means balancing the natural, physical (human-made), human, social, cultural and local economic implications of our activities in order to meet the needs of people today without compromising the ability of future generations to meet their own needs.

II. PREPARING THE SUSTAINABLE DEVELOPMENT GUIDELINES

Applicants are required to submit a response to the Guidelines as a key part of their development application package. Projects are not expected to incorporate all measures in the Guidelines.

For information on underlying City goals and objectives, it is recommended that applicants refer to other relevant City policies such as the OCP, Social Plan, Economic Development Strategy, Transportation Plan, Community Energy and Emissions Plan, Food Strategy and Food Action Plan, as well as others.

The Guidelines address the six capacities that comprise the OCP's Sustainable City Framework, including Natural Systems, Physical Structures / Infrastructure, Local Economy, Human Potential, Social Connections, and Cultural Diversity.

DEVELOPMENT GUIDELINES

Applicants are required to submit a response to the Guidelines as a key part of their development application package. Projects are not expected to incorporate all measures in the Guidelines.

For information on underlying City goals and objectives, it is recommended that applicants refer to other relevant City policies such as the OCP, Social Plan, Economic Development Strategy, Transportation Plan, Community Energy and Emissions Plan, Food Strategy and Food Action Plan, as well as others.

The Guidelines address the six capacities that comprise the OCP's Sustainable City Framework, including Natural Systems, Physical Structures / Infrastructure, Local Economy, Human Potential, Social Connections, and Cultural Diversity.

1. Natural Systems: The ability of natural systems, both global and local, to support life. Parks and green spaces help regulate the climate, clean and filter water and air, and provide recreational and aesthetic benefits. Maintaining healthy natural systems will reduce strain on municipal infrastructure, support local wildlife and enhance quality of life for community members.



	Yes/No or N/A	Comments
LANDSCAPE		
Private Trees Retained or Added (indicate number)		
Green Roof / Wall		
Majority Native Species Landscaping		
Habitat Restoration (butterfly, bird-friendly, naturalized areas)		
Community Gardens*		
50% or More Edible Landscaping for Common Space		
Water Efficient Irrigation System (drip hose, low-flow nozzles)		
Rainwater Collection (rain barrel)		
Reuse of Wastewater		
Permeable Paving for Hardscape		
40%+ Open Site Space (see Zoning Bylaw definition)		
Other Sustainability Achievements:		

*See *City of North Vancouver Active Design Guidelines* for recommended compliance paths.

2. Physical Structures/Infrastructure: The ability to effectively deliver basic services, shelter and physical amenities required to sustain the health and well-being of the community. This includes water supply, sanitary sewer, stormwater drainage, solid waste management, roads, telecommunications, and energy efficiency and conservation including district energy. As well, this category includes attractive streetscapes, durable buildings, provision of a range of housing types and adequate community amenities.



	Yes/No or N/A	Comments
LANDSCAPE		
Durable Building (modular / deconstructable)		
Building Reuse / Recycled Content / Use of Repurposed materials		
Majority Native Species Landscaping		
Certified by a Third-Party Green Building Rating System		
ENERGY EFFICIENCY AND HEALTHY BUILDINGS		
Energy Performance (% better than Building Code or energy use / m ²)		
Superior Insulation (thick wall exclusion in Zoning Bylaw sought for insulation above BC Building Code)		
Airtightness (1.5+ blower door test and appropriate ventilation strategy)		
High-performance Windows e.g. Energy-Star, Passive House Certified (whole project)		
Heat Recovery Ventilator (75% or better recovery)		
LED Lighting (whole building)		
Energy-Star Appliances (whole building)		
Renewable Energy Fixtures Installed		
Water Efficient Fixtures (whole building)		
Greywater Reuse		

	Yes/No or N/A	Comments
TRANSPORTATION		
End of Trip Bicycle Infrastructure (beyond Zoning Bylaw requirements)		
Car-Share Program		
Electric Vehicle Supply Equipment: 20% of all residential parking spaces include an electrical outlet, a receptacle or electric vehicle supply equipment, and are supplied by a branch circuit rated not less than 40A at the nominal voltage of 208 V or 240V as applicable.		
Electric Vehicle Supply Equipment: Adequate space in the electrical room or electrical vault to support future electric vehicle charging for the remaining 80% of parking spaces.		
Other Sustainability Achievements:		

3. Local Economy: The ability to maintain and grow a healthy local economy. A strong economy brings employment and a solid tax base to support services without compromising other areas of capacity. A stronger economy has been shown to support healthier lifestyles for community members and greater opportunities for personal fulfillment and overall quality of life.



	Yes/No or N/A	Comments
HIGH PERFORMANCE CONSTRUCTION		
Net New Jobs Generated (long term, full time)		
Commercial floor space (net increase, indicate area)		
Neighbourhood-Scale Commercial (unit frontages ≤6m (20ft))		
Non-Market / Lower-End of Market Commercial		
Commercial Relocation Strategy		
Other Sustainability Achievements		

4. Human Potential: The ability of our local community to support our residents in their pursuit of individual livelihood objectives including access to education, healthy food, active transportation and affordable housing. Meeting these basic needs is essential for the maintenance and growth of human capacity.



	Yes/No or N/A	Comments
Market Rental Housing (net increase, indicate number of units)		
Non-Market / Lower-End of Market Rental Housing		
10%+ Three+ Bedroom Units (in multi-unit residential buildings)		
Micro-units ~37.16m ² (~400 ft ²)		
Childcare Facilities		
Community Space for Food Preparation, Storage and Processing		
Green Building Educational / Interpretive Features		
Primary and Secondary Stair Design*		
Outdoor Circulation*		
Storage space for residents in units and storage rooms (multi-unit residential buildings)		
Other Sustainability Achievements:		

5. Social Connections: The ability of our community to foster communication, interaction and networks to respond effectively to community issues. These may include supporting community members with low incomes, lone-parent families, and matters specific to children, youth, seniors and people with disabilities.



	Yes/No or N/A	Comments
Design Features for People with Disabilities (beyond Zoning Bylaw requirement)		
Communal Cooking Amenities		
Indoor Amenity*		

	Yes/No or N/A	Comments
Outdoor Recreation*		
Amenities for Senior Users		
Crime Prevention Through Environmental Design		
Other Sustainability Achievements:		

6. Cultural Diversity: The ability of our community to support and celebrate a diversity of cultural backgrounds. This includes recognition of the traditions of the Squamish Nation and the many cultures of residents who make the City their home. With both tangible and intangible elements, cultural capacity has economic implications and is strongly connected to social traditions. Manifestations of cultural practices can range from spiritual practices to heritage buildings.



	Yes/No or N/A	Comments
Formal and Informal Gathering Spaces		
Retention of Heritage Building		
Public Art Reflecting Local Culture		
Streetscape Improvements (benches, planters, lighting)		
Other Sustainability Achievements:		

III. SUMMARY

The Sustainable Development Guidelines are important in both shaping and processing development applications. Applicants are advised to consider these issues at the outset of a project and to contact planning staff for more information on sustainable design strategies.

Endorsed by Council October 5, 2015

ACTIVE DESIGN CHECKLIST

Please review the City's Active Design Guidelines, and design buildings in support of daily physical fitness and social interaction. Complete the Active Design Checklist below to indicate which of the opportunities that you have included in your application submission.

	Y/N or N/A
PRIMARY STAIRS	
Provide a clear visual path into and out of the stairs by leaving the stairs open to two or more floors.	
Locate the stairs in a prominent location near the building's main entrance	
Visually emphasize the stairs while maintaining elevator access for those with mobility limitations.	
Provide stairs that have daylight and views to/from common areas.	
Select high-quality, inviting, and visually appealing materials and finishes.	
Provide visible signage to encourage and direct stair use at the elevators.	
Design stair widths that can accommodate groups traveling in two directions.	
SECONDARY STAIRS	
Provide a clear visual path into and out of the stairs by: <ul style="list-style-type: none"> ▪ Leaving the stairs open to the environment while still providing overhead rain protection ▪ Enclosing the stairs within a fire-rated glass enclosure with interior views ▪ Enclosing the stairs within a fire-rated glass enclosure with exterior views ▪ Eliminating the locks between the stairs and surrounding floor area (e.g. hold-open devices) 	
Provide stairs that have daylight and views to/from common areas.	
Select high-quality, inviting, and visually appealing materials and finishes.	
Provide visible signage to encourage and direct stair use at the elevators.	

	Y/N or N/A
OUTDOOR CIRCULATION	
Provide a clear visual path into and out of the stairs by leaving the stairs open to two or more floors.	
Provide the corridor with daylight and views to/from indoor and outdoor common areas.	
Select high-quality, inviting, and visually appealing materials and finishes.	
Visually highlight and articulate the dwelling entrances.	
Provide places to pause, look onto outdoor amenity areas and meet neighbours naturally.	
INDOOR AMENITY	
<p>Provide an indoor amenity area that is held in common ownership with the following:</p> <ul style="list-style-type: none"> ▪ Provide at a minimum, the lesser of 1.4 sq m (15 sq ft) per unit or 2% of Gross Floor Area. ▪ Provide reduction to the minimum area required may be considered when an adjacent outdoor amenity is provided but at no time should the indoor amenity room size be less than 37 sq m (400 sq ft). ▪ Provide a universally accessible washroom, small kitchenette, and storage room nearby. ▪ Locate the area in a central, above grade location with universal access. ▪ Locate the amenity room nearby other common areas with views to/from these areas. ▪ Provide sufficient sound proofing between the area and adjacent residential units. ▪ Partner with a community-based organizations that can offer programming support for the space. 	
OUTDOOR RECREATION	
<p>Provide an outdoor recreation area that is held in common ownership with the following considerations:</p> <ul style="list-style-type: none"> ▪ Include physical activity opportunities for multiple age groups; ▪ Incorporate natural and unstructured play areas for children; ▪ Encourage the use of the area during winter months by providing protection from the rain, celebrating rain through design elements, and co-locating other indoor/outdoor amenity areas. 	
Locate the area in a central, sunny location with universal access.	
Locate the amenity near other common areas with views to/from these areas.	
Partner with a community based organization that can offer programming and support for the space.	



	Y/N or N/A
Consideration will be given to designs that utilize adjacent city boulevards and engage the surrounding public realm.	
OUTDOOR GARDENS	
Provide a community garden area that is held in common ownership for building occupants: <ul style="list-style-type: none"> • Provide one garden plot 2.2 sq m (24 sq.ft.) for every four dwelling units. • Encourage the use of the space during winter months by providing protection from the rain, celebrating rain through design elements, and co-locating other indoor/outdoor amenity areas. • Provide a nearby hose bib, rodent-resistant compost bin and storage room. • Provide a nearby seating area for rest and socializing. 	
Locate the area in a central, sunny location with universal access.	
Partner with a community based organization that can offer programming and support for the space.	
Consideration will be given to designs that utilize adjacent city boulevards and engage the surrounding public realm.	
OTHER ELEMENTS	
Enhanced bicycle facilities for commercial / office / institutional development: <ul style="list-style-type: none"> • Incorporate bicycle pump/repair stands, tools, air. • Include enhanced change facilities with clothes dryers, ironing tables and other features. • Consider prominent location of bicycle facilities and highlight these areas using signage and glazing. • Use automatic door openers, hold open doors, bicycle integrated stair ramps and other features to facilitate bicycle circulation. 	
Have a design element not captured in this document? We want to hear how it encourages daily physical activity or social interaction!	



SUMMARY OF PROJECT STATISTICS

LOT AREA (square metres (square feet))		
PROPOSED USE	Gross Floor Area square metres (square feet)	Number of Units
Residential		
Accessory Residential (Coach House)		
Commercial		
Industrial		
Institutional		
Exemptions		
Total (after Exemptions)		
REGULATORY ANALYSIS	Current Regulation	Proposed
OCP Designation		
Zoning		
FSR		
Lot Coverage (percentage)		
Height (metres (feet)) / Number of Storeys		
SETBACKS (metres (feet))	Current Regulation	Proposed
Front Lot Line		
Exterior/Interior Lot Line 1		
Exterior/Interior Lot Line 2		
Rear Lot Line		
VEHICLE PARKING (number of spaces)	Current Regulation	Proposed
Principal Use		
*Visitor		
*Disability		
*Loading Spaces		
*BICYCLE PARKING (number of spaces)	Current Regulation	Proposed
*Short Term		
*Secure		
OTHER REGULATIONS (please specify)		
*COMMUNITY BENEFIT CONTRIBUTION (if applicable, see Density Bonus and Community Benefits Policy)		