

# DEVELOPMENT APPLICATION PROCESS

## Moodyville Development Permit

<b>Preliminary Discussion</b>	<p>Review relevant guidelines and bylaws and prepare preliminary development proposal and plans. Schedule a meeting for early staff input. Discuss Service Information with Engineering department and Lonsdale Energy Corporation.</p> <p>Staff will provide overview of the public consultation process and the Advisory Design Panel (ADP) review process.</p>
<b>STEP 1: DEVELOPMENT APPLICATION</b>	<p>Submit complete development application, plans, supporting information, fee payment and ADP material board. Incomplete submissions are not accepted.</p> <p>Application materials are distributed to assigned staff. Advisory Body and Developer Information Session (DIS) dates are scheduled.</p>
<b>Staff Review</b>	<p>Plans will be circulated for comment. A coordinated Team Review form outlining required revisions is provided.</p>
<b>STEP 2: PUBLIC CONSULTATION</b>	<p>Post signage and complete required notifications.</p> <p>Conduct Developer Information Session (DIS).</p>
<b>STEP 3: ADVISORY BODY REVIEW</b>	<p>Staff completes Team Review form.</p> <p>Present with required professionals to Advisory Design Panel (ADP).</p>
<b>Revised Plans Submitted</b>	<p>ADP comments will be integrated into the Team Review and responses are required prior to proceeding. <i>Plan revisions, as necessary, throughout the process.</i></p>
<b>Permit Consideration</b>	<p>Staff prepares report, recommendation, and permit for consideration by the Director of Community Development.</p>
<b>Post Approval</b>	<p>Schedule a meeting with Approving Officer if subdivision is required.</p> <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, Community Benefits, and other documentation and securities are typically required at Building Permit.</p>

# STEP 1. DEVELOPMENT APPLICATION

## Moodyville Development Permit

### I. APPLICANT

Name	
Company	
Address and Postal Code	
Email	
Phone	

### II. PROJECT ARCHITECT *if different from above*

Name	
Company	
Address and Postal Code	
Email	
Phone	

### III. SUB-CONSULTANTS *as applicable (e.g. Landscape Architecture, Civil Engineering)*

Name	
Company	
Address and Postal Code	
Email	
Phone	

Name	
Company	
Address and Postal Code	
Email	
Phone	

### IV. SITE DESCRIPTION *provide additional descriptions as necessary*

Civic Address			
Legal Description(s)	Lot:	Block:	
	Resub:	D.L:	Plan:

Proposed New Address	To be completed by staff
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## V. DEVELOPMENT DESCRIPTION

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To be completed by staff

File Number:

Permit Number:

## VI. GENERAL APPLICATION

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

**Obtain a Form and Character Development Permit**

**Fees**

a) Commercial, Residential, Multi-family or Mixed Use	\$3,700	
b) Additional charge for Council Consideration if variance is required	\$1,250	
c) Title search if original State of Title Certificates are not provided	\$26.25 x _____ lots = (\$25.00 + \$1.25 GST)	
d) Completed Site Profile	\$105.00 x _____ lots = (\$100 + \$5.00 GST)	
<b>TOTAL</b>		<b>\$</b>

## VII. ADDITIONAL INFORMATION

The Director of Community 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.

## VIII. APPLICANT AND OWNER AUTHORIZATION

All City correspondence regarding this application will be sent to **one** of the following. This contact will also be provided to the public and will be available on the City 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.

Applicant Name (print)

Company

Signature

Date


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

Owner Name (print)

Company

Telephone Number

Signature

Date


## 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](#).

### Architect

The City requires a Registered Architect and a 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. 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:

- Summary of Project Statistics
- Design Rationale
- Context Map and Colour Street Elevations
- Site Plan
- Architectural Plans
- Landscape Plans
- Shadow Study
- Stormwater Management Plan and Study
- Civil Engineering Plan

#### FILE 2:

- Development Application Form
- Building Code Data Sheet and Security Checklist
- Supporting Information as required
  - Affordability Statement
  - Etc.

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

**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.**

**Submitted**

## I. SURVEY PLAN

(Two sealed and two copies from BC Certified Land Surveyor, and digital versions in PDF and DWG formats)



See Resource 1. *Building Grade Requirements*

See Resource 2. *Survey Requirements*

## II. SITE PLAN

<b>1:100 or 1/8" = 1'-0" scale (Eight sets full-size, one reduced 11" x 17", and digital PDF)</b>	<input type="checkbox"/>
Lot dimensions and North arrow	<input type="checkbox"/>
Grade elevations at corner of all buildings, grades, top and bottom of all existing and proposed retaining walls, using geodetic datum	<input type="checkbox"/>
Building Grades in accordance with <i>Resource 1 Building Grade Requirements</i>	<input type="checkbox"/>
Location of site service connections (contact Engineering Department)	<input type="checkbox"/>
Easements and/or R.O.W.'s (if applicable), both existing and proposed	<input type="checkbox"/>
Any adjacent street and/or lane locations and widths	<input type="checkbox"/>
Full public realm to curb edge	<input type="checkbox"/>
Location of any existing or proposed buildings and their setbacks to property lines	<input type="checkbox"/>
All building dimensions, eave projections, and overhangs	<input type="checkbox"/>
Highest finished grade within 10 ft of the principal building and lowest finished grade at the perimeter outside wall of the building	<input type="checkbox"/>
Location of buildings and structures on adjacent sites	<input type="checkbox"/>
Existing trees >5cm (2") DBH (Diameter at Breast Height)	<input type="checkbox"/>

## III. ARCHITECTURAL PLANS

<b>1:100 or 1/8" = 1'-0" scale (Eight sets full-size, one reduced 11" x 17", and digital PDF)</b>	<input type="checkbox"/>
Floor Plans with Room Use labeled (including Adaptable Design Level) and with unit type, and area	<input type="checkbox"/>
Gross Floor Area overlay plan, by floor, showing areas by use, and areas excluded by floor area calculations	<input type="checkbox"/>
Roof Plan	<input type="checkbox"/>
Colour elevations with context illustrating adjacent buildings and structures	<input type="checkbox"/>
Sections with context illustrating adjacent buildings and structures	<input type="checkbox"/>
Parking and loading with all spaces numbered	<input type="checkbox"/>
Garbage and recycling	<input type="checkbox"/>
Signage package (if applicable)	<input type="checkbox"/>
Reflected window elevations and limiting distance calculations	<input type="checkbox"/>
Digital model in 3DS file format	<input type="checkbox"/>
Physical model	<input type="checkbox"/>
Shadow Impact Study showing June 21, December 21, and March or September 21, all at 10am, 12pm and 2pm	<input type="checkbox"/>
Building grades and interpolated building grades with offset dimensions to property lines	<input type="checkbox"/>

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#### IV. SCHEDULE OF EXTERIOR MATERIALS

No larger than 11"x17"; one board (multiple boards acceptable for large projects if required)

Colour material chips with corresponding numbers.



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Glass displayed in a manner that permits visual inspection of light penetration and colour (e.g. removable samples or board cut-outs behind samples).



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Actual material samples of siding, concrete, glass, etc. numbered to correspond with the material legend on the building elevations.



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An annotated building elevation indicated where each material will be used on the building. (Siding, fascia and trim, windows, roof, doors, gutters and spouts, chimney canopies, etc.)



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#### V. DESIGN RATIONALE

One paper version and digital PDF



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Written explanation of project response to site challenges and opportunities.



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Indication of alignment with each section of the Moodyville Development Permit Area Guidelines. Ensure that a response is provided for each subsection, or that the subsection is indicated as not applicable. These responses inform staff and Advisory Design Panel Review.



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#### GENERAL

Project description, design origin, relationship to context and amenities

#### PART II CONSERVATION GUIDELINES

##### 3 Energy Conservation

- 3.1 Enhanced Energy Standard
- 3.2 Renewable Energy Generation

##### 4 Water Conservation

- 4.1 Permeability
- 4.2 Rainwater Retention

##### 5 Reduction of Greenhouse Gas Emissions

- 5.1 Vehicle Charging

#### PART III FORM AND CHARACTER GUIDELINES

##### 6 Site Planning

- 6.1 Building Forms
- 6.2 Orientation
- 6.3 Special Conditions
- 6.4 Courtyard
- 6.5 Building Scale
- 6.6 Grade

##### 7 Building Envelope

- 7.1 Setback
- 7.2 Length
- 7.3 Depth
- 7.4 Height

7.5 Separation

**8 Building Design**

8.1 Design Variation

8.2 Materiality

8.3 Entrances

8.4 Windows

8.5 Balconies

**9 Open Space and Access**

9.1 Interface

9.2 Open Space

9.3 Landscaping

9.4 Safety

9.5 Vehicle Parking

9.6 Service Infrastructure

**VI. LANDSCAPE PLAN**

1:100 or 1/8" = 1'-0" scale (Eight sets gull-size, one reduced 11" x 17" plans and digital PDF)

See Resource 3. Landscaping Requirements

Plant list – scientific and common names

Plant Size – mature and at time of planting

Significant trees for retention or removal

Paving, retaining walls, lighting, decks, patios, fencing, furniture, drainage, irrigation

Exterior lighting plan

Provide samples, specifications or details for hard landscape materials

Show boulevard treatment between the property lot line and the curb

Show underground service connections

**VII. CIVIL ENGINEERING PLAN**

1:100 or 1/8" = 1'-0" scale (Four sets full-size , one set reduced 11" x 17", and digital PDF)

See Resource 1. Building Grade Requirements

See Resource 2. Survey Requirements

Building grades at all property corners and at both sides of all pedestrian and vehicle accesses.

Proposed municipal service connection locations and sizes (including LEC if required)

Proposed off-site works (e.g. sidewalks, curb and gutter, road paving)

Location of the pad mounted transformer or transformation room (if required)



**VIII. STORMWATER MANAGEMENT PLAN**

1:100 or 1/8" = 1'-0" scale (Four sets full-size , one set reduced 11" x 17", and digital PDF)

See Resource 5. Stormwater Management Three Units or More

See Resource 6. Monitoring and Reporting Guidelines for Stormwater Source Controls

Demonstrate the ability to meet City of North Vancouver stormwater requirements and clearly show proposed stormwater management features.

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**IX. CONTEXT MAP AND COLOUR STREET ELEVATIONS**

Street view and aerial images are available online [cnv.org/citymap](http://cnv.org/citymap)

Context map showing the site and surrounding streets illustrating the surrounding streets and the proximity to amenities such as schools, grocery stores and transportation.

Colour street elevations showing the current conditions and proposed project with surrounding buildings on both sides of the street.

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**X. BUILDING CODE DATA SHEET**

One paper version and digital PDF

Complete and submit the Building Code Data Sheet on the next page.

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. This will result in increased processing time and additional fee payment.



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## BUILDING CODE DATA SHEET FOR NEW CONSTRUCTION FOR COMPLEX BUILDINGS

### *Project Information* (please print clearly)

Project Address:	Type of Work: <b>New Building</b> <b>Addition</b>
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### *Building Information* (please print clearly)

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: <b>Combustible</b> <b>Non-Combustible</b>										
Building Area (sq.m.):	Building Height (m):				# of Storeys:								
Facing No. of Streets:	1	2	3	Grade Elevation:									
Sprinklers:	None	NFPA 13	NFPA 13R	NFPA 13D	Fire Alarm Required?			Yes	No				
Standpipe System?	Yes	No	Interconnected Floor Space?			Yes	No						
High Building?	Yes	No	Emergency Power?			Yes	No						
Mezzanines:	Yes	No	Alt. Solutions Required:						(Attach if yes.)				
Air Space Parcel formed due to construction:	Yes				No								

### *Spatial Separation* (please print clearly)

	Area of Exposed Building Face	Limiting Distance	Opening % Permitted	Opening % Proposed	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* (please print clearly)

Signature:	<b>AFFIX PROFESSIONAL SEAL</b>
Name:	
Date Signed:	
Phone:	
Email:	

## XI. BUILDING SECURITY CHECKLIST

Please refer to the [Construction Regulation Bylaw](#) for all building security regulations.

If a new, multi-family residential building(s) under Part 3 (or Part 9 buildings on top of Part 3 Storage Garages) of the BC Building Code is proposed, ensure that the checklist items below are addressed in the application. Also please complete the checklist to indicate compliance, and/or provide comments.

### Landscaping Drawings

All access and egress points to the building and shall be clear of landscaping for at least 0.9 metres (36 inches) on either side of all entrances and exit doors unless conditions allow a lesser clearance.

### Architectural Drawings

Circulation and egress for residential occupancies shall be independent of circulation or egress systems accessible by commercial and other occupancies of the building.

Other than elevator vestibules, any doors leading into rooms accessible directly from the parking area shall not have any glass areas within them.

Where a stair shaft servicing the storage garage connects to a storey containing an occupancy other than a storage garage, the stair shaft shall terminate at that storey.

Storage garages shall be restricted to egress only from the storage garage and shall exit directly outside the building without allowing access to residential lobbies.

Provide visitor parking areas separate from resident parking areas.

Access to a storage garage from a stair shaft enclosure or elevator shall be open to the exterior or be provided through a high visibility vestibule.

Security gates shall be provided at all vehicle entry points to storage garages.

Security gates shall be provided to separate visitor parking from resident parking.

Where required for egress, person-doors shall be located next to, but independent of, the parking gate and have a path of travel additional to the required width of the drive aisle.

Provide a CCTV monitoring room where signals are to be gathered in a central location and be available to be displayed on a monitor located in a room adjacent to the main lobby of the building.

## XII. SUMMARY OF PROJECT STATISTICS

<b>Civic Address</b>			
<b>Lot Count and Total Lot Area</b>			
<b>Required East 3<sup>rd</sup> Street dedication distance</b>			
<b>Zone</b>			
<b>Principal Use (Apt, TH, Rental)</b>			
<b>Requirements to exceed 0.5 FSR – indicate application and standard or quantity</b>			
<b>Amenity Share</b>			
<b>Energy Efficiency Standard</b>			
<b>Hydronic Energy Service</b>			
<b>Noise Mitigation</b>			
<b>Green Building</b>			
<b>Adaptable Design</b>			
		<b>Required</b>	<b>Proposed</b>
<b>Gross Floor Area</b> (square metres (square feet))	<b>Residential</b>		
	<b>Excluded</b>		
<b>Lot Coverage</b> (percentage)			
<b>Storeys from</b>	<b>Upslope lot line</b>		
<b>Height from</b> (metres)	<b>Fronting Street</b>		
	<b>Lane</b>		
<b>Setback from</b> (metres (feet))	<b>Int/Ext Lot Line 1</b>		
	<b>Int/Ext Lot Line 2</b>		
	<b>Front Lot Line</b>		
	<b>Rear Lot Line</b>		
<b>Total Dwelling Count</b>			
<b>Dwelling type</b> include number of Adaptable Design and Live-Work Units but not Lock-off Units	<b>Studio/bachelor</b>		
	<b>1 bedroom</b>		
	<b>2 bedroom</b>		
	<b>3+ bedroom</b>		
<b>Adaptable Design</b> include number of Live-Work Units and Lock-Off Units if applicable	<b>Level 1</b>		
	<b>Level 2</b>		
	<b>Level 3</b>		
<b>Live-work Units</b>			
<b>Lock-off Units</b>			
<b>Vehicle Parking</b> (number of spaces)	<b>Residential</b>		
	<b>Visitor</b>		
	<b>Car Share</b>		
<b>Bicycle Parking</b> (number of spaces)	<b>Secure</b>		
	<b>Short term</b>		

### XIII. SITE PROFILE

See [Site Profile Form with Instructions](#) for more information.



# STEP 2. PUBLIC CONSULTATION

## I. PRE-NOTIFICATION PROCESS

The City of North Vancouver encourages applicants to contact owners and residents of properties near their development site early in the development application process, prior to the required notification period. This is not a legal requirement under the Local Government Act/Community Charter, but is strongly encouraged.

This pre-notification process provides the opportunity for applicants to become aware of concerns that community members may have and to respond to them through changes to the development proposal. Some applicants choose to canvass the neighbourhood in person or send a letter of introduction to community members to get input regarding the proposal. The following materials have been prepared to assist applicants with the pre-notification process, should they choose to undertake it:

- [Resource 8. Letter of Introduction](#) to be written by applicant to the neighbours
- [Resource 9. Project Description](#)

If a report is submitted to the City regarding pre-notification process, it should include details regarding what materials were distributed and who was contacted, their address, and input regarding the proposal. Applicants are encouraged to discuss this process with Planning Staff prior to proceeding.

## II. EARLY NOTIFICATION

The Early notification process is a City requirement and must begin no more than 20 days after the application is received by the City to ensure that members of the community are aware of it early in the application process.

### EARLY APPLICATION SIGNAGE AND DEVELOPER INFORMATION SESSION (DIS)

**Requirements:** A sign must be placed by the applicant on the subject property at the applicant's expense to inform the public about opportunities for input. The applicant is also responsible for the printing, maintenance and removal of the sign. Staff will provide a copy of the sign to be printed in accordance with the following guidelines:

- Size:** 1.2m by 2.4m (4ft by 8ft), supported by 5cm x 10cm (2in x 4in) posts at each end of the sign.
- Content:** The City's DIS template must be used. The content is to be approved by staff and the sign must be produced at full-scale and in colour to improved legibility and recognition.
- Material:** Signs shall be made of a durable material acceptable to the City (e.g. plywood) and be waterproof
- Location:** One sign is required to face each principal street fronting the site (ie. a corner lot requires two signs), unless varied by the Director of Community Development.
- Timing:** Minimum of 10 days prior to the meeting or a maximum of 20 days following the application, if a meeting is not required.

A Development Information Session (DIS) is led by the applicant and informs residents about the details of the project and provides the opportunity to give feedback and ask questions. DIS meetings are designed to give the community the opportunity to learn and give feedback about the proposed development while it is still in its early stages. It typically takes place at a site of the applicants choosing.

Although Planning Staff usually attends these meetings as observers and as a technical resource, the applicant is responsible for the organization and management of these sessions. The applicant must provide a comment form and sign-in sheets for those in attendance (*Resource 7. [Comment Form and Sign-In Sheet](#)*) and provide a report to the City following the meeting, complete with sign-in sheets, comments, issues discussed, and how concerns (if present) were addressed in revisions to the proposal.

DIS meetings are typically an open house format with one on one discussion. Applicants should be prepared to make a presentation depending on public attendance. Town Hall Meetings are more formal and usually have three parts:

- 1) An open house period, where the applicant provides display boards describing the project and is available for one-on-one discussion.
- 2) A presentation by the applicant.
- 3) A group discussion period where the applicant responds to questions.

## MOODYVILLE DEVELOPMENT PERMIT APPLICATION

<Address of property here>

**PROPOSAL:**

<Applicant> has submitted a Development Application for <address> to <nature/description of application>.

<Applicant> will be hosting an information session where interested members of the public will have an opportunity to learn about and respond to the application.

**APPLICANT:**

NAME: <Name of Applicant>  
 COMPANY: <Name of Applicant>  
 EMAIL: <Email Address of Applicant>  
 PHONE: <Telephone Number of Applicant>

PROPOSED DEVELOPMENT SITE

SITE PLAN

**FOR MORE INFORMATION AND TO SHARE YOUR OPINION:**


DEVELOPER INFORMATION SESSION

**LOCATION:** <Meeting Location address>  
 <Meeting Location address>

**DATE:** <Date of Meeting>

**TIME:** <Time of Meeting>

**CITY OF NORTH VANCOUVER CONTACT**  
 Name, Position  
 email@cnv.org phone




### EARLY APPLICATION MAIL-OUT

**Requirements:** Mail-out must be delivered by the applicant to properties within a 40 metre radius of the subject property, via Canada Post or hand delivery (paid for by applicant) and must include information about the development proposal and the date, time and location of opportunities for input. Planning Staff must review and approve the mail-out prior to distribution.

**Timing:** Delivered a minimum of 10 days prior to the Developer Information Session.

Front



**Development Information Open House**  
 Early Public Input Opportunity  
 Rezoning Application  
 313 - 333 East 14<sup>th</sup> Street

Date: Tuesday, January 8, 2008  
 Time: 6:00 - 9:00 p.m.  
 Place: Lions Gate Hospital, Auditorium  
 Access off East 13<sup>th</sup> Street, Hospital Entrance

Back



The City of North Vancouver has received a rezoning application from Vancouver Coastal Health Authority for this property for a 15-bed palliative care hospice. The proposed building would be one-storey with a partial second floor over the west end. Two disability parking spaces are proposed at the rear of the site, accessible from the Lane, and 22 parking spaces are proposed on the properties to the immediate south across the lane.

Interested members of the public are invited to attend the Development Information Open House with the Applicant for an early opportunity to review the proposal and offer comments.

**Applicant Contact**  
 Roger Artis  
 BTY Group  
 2288 Manitoba Street  
 Vancouver, BC V5Y 4B5  
 +T: 604.734.3126  
 rogerartis@bty.com

**City of North Vancouver Contact**  
 Richard White, Director  
 Community Development Department  
 141 West 14<sup>th</sup> Street  
 North Vancouver, BC V7M 1H9  
 +T: 604.990.4215  
 rwhite@cnv.org

**EARLY APPLICATION NEWSPAPER ADVERTISEMENTS**

**DEVELOPER'S INFORMATION SESSION**

<Applicant Name> is holding an information session where interested members of the public are invited to learn about our application for a <number of stories>, <land use> building located at <site address>.

Meeting Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Contact Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Email \_\_\_\_\_

Drawing / Rendering

Community Development Contact: Name, phone number, email  
 This meeting has been required by the City of North Vancouver as part of the rezoning process.

**Requirements:** The notice must include information about the development proposal and the date, time and location of the meeting. Planning Staff must review and approve the review the advertisement prior to publishing.

**Timing:** Published in two consecutive local newspapers, not less than three and not more than 10 days prior to a Development Information Session.

The North Shore News is published on Wednesdays, Fridays and Sundays. Please contact for advertisement submission deadlines early in the process.

**Please provide Planning Staff with a draft newspaper advertisement and mail-out for approval before sending, and supply a photo of the installed sign for our records.**



# STEP 3. ADVISORY DESIGN PANEL REVIEW PURPOSE AND SUBMISSION REQUIREMENTS

Council appoints advisory groups to provide input on development proposals. Moodyville Development Permit applications are referred to the Advisory Design Panel for comment. Please review the information below, as well as the [Advisory Design Panel Submission and Presentation Guidelines and Checklist](#).

## PURPOSE

ADP considers design including:

- Site context and the impact on the natural and built environment;
- Bulk, scale and relationship of the buildings and liveability of the development;
- Compatibility with the Moodyville DPA Guidelines; and
- Quality and consistency in the architectural and landscaping design and finishes.

## CONTACT

[www.cnv.org/adp](http://www.cnv.org/adp)

David Johnson, Planner 2

604-982-4219

djohnson@cnv.org

Rachel Fish, Committee Clerk

604-990-4204

rfish@cnv.org

## DELEGATION AND SUBMISSION

The regular schedule for ADP meetings and submission deadlines are as follows:

<b>Date</b>	<b>Digital</b>	<b>Paper</b>	<b># Copies</b>	<b>Required Delegation</b>
Third Wed	14 days prior	14 days prior	15	Developer, Architect, Landscape Architect

The submission must contain all information listed below under Contents. All materials must be legible with written materials a minimum 11 point font size. Printed and digital materials in the quantity indicated above must be delivered to the Committee Clerk no later than noon 14 days prior to the meeting. Collate and staple materials, but do not use plastic covers or spiral bindings. All required models and/or A/V submissions should be brought to the meeting. Digital presentations may supplement or replace full-size presentation boards. Please advise the Committee Clerk two days prior to the meeting if you wish to make a digital presentation. Incomplete submissions will not be accepted and will delay the time required to process your application.

A delegation consisting of the registered professionals listed above must attend the meeting and present the application for a maximum of ten minutes. The presentation should include an introduction of the delegation, description of any requested variances and overview of neighbourhood impacts. The committee will then ask questions of the delegation. Following the question period, the delegation may

observe—but cannot participate in—the committee’s subsequent deliberation. The delegation will have an opportunity to speak to the items raised by the Panel before a motion is voted on.

## **MORE INFORMATION**

For more detailed information including guidelines for presentations and a submission checklist, please refer to the [Submission and Presentation Guidelines and Checklist](#).

# DEVELOPMENT APPLICATION RESOURCES

The following templates and sample formatting have been prepared to assist applicants in the preparation of materials for an application submission and for consultation processes. These [Development Application Resources](http://www.cnv.org/property-and-development/building-and-development/development-applications/development-application-resources) can be accessed at <http://www.cnv.org/property-and-development/building-and-development/development-applications/development-application-resources>

- Resource 1. Building Grade Requirements
- Resource 2. Survey Requirements
- Resource 3. Landscaping Requirements
- Resource 4. Stormwater Management – One to Two Units
- Resource 5. Stormwater Management – Three Units or More
- Resource 6. Monitoring and Reporting Guidelines for Stormwater Source Controls
- Resource 7. Guidelines for the Submission of Transportation Studies to Accompany Development Applications
- Resource 8. Letter of Introduction (Sample)
- Resource 9. Project Description (Sample)
- Resource 10. Comment Form & Sign in Sheet (Sample)

**Other Relevant Materials:**

[Notice of DCC Charges](#)

[Density Bonus and Community Amenity Policy](#)

[Moodyville Development Permit Area Guidelines](#)

[Advisory Design Panel – Submission and Presentation Guidelines and Checklist](#)

[Site Profile Form with Instructions](#)