

This Development Permit Guideline Checklist must be completed and submitted as part of a complete Development Permit application. The checklist helps applicants demonstrate how their proposal addresses the applicable Development Permit Area guidelines and assists staff in reviewing the application.

For each guideline, applicants must provide a written explanation describing how the proposal meets the guideline or, where applicable, why it does not. Statements such as “see plans,” “refer to drawings,” or similar references are not sufficient and will not be accepted in place of a written response. Supporting plans and reports may be provided but are intended to supplement, not replace, the explanations provided in this checklist.

Form and Character DPA Guideline	Applicant Comments	City Staff review
Business Park Form and Character Guidelines		
Massing and Orientation 1. The siting, massing, shape, pattern, roof line and exterior finish of buildings should be sufficiently varied to provide visual interest.		
Circulation, Site Access, and Parking 2. Outdoor parking and loading areas relating to operations of the business should be located to the sides and rear of buildings where possible.		
Architectural Design 3. Painted or unpainted concrete may be used but must be combined with at least two other exterior materials on building faces that are visible from the public realm, such as wood, stone, brick, masonry, fibre cement siding or metal.		
4. Refuse and recycling areas shall be screened from surrounding roads.		
Landscape Design 5. Outdoor storage of equipment or materials should be placed at the rear of the site to provide screening from		

surrounding roads and any visible residential areas.		
6. Landscaping shall be provided to enhance the appearance of buildings and screen other necessary features. Landscaping shall be provided along all property lines abutting perimeter roads. All areas not used for buildings, outdoor storage or parking shall be landscaped. Irrigation of landscaping should be installed where drought tolerant or xeriscape landscaping is not provided.		
7. Landscaping features and finishing details shall be provided in association with security chain link fencing to reduce the negative visual impact for that part of the fence visible from the street.		