

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	City Staff review
Commercial & Mixed-Use Form and Character Guidelines		
Siting, Massing & Orientation 1. On corner sites, develop both street facing facades as front elevations with pronounced entrances oriented to the corner and/or primary streets.		
2. Locate and design entrances to create building identity and to distinguish between individual ground floor units and/or commercial and residential entrances (in mixed use buildings). Alcoves, varied doorway materials and varied compatible colours are encouraged.		
Circulation, Site Access, and Parking 3. Buildings shall provide pedestrian access to storefronts and businesses from the adjacent public street or rear parking area and orient upper story windows and balconies to overlook adjoining public open spaces and capture views.		
4. On corner lots, off-street parking and services are permitted only in the shaded area (as shown in Figure 5), unless subterranean (rear of the building with parking access from the		

lane or side street).		
5. Provide mid-block public pedestrian street connections on street blocks longer than 180 metres between perpendicular streets.		
Parking Structures 6. Where possible, all garage structures and parking should be located to the rear or beneath buildings. Surface parking shall not be located between a mixed-use building and the primary street frontage.		
7. In developments with above-grade parking, nonparking uses or special façade treatments should be provided along street frontages to improve the building's appearance, activity, and character. On façades that do not face the street, parking structures should be screened with landscape elements such as berms, mass planting, vertical vegetation, and decorative panels to soften their visual impact.		
8. Rooftop parking structures should include landscaping to reduce the visual impact as seen from above, including around the perimeter.		
9. Residential buildings should incorporate individual entrances to ground floor units accessible from the fronting public street with usable patio or terrace space throughout Downtown, and on collector and local road frontages outside Downtown. Such entrances shall include landscaping elements for shading and privacy.		
10. In situations with little or no surface parking, the ground level parking areas in a parking structure should have sufficient height		

clearance to accommodate most pickup trucks and work vans.		
11. Clear signage to delineate commercial, residential, and residential visitor parking spaces must be integrated throughout parking areas.		
Architectural Design 12. The integration of outdoor seating areas adjacent to sidewalks is encouraged.		
13. Shop fronts (including large floor plate commercial developments) shall be transparent to allow visibility of (private) uses from the (public) sidewalk and allow for casual surveillance from inside out.		
14. Primary buildings shall recess entries from the sidewalk or property line by 1.2 metres to provide for door swings, visual relief and weather protection with attractive facades, canopies and awnings on primary retail streets. Incorporate frequent entrances into commercial frontages facing the street with a maximum spacing dimension of 15 metres.		
15. In mixed-use buildings, architecturally differentiate residential entrances from business entrances.		
16. Minimize walls without window, door, or patio relief to the greatest extent possible. Where unavoidable, such walls shall include a variety of cladding materials and landscaping, or murals to improve visual interest.		
17. Commercial signage should be attractive, clearly identify building uses and addresses, be scaled to		

pedestrians rather than motorists, and comply with the City's Sign Bylaw.		
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