

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
General Form and Character Guidelines		
Siting, Massing & Orientation 1. Position buildings to protect and retain mature trees to the greatest extent possible, except within the Wildfire Interface Area of the Hazardous Condition DPA where this may conflict with FireSmart BC Landscaping Guidelines.		
2. Orient buildings and entrances towards streets, and where applicable, abutting public spaces and sidewalks.		
3. Orient prominent building components, such as main lobbies, principal entrances, entrance plazas, and/ or active interior spaces, towards the primary street frontage.		
4. Position windows, patios, and balconies so they are clearly visible from the street and overlook public sidewalks and open spaces.		
5. Buildings should refrain from having the side wall of an end unit facing the primary frontage. Should it not be feasible to change the building layout, the side wall of the end unit should be		

designed as though it is front wall and interact with the street through the addition of doors, windows, gable ends, and similar treatments.		
6. Developments should, where possible, use natural materials such as wood timbers and plants that reflect the local landscape and include decorative features that show the city's history.		
7. On corner sites, buildings should be oriented to both street frontages and architectural details on the flanking street should have the same level of detail as the primary street.		
8. Where mixed-use sites abut residential sites, orient and design buildings to minimize noise and visual overlook of commercial uses on residential uses.		
Circulation, Site Access, and Parking 9. Safe, convenient, well-lit, attractively finished and efficient vehicular and pedestrian circulation, internal to a development, must be provided, to ensure adequate access for emergency vehicles, definable separation of parking and walkways from loading and service areas and to provide pedestrian connection to other public walkways and neighbouring sites, where relevant.		
10. Concrete and pavers should be the primary materials used for on-site pedestrian circulation.		
11. Developments should consolidate service functions where possible, including the use of shared public and private lanes, main aisle driveways, parking areas, and service courts.		

12. Parking lots must be landscaped for visual interest, to buffer adjacent properties and to minimize heat gain caused by large contiguous paved surfaces (i.e. landscape islands, berms, trees, low walls and decorative fences) without compromising the safety and security of the public inside the lot and on public streets.		
13. Minimize the surface area of blacktop parking by using alternate treatments and by complementing the asphalt with a variety of paving materials such as concrete, decorative pavers, and landscaping.		
14. Wherever possible, create rear lane access for vehicles and leave front access for pedestrians only.		
15. Where mixed-use sites abut residential sites, locate and design site access, circulation, and parking to minimize impacts of noise, overlook, and emissions generated from commercial uses on residential uses.		
Site Servicing 16. Locate uses such as loading, garbage collection, utilities and mechanical equipment, away from public view and screen with landscaping or architectural screens.		
Solid Waste Management 17. New multi-unit, commercial, and industrial developments must provide onsite waste stream collection and separation facilities by: a. Incorporating full recycling options for the completed development (e.g., mixed recycling, and when feasible organics), as well as garbage collection.		

b. Designing new developments to include adequate on-site waste diversion facilities located at grade for convenient access, and site them so they do not interfere with public access, circulation routes, or parking areas. c. Locating at the rear of the site where outdoors, out of public view from the street and existing residential development. d. Designing them to be barrier free and easily accessible for all users. e. Providing recycling, organics, and waste disposal areas sized to accommodate the full build-out of the proposed development. For phased developments, waste management areas must be designed to allow for future expansion to serve additional units.		
Accessibility 18. Apply universal design principles to primary building entries, sidewalks, plazas, mid-block connections, lanes, parking and courtyards through the appropriate selection of materials, stairs, and ramps as necessary, and the provision of wayfinding and lighting elements. Visual, tactile and acoustic elements and barrier-free changes in grade and road crossings should be considered in all aspects of design.		
19. Provide curb-cuts or curb let-downs in appropriate locations to facilitate convenient and direct access from the parking space(s) to the building(s) for people with disabilities. Pedestrian movement should be designed to avoid any obstruction by parked vehicles.		

20. All parking spaces allocated for people with disabilities should be located as close as possible to the main entrance to a building and easily identified.		
Bicycle Parking 21. Provide covered short-term bicycle parking in highly visible locations, such as near primary building entrances; and provide long-term bicycle storage facilities within buildings for residents' use.		
22. Bike racks shall be made of sturdy, theft-resistant material, securely anchored to the ground; and shall be designed to support the bicycle frame, not the wheels, and allow both the frame and the front wheel to be locked to the rack with a U-style lock.		
Landscape Design 23. Landscaping is a major, integral part of a project design and should be coordinated to create a pleasing composition and cohesive look, define and enliven public spaces, moderate building massing, emphasize and frame important building features and natural focal points, screen and buffer parking and utility areas, and provide shade for comfort.		
24. Encourage site layouts that preserve existing mature trees and viable planting sites for medium/large trees in the adjacent public realm.		
25. Design open and landscaped areas to preserve and highlight existing mature trees wherever feasible. Where not feasible, consider utilizing a tree spade to relocate significant vegetation.		

26. Areas of existing, undisturbed native vegetation that wholly or partially satisfy landscaping requirements, and areas specifically designed as xeriscape or planted with drought-resistant native species, may be exempt from the requirement to install a permanent, fully automatic irrigation system, provided the applicant demonstrates how the vegetation will be successfully established and maintained.		
27. Landscaped areas should primarily feature trees, shrubs, perennials, grasses, and similar plantings. Lawn areas should be used minimally (no more than 25 percent) of overall landscaping.		
28. 75% of all Landscape Areas shall be planted with soft landscaping.		
29. All horizontal areas between each tier of a retaining wall shall be fully planted with soft landscaping.		
30. Use CPTED principles to ensure good visual surveillance of all outdoor open spaces.		
31. Provide screening through landscaping for parking areas adjacent to road frontages and for electrical kiosks and mechanical equipment on private lands in view from public walkways.		
32. Design sites to minimize water use for irrigation by using strategies such as: a. Designing planting areas and tree pits to passively capture rainwater and stormwater run-off. b. Selecting drought-tolerant species.		

c. Using lower water requirement systems such as drip irrigation. d. Using recycled water for drip irrigation systems.		
33. Landscaped areas that can infiltrate and manage stormwater, including planting beds, bioswales, and rain gardens, are encouraged to reduce runoff from surface parking lots and rooftops. The use of permeable paving materials for parking areas and other hard surfaces should also be considered to support on-site infiltration.		
34. Where landscaping is installed with a permanent, fully automatic irrigation system, the system must be designed and installed in accordance with, or exceeding, the standards of the Irrigation Industry Association of British Columbia (IIABC).		
35. Fences and landscaped edges shall be used to visually screen outdoor storage areas and other visually unattractive land uses from public view. Landscape screening is also required in the following situations: a. Along all parking areas adjacent to road frontages. b. For electrical kiosks and mechanical equipment on private lands in view from public walkways. c. In mixed-use and commercial zones, along all lot lines abutting zones other than mixed-use or commercial. d. In Industrial zones along all lot lines abutting zones other than Industrial. e. Around all rear and side yards used by a residential care facility or child care facility. f. Around all utility boxes and		

transformers, provided that no landscape screen is located within g. 2.5 metres of access doors or within 0.3 metres of any other portion of the equipment. h. Around any heating, ventilation, or air-conditioning equipment located within 3.0 metres of a window or door of a dwelling unit on an adjacent Lot.		
36. Where fences are used for screening purposes, they shall meet the following requirements: a. Be constructed of wood, stone, masonry, or high-quality composite materials. b. Where combined with landscape screening, decorative metal or wrought-iron fencing is encouraged, provided the design is wildlife-friendly and does not pose a risk of impalement. c. Where a chain-link fence is proposed on lands used for commercial or industrial purposes and abuts a parcel zoned for residential use, a minimum of 75% of the fence surface area shall be screened through massed planting or landscaping. d. All fencing materials shall comply with the City's Zoning Bylaw, which generally prohibits barbed wire, razor wire, or other high-security fencing, except where necessary for agricultural or industrial uses		