

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
Multi-Unit Form and Character Guidelines		
Siting, Massing & Orientation 1. Design new multi-unit residential developments to incorporate indoor and/or outdoor common amenity areas that are appropriately sited and oriented to serve intended occupants, such as play areas, shared meeting spaces, and storage facilities.		
2. Design and orient buildings to maximize access to natural light for all units in the development and adjacent developments.		
Circulation, Site Access, and Parking 3. Garage and ancillary units should be accessed via rear lanes, alley ways or mews where possible.		
4. On corner parcels, common vehicular access to parking areas should be from the flanking road as opposed to the primary frontage road, or the road with the lower road classification (e.g. collector road on a corner parcel with arterial and collector frontages).		

5. Provide mid-block public pedestrian circulation on street blocks longer than 180 metres between perpendicular streets.		
6. Provide pedestrian circulation throughout townhouse developments to avoid the need for pedestrians to walk on drive aisles.		
7. Where apartment developments do not have rear lane access or street parking on the fronting street, provide vehicular access to accommodate temporary parking for moving trucks and deliveries.		
Architectural Design 8. Where a development includes more than one building on a single parcel, each building must employ a distinct architectural design. Variations should be evident in building form, massing, façade articulation, rooflines, materials, or detailing to avoid repetitive or uniform building designs across the site.		
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.		
Amenity Areas 10. Medium and high-density residential developments are required to provide amenities that are scaled in size and complexity to match the scope and scale of the proposed		

development, to support a high quality experience for residents and visitors as per Table 4: a. High-quality, functional outdoor public amenity spaces, such as plazas, parks, or other gathering areas, that are accessible to all residents and directly connected to the public realm. These spaces should be designed, constructed, and maintained at the expense of the developer or property owner. b. Private indoor and outdoor amenity spaces, including courtyards, social or event rooms, accessible terraces or green roofs, fitness facilities, or similar features. These spaces should be designed to be accessible to occupants of all ages and abilities.		
11. Multi-unit residential developments comprising five (5) dwelling units or more must provide private and/or communal amenity space for resident use. Outdoor amenity spaces should be designed to be safe and usable, with grades not exceeding a 5% slope.		
Landscape Design 12. Exterior private-use areas should be screened (landscaping, fences) from common-use areas, adjacent dwellings, pedestrian circulation, vehicular access or parking areas.		
13. Buildings fronting arterial roads or provincial highways should provide enhanced setbacks (4.5 metres or more) and significant landscaping with a mixture of trees and shrubs to achieve privacy and minimize noise and air pollution from vehicular traffic.		

14. Child and youth play features should be integrated into on-site amenity areas.

Table 4. Outdoor Amenity Space Requirements Developments with 5 or More Dwelling Units

Criteria	Private Amenity Space	Communal Amenity Space
Minimum Amenity Space	3.5 square metres per dwelling unit, provided as a contiguous space	3.0 square metres per dwelling unit or 70.0 square metres per lot, whichever is greater
Minimum Dimensions / Size	No dimension of a contiguous Private Amenity Space shall be less than 1.25 m	No Communal Amenity Space shall be smaller than 35.0 square metres of contiguous area
Location	N/A	May be provided in the form of a rooftop patio
Access	N/A	Communal Amenity Spaces shall be available at all reasonable times to all residents of the Development