



Revised March 11, 2024

## ADP SUBMISSION REQUIREMENTS

All submissions to the Advisory Design Panel (ADP) must clearly illustrate the development proposal and must be self-explanatory.

- Label drawings and correspondence as "Submission to ADP" with the ADP meeting date and the City of Surrey file number (e.g., 7917-0347-00). Include the address, and the name of the developer, and the consultant team on the cover sheet.
- Submission Packages: The Applicant shall submit to the Project Planner:
  - One (1) set of consolidated\* PDF files of ADP submission drawings and briefs/rationale.  
  
*\*Very large projects may use multiple PDF files to manage file size.*
  - Maximum size of each file to be reduced to 10MB each and images unmasked/flattened.
- Deadline – Submission packages must be delivered no later than 12:00 noon, Tuesday, in the week prior to the ADP meeting date for the project. Digital models and 3-D animations should be submitted Tuesday, two days before ADP for review.
- In the case of an in-person meeting, any physical materials brought to the meeting will be taken away by the applicant after the meeting and not stored at City Hall, unless specifically requested.

*Please Note: The ADP requests that presenters must be registered members of the AIBC or BCSLA respectively.*

**Submission packages shall include the following material:**

**1. WRITTEN BRIEFS:**

- Describe the relevant planning policy, project description, and site context. Respond to any requested policy amendments or variances.
- Describe the design concept including vehicle and pedestrian circulation, parking, form and character, landscape concept, CPTED strategy, disabled access.
- Describe response to urban design planning policy (refer to the City of Surrey OCP DP Guidelines: Form & Character, and relevant NCP or local area plan design guidelines, as applicable).
- Describe environmental/building sustainability features in a separate brief, clearly itemizing specific actions\_(note - this is not the *sustainability checklist* submitted for the application).

**2. DRAWINGS:**

- All drawings to be formatted to be readable on n x 17 format including fonts, dimensions, etc.
- All drawings to be submitted in metric measurements (imperial can follow in brackets).
- Include a graphic scale and north arrow, preferably with north oriented to the top of the page on applicable drawings.
- Any printed drawing booklets submitted should be recyclable with no plastic covers or binding.

**2.1. Architectural Drawings**

- Context Plan - Show existing/proposed buildings and trees, vegetation, roads, grading, and other major features within the site and on the abutting properties and road allowances (1:500, or 1"=50'-0").
- Context Photos - Provide a separate sheet showing photographs of site and surroundings with key plan.
- Site Analysis - Provide site analysis diagrams to illustrate the site design issues and constraints, e.g., setbacks, grading, surrounding land use, existing trees, open space, pedestrian paths.

- Shadow diagrams - For 4 storey and higher buildings - Show 3 diagrams at each of the Equinoxes (March / September). and Solstices (June/December) -at 10am, noon, and 2pm (UTC 7).
- Design Concept, Precedent Images - Provide a schematic design diagram to illustrate the design concept and main organizing principles, e.g., vehicle access, pedestrian circulation, massing, views, etc.; precedent photographs - provide photographs of example projects to illustrate the proposed design character for the building and landscaping.
- Site Plan and Floor Plans - Show site dimensions, grading, setbacks, easements, right-of-ways and paving. Show existing and proposed grades as a minimum at the building and site perimeter, *FFE*s, and all parking and pedestrian paths. Show building dimensions, use labels, i.e., CRU.
- Streetscape Elevations - Include proposed buildings and existing and proposed adjacent buildings drawn in scale.
- For towers - Show additional ground level/podium elevations at a larger scale to show ground interface details.
- Elevations - Show all facades in colour with exterior finishes and colour references/notations. Include light fixtures and features.
- Sections - Show sufficient cross sections to show floor heights, specialty feature areas such as 2 storey volumes. Include relationship to grade, parking drops; extend sections across the property lines.
- Colour scan or photo-realistic documentation of material sample/colour board to be included in the drawing package.
- Unit Plans - For residential buildings include unit plans (1:50 or 1/4" = 1'-0").
- Signage - If a signage permit is proposed with the development permit - show sign location(s), setbacks, dimensions, and materials and note any requested variances to the City of Surrey Sign By-law.
- 3D/Perspective Drawings - Provide colour perspectives or rendered 3D digital model views to illustrate the form and character.
- Model views - Submit local and, for high-rise buildings, distant views to illustrate the project's impact and response to its current and expected future context.

*Please note: Coloured elevations and 3D perspectives are required for submission/presentation to City Council.*

## 2.2. Landscape Drawings

- The ADP requests drawings prepared by a BCSLA Registered Landscape Architect for all projects.
- Tree Retention Plan - Indicate all existing trees to be retained and/or removed; coordinate with the arborist's report.
- Landscape Plans and Plant List - Provide colour site plans showing planting, paving, grading, lighting, gates, and location/screening of outdoor equipment. Existing and proposed conditions shown on separate plans. Include a plant list with graphic key, botanical and common names, sizes, and quantities readable on 1:17 format.
- Fencing Plan - Provide a separate plan showing all fences, gates, walls, trellises, and cross reference with clear symbols and/or legends to details.
- Details - Provide plan and section details of feature areas, e.g., patios and entries; provide details of landscape structures, fences, walls, furniture, paving, lighting fixtures, etc.

## 2.3 Civil Drawings

- Key plan showing dedications, grading, off-site sidewalks, and roadways.

## 3. PRESENTATION MODEL

For high-rise or large-scale projects, submit a model as outlined below. For in-person meetings, where a physical model is presented, it must be brought to the ADP meeting and taken away after. Digital models and animations should be submitted to staff.

Low-rise proposals may submit a model at the discretion of the Urban Design Planner.

Digital model Fly-through animation:

- Time - max 1-2 minutes commensurate with development size. Longer animations may be accepted in consultation with staff.
- File size - Provide a legibly sharp and smooth video with minimum resolution of 1080p to a maximum of 2K. Test the animation at standard internet bandwidth to ensure it can run without lagging on Microsoft Teams.
- Model and context - Include adjacent context (minimum 1 block in each direction) and differentiate all phases and context using model textures, e.g. existing buildings are solid neutral forms, and future potential. or approved-but-not-built buildings are translucent neutral forms. (Neighbouring buildings may be made translucent or wireframe as needed to show proposal in some views).

- Models for detailed DPs should show the proposed materials, fenestration, and colours the subject site. Landscape must match drawings. Ensure that the model orientation and sun path are coordinated and accurate.
- Camera/flight path - The camera path should provide smooth views to all aspects of the project without abrupt direction changes. The camera field of view angle should be close to the natural eye to avoid distortion. The first scene should show a static aerial perspective of the site in its context, to orient the viewer to the overall site layout. The second scene should move the camera towards the buildings while hovering around the site and finish at street level. Following scenes should show the public realm interfaces, entries, neighbouring building interface, amenity areas, and courtyards. including pedestrian level points of view.
- Multiple scenes can be cut together in an intuitive order. Animated shadow studies may be included.
- For Detailed DPs, zoom in to show the building and landscape materials, as well as key details, including public arts. plazas, etc.
- Speed - The video speed should allow for comfortable viewing of the proposal, i.e., approximately 15-20 seconds to circle a building, with gradual changes in pace if needed. To show materials at least 10 seconds are needed per view/pan to understand interfaces and details.

OR

- Physical model - Minimum scale: 1:200; include immediately adjacent context and differentiate all phases and context using model materials, i.e., existing buildings are wood, and future potential, or approved-but-not-built buildings are plexiglass. Models for detailed DPs should have clear reflection of the proposed materials, fenestration, and colours. For remote meetings. a physical model should be available for detailed review through live video. High quality photographs should also be available.
- Projects of varying scales and scope (e.g., masterplan, or general DP) may necessitate alternate scale models, at the discretion of the Urban Design Planner.

#### 4. DIGITAL STUDY MASSING MODEL

- 3-D digital massing model - Required for all projects in City Centre or at the discretion of the Urban Design Planner.
- Model format - Google Sketchup or AutoCAD format; include 3D geo-reference and geographic orientation of all lot lines.
- Purpose - To be submitted to the Planning Department to be included in the City of Surrey GIS database and to illustrate the design response to context. After presentation to ADP, the model shall be revised to reflect the approved DP design, if required.

***NOTE:** Refer to Architectural Institute of BC (AIBC) Architects Regulation, Reserved Practice of Architecture for buildings requiring an architect. The AIBC Bylaws, Code of Ethics and Professional Conduct prevents Architects from reviewing proposals which contravene the Architects' Regulation or Bylaws.*