

ADP SUBMISSION REQUIREMENT

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 a graphic scale and north arrow, preferably with north oriented to the top of the page on applicable drawings.
- Submission Packages: The Applicant shall submit to the Project Planner:
 - fourteen (14) reduced sets (11" x 17"), and
 - one (1) set of pdf files of ADP submission drawings and briefs/rationale.
 - 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.
- Bring to the meeting - The applicant must also bring all presentation materials to the ADP meeting, e.g., mounted presentation boards, physical models, memory stick of electronic presentation or laptop and material sample/colour board. These materials are taken back by the applicant after the meeting and are 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 readable on 11 x 17 format including fonts, dimensions etc;
- All drawings to be submitted in metric measurements (imperial can follow in brackets);
- Drawing booklets 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 the Equinox (March/September) 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, FFEs 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 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.
- 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 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 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.

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 11x17 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.

3. MATERIAL SAMPLE/COLOUR BOARD

Brought to the ADP meeting and taken away after. The size or format is not restricted (except by the size of the scanner for inclusion in the drawing package).

4. PRESENTATION MODEL

Brought to the ADP meeting and taken away after.

- Physical model - for high-rise or large scale projects, submission of a 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.
- Projects of varying scales, and scope (e.g. masterplan, or general DP) may necessitate alternate scales, at the discretion of the Urban Design Planner;
- Digital model – in exceptional circumstances a digital model may be considered, at the discretion of the City Architect.

5. DIGITAL STUDY MODEL

- 3-D digital massing model - required for all projects at 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.
- Model views - submit local and distant views to illustrate the project's impact and response to its context. Provide shadow diagrams as noted above under 2.1 Architectural Drawings.

NOTE: Refer to Architectural Institute of BC Bulletin #31 for buildings requiring an architect. <http://aibc.ca/about/regulatory-authority/bulletins/> The Architectural Institute of BC has instructed its members sitting on Design Panels not to review building designs which contravene the Architects' Act.