



APPLICANT GUIDE

STAGE 1 – PRELIMINARY/CONCEPTUAL REVIEW

OFFICIAL PLAN AMENDMENT/ZONING BY-LAW AMENDMENT/
 DRAFT PLAN OF SUBDIVISION APPLICATIONS

General Project Data	
Project Name/Address:	
DRP Meeting Date:	
City File Number:	
First Draft of Submission Package Due Date:	
Final Submission Package Due Date:	

The Design Review Panel (DRP)

The Design Review Panel is an advisory body operating under the Planning & Urban Design Department, functioning as an independent panel of experts offering advice to City staff and applicants on matters of design for projects subject to the municipal planning process. The Panel provides professional advice and recommendations in achieving design excellence on projects with respect to built form, landscape architecture and the public realm, including mobility considerations. These recommendations are advisory and not binding on the City’s development review process.

Panel meetings occur monthly. The Panel will review projects that the Planning & Urban Design Department deems appropriate for review by the Panel. Projects selected for review include those within major intensification areas or Secondary Plan areas, including special character areas of the City, major mixed-use and high-density residential developments and/or other projects as determined by the Director of Planning & Urban Design.

Applicant Submission Package Materials

Below are submission materials for the Design Review Panel session. Please submit a first draft of the applicant submission package to the City **three (3) weeks** in advance of the session’s scheduled date. Upon review of the package by staff, additional edits may be requested. The package should be finalized **one (1) week** in advance for circulation to the Design Review Panel.

Submission Requirements

All materials noted below are to be submitted digitally in PDF format and batched into one file, with high-quality images and including legible dimensions. The [Applicant Project Summary Form](#) may be submitted separately.

- **Applicant Project Summary Form;**
- **Aerial Photo Context Plan** identifying site, surrounding streets, blocks, parks & open space, public amenities, active transportation facilities and natural heritage features;
- **Development Context** identifying any recent and/or future development applications in the area;
- **Existing Conditions and Context Images (with key map)** showing areas of interest, existing scale and character of the area and heritage designated properties located in the immediate vicinity of the subject site;
- **Conceptual Site Plan** showing building footprints, ground floor uses, grading, access, service & loading, surface parking and underground parking access;
- **Conceptual Elevations, Floor Plans, Cross Sections and Drawings** showing at-grade condition (1:50 scale) as well as angular plane analysis;
- **Structuring Design Diagrams** which explain organizing ideas of the site plan in relation to its broader context, including pedestrian, vehicular and active transportation circulation, the layout of the building's programming and components, including its overall built form, massing and articulation.
- **Coloured Perspective Drawings, 3D Coloured Renderings and/or Massing Models** showing aerial view of buildings within the surrounding neighbourhood context, including street view(s) from the pedestrian perspective to show fit within streets, human scale attributes and the public realm.
- **High-level precedent Images and options of built form**, showing treatment of building and massing, including the podium, tower and tower top, ground floor uses/condition, public-private transition and façade articulation.
- **Conceptual Landscape Plan** showing street animation, pedestrian scale environment, shared outdoor amenity areas, treatment of areas with grade differences, including the vertical plane;
- **Phasing Considerations** for how the development will be built out and when private outdoor amenity spaces, parks and other public amenities will be delivered, including interim conditions; and
- **Sun & Shadow Analysis** to demonstrate shadow impacts of the development on public realm and open spaces. Please refer to the City's Sun/Shadow Terms of Reference for requirements.

Presentation

- On the day of the Panel Meeting, a representative of the applicant (designers/architect) will provide a brief **10-minute** presentation to the Panel Members. The Presentation should focus on the design aspects of the proposal. The presenter is expected to present the PDF of the *Applicant Submission Package*, submitted prior to the City. Amended presentations brought on the day of the meeting will not be accepted.
- The Panel will ask clarification questions, then discuss the project and offer comments and recommendations.
- The applicant's presenter may respond to clarification questions, but is not expected to respond to or debate Panelist's comments.

What to Expect After the DRP Meeting

- Following the DRP meeting, City staff will issue meeting minutes to the applicant to summarize comments and recommendations raised at the meeting.
- The applicant will review Panel recommendations and work in collaboration with City staff to address design matters through the development review process.

For further information or questions, please contact the file Urban Designer or the Design Review Panel Coordinator below:

Oscar Lam

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