



ADP Submission Checklist

Application No. _____ File Manager _____

This checklist is being provided to you by your File Manager, to assist in preparing the materials for submission to the Advisory Design Panel (ADP). Please refer to the [ADP Submission Form](#) and the [ADP Requirements Brochure](#) for submission requirements in terms of explanatory letters, plans, supporting information and specifications on size and numbers of copies to be submitted. Address your questions to the File Manager or the Planning Liaison to the ADP.

Certification of Complete ADP Submission:

Architect's Certification:

Signature _____

Date _____

Print name _____

Project Landscape Architect's Certification:

Signature _____

Date _____

Print name _____

Submission Materials	Required (File Manager to indicate if required)	Provided
A. ADP Submission Form (Submitted and signed by Architect)	☐	☐
B. Covering Letter including explanations about:		
1. Project description/analysis (Detailed information Required)	☐	☐
2. Architectural and Landscaping Design rationale (Detailed information Required)	☐	☐
3. Statement in brief about the following:		
a. DP Key Concepts Compliance	☐	☐
b. DP Guideline Compliance	☐	☐
c. Stormwater management strategy with emphasis on Tier A requirements integrated into landscaping plans	☐	☐
d. Public Art / Amenities, etc.	☐	☐
e. Sustainability practices	☐	☐
f. Other _____	☐	☐
C. Site and Neighbourhood Context		
1. Context Review – Context Plan with existing/proposed buildings and trees, vegetation, roads, existing / proposed grading, and other major features within the site, on the abutting properties, the public realm and along the road allowances / lanes.	☐	☐
2. Photographs of site and surrounding sites.	☐	☐
D. Development Permit Area Checklist (Note: The Architect is responsible to describe how the project complies with each guidelines, or if not applicable, a description of why not applicable. Please use fillable forms on line.)	☐	☐

E. <u>Architectural Plans (Site and Building(s)):</u>		
1. Site Plan and layout	☐	☐
2. Site sections	☐	☐
3. Streetscape elevation	☐	☐
4. Streetscape elevations with landscaping and boulevard trees superimposed	☐	☐
5. Shadow analysis	☐	☐
6. Lighting analysis (on building and on site)	☐	☐
7. Floor Plans for all levels, including underground and roof tops	☐	☐
8. Waste collection /recycling (inside of buildings)	☐	☐
9. Storage, including bicycle storage (inside and outside)	☐	☐
10. Building elevation (all sides)	☐	☐
11. Signage (attached to building and free standing)	☐	☐
12. Colours and materials	☐	☐
13. Material board	☐	☐
14. Building sections	☐	☐
15. 3D renderings of site, building(s) and associated landscaping	☐	☐
F. <u>Landscaping Plans:</u>		
1. Landscaping plan and layout with specifications and planting details	☐	☐
2. Storm water management works focused on Tier A requirements integrated into landscaping plan with details	☐	☐
3. Landscaping details, including public art, signage, lighting, play and other amenity areas, fences, retaining walls,	☐	☐
4. Waste collection /Recycling (exterior areas/structures)	☐	☐
5. Details for pedestrian amenity and furniture features provided	☐	☐
6. Details for hard surfacing areas / patterns	☐	☐
7. Tree retention and management plan	☐	☐
8. Site sections for lot grading, drainage, landscaping, retaining walls and relationship to adjacent grades / City roads / lanes	☐	☐
9. Pedestrian, bicycle, equestrian path interconnections	☐	☐
G. <u>Green Building/Sustainability initiatives</u>	☐	☐
H. <u>Engineering-related Information:</u>		
1. Site grading plans	☐	☐
I. <u>Other</u>	☐	☐
	☐	☐
	☐	☐