

Pursuant with [Section 8.16 of the Official Community Plan](#), applicable developments in the Lougheed Transit Corridor Area Plan will be assessed against the form and character guidelines established by Council and summarized below. This checklist is to be prepared by the architect of record for the project to demonstrate the proposed design was developed in accordance with the form and character guidelines. Please assess and describe the compliance of the proposed design of the project with respect to the **Key Guideline Concepts**, **Site Planning Guidelines**, and **Building Design Guidelines**.

The descriptions provided for the **Key Guideline Concepts** shall be suitable for use in Development Permit Application Reports to Council. For each guideline, clearly describe how the proposed design complies with the criteria, or describe why the criteria has not been met, or why it is inapplicable.

This checklist is to accompany Development Permit Applications and submissions to the [Advisory Design Panel](#).

2.0 Key Guideline Concepts	Describe how the proposed design complies with the criteria, or describe why the criteria has not been met.
<p>2.1 Site planning shall prioritize the safe movement of pedestrians and cyclists across sites, with clear walkways or other comfortable routes that connect building entrances to a public sidewalk.</p> <p><i>Note: describe how the site is safe for pedestrians and how potential conflicts with vehicles have been minimized.</i></p>	
<p>2.2 The edges of sites shall be compatible with surrounding streets and neighbouring properties, with setbacks used to incorporate trees, landscaping, walkways, outdoor seating, bicycle parking, and/or public art.</p> <p><i>Note: describe how the edges of the site have been designed and what features have been incorporated into the building setbacks.</i></p>	
<p>2.3 The form and character of the building(s) shall be appropriate for the site context and intended use, with a variety of materials,</p>	

<p>colours, and fenestrations along the building exterior that work cohesively.</p> <p><i>Note: describe how the form and character of the building include a variety of cohesive design elements and why it is appropriate for the site context and intended use.</i></p>	
<p>2.4 Detailed design attention shall be given to the building interface at ground level to anchor the appearance and help create an attractive streetscape for pedestrians.</p> <p><i>Note: describe what design elements have been used for the building at ground level and how the design differs from any levels that are above.</i></p>	
<p>2.5 Building entrances shall be visually distinct, easy to locate, well-lit, and framed with weather-protective overhangs to provide an inviting appearance from the street.</p> <p><i>Note: describe how building entrances have been designed to meet the specific criteria outlined above.</i></p>	
<p>2.6 Parking shall be provided within a structure below grade or located internally within the site such that vehicle areas are visually screened from the street by surrounding buildings, trees, and landscaping.</p> <p><i>Note: describe how vehicle areas have been visually screened to emphasize the appearance of buildings, trees, and landscaping along the street.</i></p>	
<p>2.7 Walkways and outdoor vehicle areas shall have natural edges with ample tree canopy coverage and pedestrian-level lighting to improve</p>	

<p>walkability and climate resilience.</p> <p><i>Note: describe how landscaping has been incorporated near any paved or hard surfaces for pedestrians or vehicles.</i></p>	
<p>2.8 Outdoor areas shall be designed to be functional and usable for people of all ages and abilities, with the provision of overhead weather protection and shade for private balconies and group seating areas to support year-round use.</p> <p><i>Note: describe how outdoor areas have been designed to be functional and usable for residents, visitors, customers, or employees.</i></p>	

<p>3.0 Site Planning Guidelines</p>	<p>Describe how the proposed design complies with the criteria, or describe why the criteria has not been met, or why it is inapplicable.</p>
<p>Site Context</p>	
<p>3.1 Sites near Bus Rapid Transit stations shall use building setbacks along streets to provide places for people to rest, shop, or dine, with welcoming plazas and seating areas to enhance the public realm.</p>	
<p>3.2 Sites along Lougheed Highway shall include buildings that are oriented towards Lougheed Highway and any other adjacent streets, with distinct entrances, windows, and other architectural features that help create a more pedestrian-friendly environment.</p>	
<p>3.3 Sites along Dewdney Trunk Road shall include buildings and landscaped areas that complement the existing character and</p>	

<p>provide an engaging presence along the street, with any outdoor parking areas hidden in the rear.</p>	
<p>3.4 Sites along the West Ridge Greenway shall include regular intervals of large trees along any abutting property lines, with multiple layers of landscaping to soften the façade and incorporate more natural design elements.</p>	
<p>Building Siting and Orientation</p>	
<p>3.5 The location and orientation of buildings shall consider the relationship with surrounding streets, neighbouring properties, solar access, shadowing, and overlook to minimize adverse impacts.</p>	
<p>3.6 Existing natural features and mature trees shall be protected and incorporated into the site plan where possible, with particular attention to healthy trees located near/over property lines or at the corners of the site.</p>	
<p>3.7 The siting of buildings should work with the natural grade of the site and avoid the use of retaining walls where possible.</p>	
<p>3.8 Narrow alleys between buildings, hidden alcoves, or blind corners that create areas with poor visibility shall not be permitted.</p>	
<p>3.9 For buildings located at the intersection of two streets that are classified as arterial roads or highways, the buildings shall be set back from the corner of the site to provide areas for pedestrians to walk.</p>	
<p>3.10 For buildings abutting the West Ridge</p>	

<p>Greenway, the siting shall maintain exposure to sunlight along the West Ridge Greenway to preserve solar access, reduce shadowing, and support the long-term growth of trees.</p>	
<p>Landscaping, Fencing, and Outdoor Features</p>	
<p>3.11 A variety of tree species (primarily native) that are climate resilient and appropriate for the context of the site shall be provided.</p>	
<p>3.12 Multiple layers of plants and shrubs shall be provided in landscaped areas to enhance biodiversity.</p>	
<p>3.13 The use of basic grass in landscaped areas visible from the street should be avoided, unless it is appropriately sized and designed for outdoor activities.</p>	
<p>3.14 Trees and landscaping shall be provided near any property lines shared with a residential use to reduce the visual impact of new development.</p>	
<p>3.15 For ground-floor residential units, a combination of trees, hedges, fencing, and other vertical landscaping treatments shall be used to visually screen private outdoor areas from public streets and create a sense of privacy.</p>	
<p>3.16 Where limits to rainwater infiltration do not apply, landscaping should be located near downspouts that discharge at the surface to support stormwater management on-site.</p>	
<p>3.17 The design of any fencing, railings, and light posts shall be compatible with the form and</p>	

character of the building.	
3.18 Where fencing is provided, landscaping shall be located along the public-facing side to soften the edge and enhance security.	
3.19 Where raised landscaping is provided, informal seating areas should be incorporated through the use of ledges and seat walls.	
3.20 Paving materials shall be designed to accommodate bicycles, strollers, and other mobility devices, including wheelchairs.	
3.21 Light-coloured paving should be used to reduce the urban heat island effect.	
Outdoor Areas	
3.22 Outdoor areas shall be designed with consideration for all weather conditions by providing covered or semi-covered areas for shade/rain protection where appropriate.	
3.23 Trees and seating shall be incorporated throughout outdoor areas to maximize the potential tree canopy coverage on the site and provide shaded areas to rest during extreme heat events.	
3.24 The design of outdoor areas shall follow the principles for Crime Prevention Through Environmental Design (CPTED), including but not limited to clear sightlines, strategic lighting, proximity to windows, well-trimmed landscaping, defined walkways, and fenced private areas.	
3.25 For multi-unit residential buildings:	

<p>a) Private outdoor areas should be located near landscaped areas and away from parking spaces or internal movement lanes; and</p> <p>b) Common outdoor areas shall be located in a central location within the site that all units can access conveniently.</p>	
<p>3.26 For commercial and mixed-use buildings, outdoor areas for merchandise sales, customer seating, and/or outdoor dining shall be provided in front of any non-residential units.</p>	
<p>3.27 For higher-density concrete buildings, functional outdoor areas with greenery should be provided on the tops of podiums and towers.</p>	
<p>3.28 For large-scale developments with multiple buildings on a site, the following features shall be provided on-site to create a walkable and connected network: walkways, wayfinding signage, shaded seating areas, and plazas.</p>	
<p>Vehicle and Service Areas</p>	
<p>3.29 Vehicle access points shall be located from the lower-classified street or lane where the site abuts more than one roadway.</p>	
<p>3.30 For sites with ground-floor commercial uses, vehicle access points should be located away from commercial frontages along the street to maximize the amount of continuous space for pedestrians.</p>	
<p>3.31 Vehicle access points shall be designed to</p>	

provide clear visibility and sight lines between vehicles on the street and vehicles entering or exiting the site.	
3.32 Where parking is located within a building on the ground floor or above, the parking spaces shall be screened from the street through the use of landscaping, architectural features, indoor amenity areas, or units within the building.	
3.33 Signage shall be provided to indicate the location of all publicly accessible parkades.	
3.34 Loading and service areas should be located to the rear and away from pedestrian areas and commercial frontages.	
3.35 Surface parking areas shall be divided into smaller pockets through the use of “green islands” with trees and landscaping provided at intervals of 10 parking spaces or less.	
3.36 Elevated or well-defined pedestrian walkways shall be provided across surface parking areas to provide a safe route to building entrances.	
3.37 Areas for garbage and recycling shall be screened from view, well-lit, and weather protected.	

4.0 Building Design Guidelines	Describe how the proposed design complies with the criteria, or describe why the criteria has not been met, or why it is inapplicable.
Building Form	
4.1 The building massing shall be well-balanced,	

with a clear base provided at ground level.	
4.2 Stepbacks are encouraged for buildings with multiple floors and are required after the sixth floor or above any podium structures.	
4.3 The building articulation should have an appropriate rhythm along the street and is proportional to the overall massing.	
4.4 Roof overhangs should be extended where possible to protect the exterior from weathering.	
4.5 Consider decorative roof brackets under overhangs and roof cornices where appropriate to provide a sense of structure to the building.	
4.6 For buildings with a length greater than 60 metres along a street, articulation shall be used with changes in colours and/or materials to break up the façade.	
4.7 For buildings located at the intersection of two public streets, diagonal or other types of recessed building corners shall be provided at ground level to accent the building, maintain pedestrian sightlines, and improve accessibility.	
4.8 For ground-floor commercial units along the same building face, continuous overhead weather protection shall be provided, which may include canopies, awnings, or overhangs.	
4.9 For mixed-use buildings, a higher floor-to-ceiling height shall be provided at ground level	

<p>to emphasize the non-residential uses along the street and provide separation between the residential uses located above.</p>	
<p>Building Character</p>	
<p>4.10 The design and placement of doors, windows, and roof lines shall be used to create a balanced façade and establish a defined character for the building.</p>	
<p>4.11 Building exteriors visible from the street shall not have a blank appearance that lacks windows or entrances.</p>	
<p>4.12 Where windowless exteriors cannot be avoided, design elements shall be used to enhance the appearance of the building, including but not limited to: vertical landscaping, architectural details, or public art.</p>	
<p>4.13 Siding materials should be durable and resistant to weathering and discolouration.</p>	
<p>4.14 Types of siding that add visual interest to the building should be used, including but not limited to: stone, brick, clapboard, board and batten, scallops, and shakes.</p>	
<p>4.15 The building exterior should have a defined appearance at ground level with materials that differ from those used at other levels of the building.</p>	
<p>4.16 The appearance of the building exterior should transition from heavy at the base to lighter at the top to visually anchor the building.</p>	

<p>4.17 Different buildings on the same site should have unique appearances and be visually differentiated to support wayfinding.</p>	
<p>4.18 For townhouse buildings, units are encouraged to have visual individuality within a unified appearance.</p>	
<p>4.19 For apartment buildings, large square panels that lack character should not be used for siding.</p>	
<p>4.20 For buildings with a podium structure, the design and appearance of the podium shall be visually distinct from floors located above.</p>	
<p>4.21 For buildings greater than six floors in height, lighter colours should be used as the building height increases to soften the visual impact of the building and complement the views of the sky and surrounding mountains.</p>	
<p>4.22 For ground-floor commercial units, a transparent façade shall be provided to allow activity within the building to animate and engage the street.</p>	
<p>4.23 For mixed-use buildings, the appearance of commercial units shall be visually distinct from residential units.</p>	
<p>4.24 For sites listed on the Heritage Inventory, the building shall incorporate informational signage or architectural features that reflect the heritage value of the site, including but not limited to: dormers, shutters, window grids, and other decorative treatments.</p>	

Entrances	
4.25 Building entrances shall have a prominent appearance along the exterior and enhance the overall design of the building.	
4.26 Building addresses shall be visible and appropriately sized, with lighting provided for legibility after dark.	
4.27 Structural design elements such as posts, beams, and columns should be used selectively to help define the location of building entrances.	
4.28 Landscaping or raised planters shall be provided near building entrances to incorporate greenery.	
4.29 For mixed-use buildings, entrances to residential apartments shall be visually distinct from other uses.	
4.30 For apartment buildings with ground-floor residential units abutting Lougheed Highway, common building entrances shall be provided from both Lougheed Highway and the lower-classified street or lane to facilitate pedestrian movement and avoid challenges with deliveries.	
Design Details	
4.31 Balconies facing Lougheed Highway should provide a sense of enclosure through the design of railing or panelling to enhance privacy.	
4.32 Balconies facing collector or local roads	

<p>should have a transparent and open design that provides natural surveillance and enhances the neighbourhood character.</p>	
<p>4.33 Downspouts for rainwater should be located such that they do not interfere with outdoor living areas or pedestrian walkways.</p>	
<p>4.34 Building and parkade ventilation systems shall be screened from view and located away from private outdoor areas and streets to minimize the impact of noise and exhaust.</p>	

Project Information

To be completed by the Architect on record for this project.

File Number _____

Date Prepared _____

Architect Company _____

Architect's Name _____

Print Name

Signature