

# Guide

CD-1 Rezoning –  
Application Submission Requirements

*July 26, 2023*

## Intent

This guide outlines the application submission requirements to rezone to a Comprehensive Development (CD-1) district. Submission requirements are subject to change. Reviewing this document immediately before submitting your rezoning application is recommended.

This is a reference document and is not to be submitted with the rezoning application.

## Before Applying

Refer to the steps on the City's website under [Apply to rezone your property](#) for a detailed summary of the rezoning application process. It is strongly encouraged to submit a rezoning enquiry (Application for Rezoning Advice) before applying. An early review of the following items is recommended, as it can impact the neighbourhood, residential tenants, and commercial tenants on site. Please review the Submission Guide (Appendix A) in advance, as some items require early preparation.

### 1 Determine whether pre-application consultation is needed

A pre-application open house is not required unless recommended by staff during the rezoning Enquiry process. If you are unsure whether pre-application consultation is needed, consult with the Rezoning Planner assigned to your project.

### 2 Meet with your tenants

For proposals where there are ten or more existing rental units on site, a tenant meeting with City staff in attendance will be required before a rezoning application is submitted. For projects with less than ten existing rental units, applicants should meet with tenants individually. The purpose of these initial meetings is to inform tenants about the intent to redevelop and to provide information on the process and timelines. Note that Notices to End Tenancies are not to be issued at this stage.

- Contact [trp@vancouver.ca](mailto:trp@vancouver.ca) for further advice on tenant relocation and protection.
- Refer to [Renter relocation resources for owners and developers](#) and [Tenant Relocation and Protection Policy – Process and Requirements](#).

### 3 Share resources with existing commercial tenants on site

Share resources with commercial tenants so they can plan their relocation and find support. Review the [Commercial Tenant Assistance Program](#). Compliance with the assistance program is recommended, though not a submission requirement.

## Submission Requirements

The Submission Guide identifies the items required to rezone a site to a CD-1 district.\* Submission requirements vary depending on the proposal, where the site is located, and size of the site. Review the criteria and descriptions carefully.

Note that the table also identifies requirements for **Large Sites** that are subject to the [Rezoning Policy for Sustainable Large Developments](#). These are development sites where the site size is a minimum of 8,000 sq. m and/or the proposal consists of a minimum of 45,000 sq. m of new development floor area.

*\* Note: For CD-1 text amendments (e.g. change of use, reconfiguration of floor area, etc.), there may be fewer submission requirements. Contact your Rezoning Planner or [rezoning@vancouver.ca](mailto:rezoning@vancouver.ca) for guidance.*

## Submission Requirements

Contact [rezoning@vancouver.ca](mailto:rezoning@vancouver.ca) or your Rezoning Planner for further clarification or questions about submission requirements. Note that staff may request additional information prior to or during the application review process.

Please name all document files using the following format, starting with the full address:

**Address** - Rezoning Application - **Item Name**

	Item	Criteria	Description
<b>1</b>	<b>Application Forms and Fees</b>		
1.1	Rezoning Application Form	Required	A completed <a href="#">Rezoning Application Form</a> (separate document).
1.2	Rezoning Application Fee	Required	Fee is based on site area and geographic location. Payable at time of application. The Rezoning Planner will issue a payment notice <i>after</i> reviewing application submission package and confirming completeness.  Refer to: <ul style="list-style-type: none"> <li>• <a href="#">Schedule 2 of the Zoning and Development Fee By-Law</a>.</li> </ul>
1.3	Sign By-law Amendment Application Fee	Required for proposals that include commercial or industrial uses. Applies to sites that have no prior commercial or industrial uses.	The Rezoning Planner will verify prior uses on the site. Payable at time of application. The Rezoning Planner will issue a payment notice along with rezoning application fee.  Refer to: <ul style="list-style-type: none"> <li>• Schedule 1 of the <a href="#">Sign Fee By-law</a>, section 1.5.</li> </ul>
<b>2</b>	<b>Property Information</b>		
2.1	Title Search	Required	Copy of current title search, from the Land Title Office, for each parcel in the proposal.
2.2	Charge Summary	Required	Written summary by a solicitor (on company letterhead) describing each charge on title (except financial charges) and advising whether they are affected by the proposal. Copies of each registered charge document must be included. Not be confused with a <i>Charge Search</i> .
2.3	BC Company Summary	Required for sites owned by a company or society	Corporate search for registered owner confirming legal name of owner.  Refer to external websites: <ul style="list-style-type: none"> <li>• <a href="#">BC Registries and Online Services website</a></li> <li>• <a href="#">Example of a search result</a></li> </ul>
2.4	Rezoning Consent Letter(s)	Required for sites with multiple owners	Proof that all owners are aware and support the application to rezone their property. Resubmission of this form is required if ownership changes during the rezoning process.  See <b>Appendix A</b> for a sample consent letter.

	Item	Criteria	Description
<b>3</b>	<b>Site Plans and Design Package</b>		
3.1	Building Grades and Response Letter	Required	<p>Building grades at all four corners of the site are required. Request building grades from City of Vancouver Engineering Department, attaching a copy of the staff Letter of Response for the rezoning enquiry, if applicable. Due to wait times, it is advisable to apply for building grades as soon as possible.</p> <p>Note that building grades are valid for up to 5 years after the issued date. After 5 years, they must be revalidated.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Building Grades for Sidewalk and Street Elevation</a></li> </ul>
3.2	Survey Plan	Required	<p>Topographic survey plan signed and sealed by a BCLS, showing the location, dimensions and area of the site, including topography and location of existing buildings, plus public realm elements for adjacent frontages (trees, curb, street lighting, street furniture, etc.).</p> <p>Survey plan shown at a scale not less than 1/16"=1' 0" (1:200).</p>
3.3	Rezoning Booklet	Required	<p>See <b>Appendix B</b> for detailed requirements.</p> <p>Note: A limited number of paper copies may be requested for reference after submission.</p>
3.4	Architectural Drawings	Required	<p>See <b>Appendix C</b> for detailed requirements.</p> <p>Note: A limited number of paper copies may be requested for reference after submission.</p>
<b>4</b>	<b>Studies, Reports and Assessments</b>		
4.1	Development Water Demands	Required	<p>A single PDF document containing:</p> <ul style="list-style-type: none"> <li>• Average day domestic water demands</li> <li>• Peak hour domestic water demands</li> <li>• Fire flow calculations based on the Fire Underwriter's Survey document</li> <li>• Water Supply for Public Fire Protection (sealed by a qualified Engineer).</li> </ul> <p>For further information, contact:</p> <ul style="list-style-type: none"> <li>• <a href="mailto:utilities.servicing@vancouver.ca">utilities.servicing@vancouver.ca</a></li> </ul>
4.2	Site Disclosure Statement	Required	<p>Even if disclosing no prior Schedule 2 uses on site, please include the completed form.</p> <p>Refer to external websites:</p> <ul style="list-style-type: none"> <li>• <a href="#">BC Ministry of Environmental Protection &amp; Sustainability website.</a></li> <li>• <a href="#">Environmental Management Act Schedule 2 activities</a></li> </ul>
4.3	Phase 1 Environmental Site Assessment (ESA)	Required for sites with prior Schedule 2 activities on site per the Site Disclosure Statement	<p>A report prepared by a certified consultant that reviews the site's risk of environmental contamination and recommends whether further investigation is recommended.</p>

	Item	Criteria	Description
4.4	Green and Resilient Building Measures Package	Required	<p>Submission requirements as outlined in the <a href="#">Green Buildings Policy for Rezoning - Process and Requirements Bulletin</a></p> <p>A single PDF document containing:</p> <ul style="list-style-type: none"> <li>• Energy Emissions Design Report (formerly Rezoning Energy Checklist - version appropriate to the project (Bulletin Section 1.1))</li> <li>• Embodied Carbon Design Report (Bulletin Section 1.2)</li> <li>• Resilient Buildings Planning Worksheet (Bulletin Section 1.3)</li> <li>• Letter of commitment that confirms the owner's commitment to the requirements of Enhanced Commissioning and Energy System Sub-metering (Bulletin Sections 2 and 3)</li> </ul>
4.5	Rainwater Management (RWM) Package	Not required	<p>As of July 25, 2023, a RWM Package is <u>no longer</u> required at rezoning application submission.</p> <ul style="list-style-type: none"> <li>• All rezoning projects will be required to comply with the rainwater management requirements of Vancouver Building By-law Book II, Division B, Article 2.4.2.5</li> </ul>
4.6	Preliminary Hydrogeological Study	<p>Required for sites located partly or wholly within areas of concern (refer to map):</p> <ul style="list-style-type: none"> <li>• Potential soil sensitivity to water table changes</li> <li>• Designated Floodplain</li> <li>• Sewershed within the Cambie Corridor</li> <li>• Potential flowing artesian conditions</li> </ul> <p>Required for proposals that include open-loop geoexchange systems.</p> <p><b>Large Sites:</b> Required for all projects</p>	<p>Preliminary hydrogeological review as part of the groundwater requirements.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Groundwater Management Bulletin</a>.</li> <li>• <a href="#">Groundwater Areas of Concern (Map)</a></li> </ul>
4.7	Transportation Demand Management (TDM) Plan	Required	<p>Complete and submit <a href="#">Schedule A worksheets</a>.</p> <p>Note: TDM reductions apply only to base vehicle parking requirements, and reductions cannot be applied to accessible or visitor vehicle spaces, loading, bicycle spaces or passenger loading.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Transportation Demand Management</a></li> <li>• <a href="#">TDM Schedule A</a></li> <li>• <a href="#">TDM Schedule B</a></li> </ul>

	Item	Criteria	Description
4.8	Transportation Assessment and Management Study (TAMs)	<p>Required for proposals:</p> <ul style="list-style-type: none"> <li>• where a TAMS was identified as a submission requirement within the rezoning enquiry Letter of Response; and/or</li> <li>• that generate a significant volume of net-new vehicle trips in the peak hour (as confirmed by a transportation consultant); and/or</li> <li>• that propose a relaxation to the provisions for vehicle parking, loading, or bicycle spaces prescribed by the Parking By-law.</li> </ul> <p>Additionally, the City may require a TAMS based on site-specific transportation conditions.</p> <p>Note that a TAMS or revisions to scope may be requested after application submission.</p> <p>Applicants are encouraged to have their transportation consultant confirm the TAMS Terms of Reference with City staff in advance of undertaking the study.</p> <p><b>Large sites:</b> Required for all projects.</p>	<p>A study prepared by a transportation consultant that assesses the impact of a proposed development on existing transportation infrastructure, determines the required mitigation measures, and documents the results. Studies requested may include:</p> <ul style="list-style-type: none"> <li>• Transportation Impact Study</li> <li>• Parking and Loading Study</li> <li>• Transportation Demand Management (TDM) Plan</li> </ul> <p>This package is collectively called a Transportation Assessment and Management Study (TAMS).</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">TAMS Guidelines for Consultants</a></li> <li>• Item 4.7 Transportation Demand Management (TDM) Plan</li> </ul>
4.9	Arborist Report and Supporting Documents	<p>Required if any of following apply:</p> <ul style="list-style-type: none"> <li>• The Survey Plan shows that there are any By-law sized private property trees (20cm/8 in. in diameter and greater, measured at 1.4m/4.60 ft. above the existing grade at its base);</li> <li>• If there are any replacement trees from a previous permit;</li> <li>• If there are any trees off site (neighbour or City) that may be impacted by the proposed development (above or below grade).</li> </ul> <p><b>Large sites:</b> Required for all projects.</p>	<p>A single PDF document containing all submission requirements.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Protection of Trees By-law</a></li> </ul>

	Item	Criteria	Description
4.10	Heritage Statement of Significance and Conservation Plan	Required for sites having potential heritage value where a retention and conservation approach will apply.	Statement of significance to be drafted by a qualified heritage consultant.  Refer to: <ul style="list-style-type: none"> <li>• <a href="#">Heritage Policies</a></li> <li>• <a href="#">Heritage Register</a></li> </ul>
4.11	Social Impact Study	Required for proposals rezoning under the Downtown Eastside Plan and located in the Community-based Development Area (CBDA) (see map in Bulletin)	Submit a completed Neighbourhood Fit: New Business and Development Evaluation Form (Bulletin p.6)  Refer to: <ul style="list-style-type: none"> <li>• <a href="#">Neighbourhood Fit Considerations - Helping Development and Businesses to Meet Social Impact Objectives in the Downtown Eastside (DTES) Bulletin</a></li> </ul>
4.12	General Policy for Higher Buildings Requirements	Required for applicable Downtown sites (see Figure 1 of <a href="#">Higher Buildings Policy</a> ) seeking significant additional height above current zoning and policy, or for those entering into the Queen Elizabeth Park or other Council-approved view corridors	Provide substantial materials and information on how the proposal meets the Higher Buildings Policy, specifically on how the proposal addresses: <ul style="list-style-type: none"> <li>• Establishing a significant and recognizable new benchmark for architectural creativity and excellence, while making a significant contribution to the beauty and visual power of the city's skyline;</li> <li>• Demonstrating and advancing the City's objective for carbon neutrality for new buildings;</li> <li>• Providing a lasting and meaningful public legacy to Vancouver, including consideration of the provision of significant community benefits, on-site activities and uses of community significance, such as observation decks, or open space that represents a significant contribution to the downtown network of green and plaza space;</li> <li>• Mitigating adverse microclimate effects; and</li> <li>• Minimizing shadowing and view impacts on the public realm, including key streets, parks and plazas, as well as on neighbouring buildings.</li> </ul> Refer to: <ul style="list-style-type: none"> <li>• <a href="#">Higher Buildings Policy</a></li> </ul>
4.13	Rezoning Policy for Sustainable Large Developments Package	<b>Large Sites:</b> Required for all projects. (Where the site size is a minimum of 8,000 sq. m and/or the proposal consists of a minimum of 45,000 sq. m of new development floor area.)	A single PDF document containing studies indicating how the proposal intends to meet the eight requirements (A to H) for sustainable large developments.  Refer to: <ul style="list-style-type: none"> <li>• <a href="#">Rezoning Policy for Sustainable Large Developments</a></li> </ul>
<b>5</b>	<b>Additional Information</b>		
5.1	Community-Serving Spaces Information Form	Required	Submit a completed Community-Serving Spaces Information Form. If provided at the rezoning enquiry stage, the same can be submitted for the rezoning application.  Refer to: <ul style="list-style-type: none"> <li>• <a href="#">Community-Serving Spaces Bulletin</a></li> </ul>

	Item	Criteria	Description
5.2	Renter Screening Form	Required for sites containing existing residential uses (occupied or unoccupied units)	<p>Complete the Renter Screening Form. Applicants that submitted a Renter Screening Form as part of a rezoning enquiry should submit an updated renter screening form to reflect tenant information at the time of rezoning application.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Renter Screening Form</a></li> <li>• <a href="#">Tenant Relocation and Protection Policy</a></li> </ul>
5.3	Community Amenity Contribution (CAC) Offer Form	Required for all projects except those exempt under sections 8.1 or 8.2 of the CAC Policy for Rezoning.	<p>Complete the CAC Offer Form attached to end of the Rezoning Application Form.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Community Amenity Contributions Policy for Rezoning</a></li> <li>• <a href="#">Community Amenity Contributions Implementation Procedures</a></li> </ul>
5.4	Real Estate Pro Forma Analysis	Required for projects where a CAC is based on a negotiated contribution, per sections 1.2(b) and 1.2(c) of the CAC Policy for Rezoning.	<p>Submit land residual development pro-forma for the following scenarios:</p> <ol style="list-style-type: none"> <li>1. Residual land value under existing zoning, and</li> <li>2. Residual land value under rezoning</li> </ol> <p>Provide market evidence to support pro-forma variables and valuation.</p> <p>Additional information may be requested during the review process.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Community Amenity Contributions Policy for Rezoning</a></li> <li>• <a href="#">Community Amenity Contributions Implementation Procedures</a></li> </ul>
5.5	Quantity Survey (QS) Elemental Cost Report (Class C)	Required for projects where a CAC is based on a negotiated contribution, per sections 1.2(b) and 1.2(c) of the CAC Policy for Rezoning.	<p>Submit a full Quantity Survey (QS) Elemental Cost Report (Class C) including a cover letter, prepared and signed off by a certified cost professional. i.e. Professional Quantity Surveyor (PQS), Chartered Quantity Surveyor (MRICS) and or Gold Seal Certification (GSC) and backup cost details. Required for all rezoning applications that require submission of a development pro forma to sustain the land lift.</p> <p>For In-kind CAC, a full breakout cost details along with the Class C cost report is required.</p> <p>A full Class C cost report prepared by a certified cost professional in CIQS Elemental Cost Format shall include all direct construction costs stating above/below grade project budgets with backup cost details to substantiate the costing rationale.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Community Amenity Contributions Policy for Rezoning</a></li> <li>• <a href="#">Community Amenity Contributions Implementation Procedures</a></li> </ul>



	Item	Criteria	Description
5.6	Public Art Requirement	Required for projects with a floor area of 9,290 sq. m (100,000 sq. ft.) or greater.	<p>Applicants must discuss public art opportunities and local area plans prior to electing one of two options, artwork on-site or cash-in-lieu.</p> <p>After application submission, please contact public art staff within 90 days and prior to hiring a public art consultant.</p> <p>A legal agreement will be required to be registered on title to specify and define all obligations with respect to the elected option.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="mailto:publicart@vancouver.ca">publicart@vancouver.ca</a> (Please add project address and “rezoning” to the subject line)</li> <li>• <a href="#">Public Art Policy for Rezoned Developments</a></li> </ul>
5.7	Development Cost Levy (DCL) Waiver Request Form	Required for projects seeking a DCL waiver.	<p>A waiver or reduction of City-wide and Area-specific DCLs is available to applications that meet tenure, unit size and starting rent criteria and secure relevant terms as part of the rezoning application process. The requisite application form is not available online and must be requested from your Rezoning Planner.</p> <p>Note: A waiver must be sought at the rezoning stage. In most circumstances it will not be possible to submit or withdraw a DCL waiver request at later stages of the development process.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Development Cost Levy By-law</a></li> <li>• <a href="#">Rental Incentive Program Bulletin</a></li> <li>• <a href="#">Community Amenity Contributions Policy for Rezoning</a>.</li> </ul>
5.8	Pre-Application Public Consultation Summary	<p>Required for projects that held a pre-application open house at the rezoning enquiry stage.</p> <p><b>Large sites:</b> Required for all projects.</p>	Summary of public consultation and input received; description of how the project responds to the comments from neighbours.
<b>6</b>	<b>May be requested <i>after</i> application submission</b>		
6.1	Consultation Materials	Determined by staff	<p>After application submission, staff may request additional visual materials for public consultation purposes. These may include:</p> <ul style="list-style-type: none"> <li>• Presentation slides</li> <li>• Video flythrough</li> </ul>
6.2	Urban Design Panel Materials	Determined by staff	<p>A submission checklist will be provided by the UDP staff coordinator after a UDP meeting date has been scheduled and confirmed.</p> <p>UDP requires project booklets, virtual architectural model(s), video flythrough, plan set and presentation boards.</p>

	Item	Criteria	Description
6.3	Tenant Relocation Plan	<p>Determined by staff</p> <p>Required for sites containing existing residential uses (occupied or unoccupied units).</p>	<p>Staff may request a Tenant Relocation Plan if any residential tenants are identified on site during the rezoning review process.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Tenant Relocation and Protection Policy – Process and Requirements Bulletin</a></li> <li>• <a href="#">Renter relocation resources for owners and developers webpage</a></li> </ul>
6.4	Retail Impact Assessment	<p>Determined by staff</p> <p>Required for projects with a large retail component to assess viability.</p>	<p>A study prepared by a consultant that evaluates the viability of existing adjacent commercial locations impacted to the proposal.</p> <p>A Retail Impact Study should be considered generally for applications that propose large retail uses that could potentially impact existing anchor or local-serving businesses in shopping areas that are vulnerable to competition from the proposed use due to proximity / market reach.</p>
6.5	Community Benefit Agreement (CBA)	<p>Determined by staff</p> <p>Required for proposals that contain 45,000 sq. m (484,375 sq. ft.) of new development floor area.</p> <p>Optional for projects with a minimum of s 9,290 sq. m (100,000 sq. ft.) floor area.</p>	<p>There are no additional submission requirements at the rezoning stage. Through the review process, staff will begin discussions with your team and will include rezoning conditions to meet the CBA Policy at the Development Permit stage. Note that this floor area is the same criteria as <b>Large Sites</b> applications.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Community Benefit Agreement Policy</a></li> </ul>

## Appendix A: Sample Rezoning Consent Letter

[DATE]

City of Vancouver  
510 W Broadway  
Vancouver, BC V5Z 1E9

Attention: Rezoning Centre

RE: Consent to rezoning at [ADDRESS]

I hereby give authorization to [COMPANY] (or any permitted assignees, development consultants or direct representatives of) to complete and submit a Rezoning Application for [ADDRESS, PID].

Sincerely,

Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

...

Note: This letter does not need to be prepared by a lawyer or notary.

## Appendix B: Rezoning Booklet Contents

**Format:** Digital tabloid (11"x17")

**Units:** Metric and Imperial (for all measurements in booklet)

### Introduction

- Rezoning intent: Purpose of the proposed rezoning
- Rezoning rationale: Rationale of any variances sought by the application (e.g. parking relaxations and any other variations from existing regulations)
- Design rationale: Rationale for the proposed form of development supported by the appropriate documentation

### Project context

- Context map: Generally a two-block radius of the site showing the siting of all buildings in the surrounding area
- Photos of site and existing streetscape
- Zoning context: Analysis of existing zoning in surrounding area
- Policy context: Analysis of rezoning-enabling policy, guidelines, and bulletins
- View cones: Indicate applicable view cones and their development implications on a site plan and elevation (if applicable)
- Sustainability measures: Summary of measures that will be used to comply with the Green Buildings Policy for Rezoning and Rezoning Policy for Sustainable Large Developments (if applicable)
- Higher Buildings Policy: Summary of how proposal meets the General Policy for Higher Buildings (if applicable)

### Project Statistics/Data (Same as large scale drawings, Appendix C)

- Site area
- Proposed uses: Indicate proposed floor areas for all uses
- Unit breakdown: Number of units by unit type, tenure, and average size
- Floor area: Include both gross and net floor area for all uses
- Floor space ratio (FSR): Based on net floor area (gross floor area less exclusions)
- Floor area included in FSR: Detail specific areas that are included in the FSR calculation but not saleable residential floor area, such as circulation and above-grade mechanical spaces
- Floor area exclusions: Detail specific exclusions requested and associated floor areas, such as residential amenities, balconies and in-suite storage
- Height: In metric and imperial, and number of storeys; include height of rooftop spaces and appurtenances (if applicable)
- Height exclusions: See [section 10 of Zoning and Development By-law](#)
- Setbacks: Front, rear and side yard setbacks

- Parking summary: Provide Parking By-law requirements and proposed parking for vehicle parking, loading, bicycle spaces, and passenger loading. Include total number of spaces and number of underground parking levels.

#### **Drawings** (Same as large scale drawings, Appendix C)

- Context map: Generally a two-block radius of the site showing the siting of all buildings in the surrounding area
- Site plan: Showing the siting of all buildings and the location of pedestrian and vehicular access and circulation; site plan extent to include adjacent roadways
- Parking, loading, bicycle, and passenger loading plans
- Floor plans: Provide all levels including underground parking
- Roof plan: Show location of mechanical units
- Landscape plan: Provide a landscape plan that includes details of proposed public realm improvements. Show existing and proposed trees, planting and streetscape surface treatment
- Elevations: Show building heights measured from approximate base surface
- Cross-sections: Show building heights
- Shadow studies: Show incremental impact of proposed building(s) over 11 m (36 ft.) in height.
  - March 21, June 21, and September 22 separately at 10 am, noon, 2 pm and 4 pm PST (UTC: -7)
  - Diagrams must show the full extents of building shadows and proposed building shadows must be graphically discernable from existing shadows
  - Extended shadow impact studies may be required for developments potentially shadowing public spaces (e.g. parks, schools, plazas, and shopping streets)
- Renderings/perspectives showing multiple street level and aerial views
- FSR overlays: Coloured overlays showing proposed uses and the location and amount of floor area (sq. ft. and sq. m) being included and excluded from FSR. Each use should be depicted as a different colour and summarized on a table for each floor.

## Appendix C: Architectural Drawings Contents

**Format:** Digital Arch D (24"x36") or Arch E (36"x48")

**Units:** Metric and Imperial (for all measurements in drawings)

**Scale:** 1:200 (or alternative scale consulted with staff)

### Project Statistics/Data

- Site area
- Proposed uses: Indicate proposed floor areas for all uses
- Unit breakdown: Number of units by unit type, tenure, and average size
- Floor area: Include both gross and net floor area for all uses
- Floor space ratio (FSR): Based on net floor area (gross floor area less exclusions)
- Floor area included in FSR: Detail specific areas that are included in the FSR calculation but not saleable residential floor area, such as circulation and above-grade mechanical spaces
- Floor area exclusions: Detail specific exclusions requested and associated floor areas, such as residential amenities, balconies and in-suite storage
- Height: In metric and imperial, and number of storeys; include height of rooftop spaces and appurtenances (if applicable)
- Height exclusions: See [section 10 of Zoning and Development By-law](#)
- Setbacks: Front, rear and side yard setbacks
- Parking summary: Provide Parking By-law requirements and proposed parking for vehicle parking, loading, bicycle spaces, and passenger loading. Include total number of spaces and number of underground parking levels.

### Drawings (Fully dimensioned and labeled clearly)

- Context map: Generally a two-block radius of the site showing the siting of all buildings in the surrounding area
- Site plan: Showing the siting of all buildings and the location of pedestrian and vehicular access and circulation; site plan extent to include adjacent roadways
- Parking, loading, bicycle, and passenger loading plans
- Floor plans: Provide all levels including underground parking
- Roof plan: Show location of mechanical units
- Landscape plan: Show existing and proposed trees, planting and streetscape surface treatment
- Elevations: Show building heights measured from approximate base surface
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  - FSR overlays: Coloured overlays showing proposed uses and the location and amount of floor area (sq. ft. and sq. m) being included and excluded from FSR. Each use should be depicted as a different colour and summarized on a table for each floor.