

Advisory Planning Commission (Land Use Review)

Proposals for land use changes are typically rezonings but can also include other applications such as temporary use permits and heritage revitalization agreements (HRAs). Proposals for land use changes are to be presented to the Advisory Planning Commission (APC). The following information must be submitted to the APC: **

1. A detailed land use rationale for the proposal which includes a description of the City policies that are being satisfied by the proposed rezoning or land use change. This letter should reference policies in City documents such as the Official Community Plan, Parks and Recreation Comprehensive Plan, Livable City Strategy, Industrial Land Strategy and neighbourhood plans.
2. Site plans, based on a legal survey, showing the existing and proposed development of the lot(s). The site plan must show the location of existing and proposed structures and buildings on the subject site as well as surrounding sites. Survey information (lot dimensions, setbacks, distances between buildings, etc) as well as all other dimensions are to be shown in metric measurements. The site plan also needs to include information on topography, landscaping, vegetation, utilities and easements, and any other information that may reasonably be required for an informed land use discussion.
3. Floor plans should be included on mixed uses sites or for proposals where the location and configuration of uses within a building might have impacts on surrounding uses.
4. Context photographs of the existing site and surrounding properties.
5. A completed Smart Growth Development Checklist

Each rezoning application will be presented to the Advisory Planning Commission on two occasions. The first will be a preliminary land use presentation. The second presentation will be after design review by the New Westminster Design Panel and will address and respond to comments from the commission. Applicants for rezoning are required to post one sign on each principle street frontage on the property or site to be rezoned at least 14 days prior to the APC meeting date. This list is not exhaustive and additional information may be beneficial, or required for a better understanding of the proposal.

**Please send a digital copy of all submitted information in file sizes smaller than 5 mb

New Westminster Design Panel (Design Review)

The New Westminster Design Panel (NWDP) reviews all rezoning and development permit applications and may also review heritage revitalization agreements. The following information must be submitted to the NWDP, however this list does not include items which are necessary for presentation to the Panel, such as PowerPoint presentation or display boards.**

1. An urban design rationale for the project which describes, in detail, the project's architectural influences, the neighbourhood design context and how the proposed development design is compatible with the surrounding area.
2. Context photographs of the existing site and surrounding properties.
3. Fully dimensioned architectural drawings of the proposed project, drawn to an appropriate scale. The plans must include a site plan, exterior elevations, cross sections and floor plans of the building, complete with geodetic elevations of all floors. Proposed materials are to be indicated on the exterior elevations. Floors containing parking or loading should be fully dimensioned in terms of all the requirements of the Zoning Bylaw, such as stall dimensions, drive and maneuvering aisles, driveway slopes and turning radii.

Landscape plans, prepared by a BCSLA and drawn to scale, showing the number, type and size of plant material to be used and the treatment of other surfaces of the site. Such plans shall also include the proposed treatment of the street boulevard and driveway crossing.

The plans must also include a statistical table of the proposal with all of the conditions of use for the applicable zoning district. The table must include required/permitted and proposed yards and setbacks, density, floor space ratio, site coverage, height, parking and loading requirements. Balcony and open space dimensions and areas, housing unit types (e.g. one bedroom, two bedroom) and areas, and areas set aside for common recreation facilities should also be noted. Any bylaw deficiencies must be noted.

4. A complete description of the Crime Prevention Through Environmental Design (CPTED) elements being implemented. For more information on CPTED elements please see the handout from the New Westminster Police Services.
5. Sun, shade, shadow analysis and effects on adjoining properties, and streets at 10:00 a.m., 12:00 noon, and 2:00 p.m. on the vernal or autumnal equinox (March 21 or September 21) for any building taller than 3 storeys or 35 feet above the height datum. Exterior elevations are to be rendered with shade, shadow and colours.
6. Coloured perspective(s) or scale model of the finished building or structure and site development.
7. A colour board and / or actual samples of the proposed materials.
8. Drawings to scale indicating the location, size and type of all intended commercial signs.
9. A completed Smart Growth Development Checklist

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For more information:
Development Services Department
604.527.4532