

Last updated: January 2021

New Westminster Design Panel

The New Westminster Design Panel (NWDP) is a peer review panel made up of seven architecture, landscape architecture, and development professionals appointed by Council. The role of the NWDP is to review and comment on the design of development projects as they relate to guidelines in the Official Community Plan.

When is NWDP Review Required?

Rezoning and Development Permit applications (except for single detached dwellings, laneway and carriage houses, and duplex dwellings) are subject to NWDP review. Select Heritage Revitalization Agreements are also subject to NWDP review.

Staff will advise applicants when their proposal is ready for NWDP submission. Submission will occur after the application has been formally reviewed by staff and necessary revisions have been made.

Before you Submit

Before preparing and submitting a proposal for NWDP review, it is important to meet with staff in the Planning Division to discuss which materials will be required. Submission requirements will vary by project and site context.

Submission Requirements

Submissions to the NWDP will include revised versions of materials previously submitted for the application, as well as new materials required specifically for NWDP review. All materials must be submitted as a complete package by the deadline. Incomplete submissions will not be placed on the NWDP agenda.

All materials must be scaled appropriately and provided as a package in the following formats, as applicable:

- A PDF of the design package scaled to print on 11 x 17;
- A prepared presentation to the committee, including one (1) set of 22 x 34 plans to be on display during the meeting.

As determined by the Planning staff, the following materials may be required to be submitted as part of the design package.

Site Context Information

The following Context Information may be required:

Context plan and images that show existing and proposed buildings and trees, vegetation, roads, grading and other major features within the site and on the abutting properties and road allowances.

3D digital model views that illustrate the project's impact and response to the surrounding context. Physical models may be required at the discretion of the Planning staff.

A sun/shade analysis for your proposed buildings and any adjacent buildings that are taller than 3 storeys or 35 feet above the height datum. The study must illustrate sun access to the public realm and amenities within and surrounding the development at 9:00am, 12:00pm, 3:00pm, and 6:00pm for the following days throughout the year:

- Equinox (March 21 / Sept. 21)
- Summer Solstice (June 21)
- Winter Solstice (Dec. 21)

A design rationale describing the design concept and urban design approach, including:

- The project's architectural concept;
- The neighbouring design context and how the proposed development is compatible with the surrounding area;
- The site context and how the proposed development fits into the surrounding urban fabric;
- How the building meets the street and how this and other aspects of urban design contribute to the public realm; and,
- How the project satisfies the design requirements of the Development Permit Area.

Architectural Drawings

The architectural drawings must be scaled and dimensioned, and include the following elements:

A statistical table which must document all of the conditions of use for the applicable zoning district, including:

- Required/permitted and proposed setbacks;
- Density, floor space ratio (FSR), height, and site coverage;
- Parking and loading requirements;
- Open space dimensions and areas;
- Storage areas;
- Housing unit types / areas; and,
- Any other pertinent design measurements.

Note in the table any element that is not consistent with existing bylaws.

A site plan, which must depict:

- Grading, setbacks, easements, rights of way, paving and street trees;
- Ground floor plans of all buildings that show the interior-exterior relationship;
- Existing and proposed grades at the building and site perimeter; and,
- All parking, pedestrian paths and cyclist routes.

Coloured elevations of all sides of the building and streetscape elevations. Details of key portions of elevations may also be required (e.g. the commercial frontage on a mixed use high-rise). A colour board and/or actual samples may be used to illustrate the colour palette and type of proposed materials.

Sections throughout the project, with emphasis on sloping portions of the site, if any. Partial sections / details at street level or other important areas are expected on towers and large buildings where different scale drawings are necessary to understand the project fully. Ground level sections must show the width of sidewalk and boulevard treatments beyond the property lines.

Schematic design concept diagram that illustrates the design concept and main organizing principles of the project (e.g. vehicle access, pedestrian circulation, massing, views).

3D digital model views that illustrate the project's form and character. Physical models may be required at the discretion of the Planning staff.

Georeferenced 3D model in .kmz or .kml format.

Precedent photos of existing projects to illustrate the proposed design character for the building and landscaping.

Street context elevations of the proposed buildings and neighbouring buildings on the same block or 6 buildings on each side of the proposed development (whichever is fewer).

Signage Drawings

Drawings that depict the location, size and type of all intended commercial signs must be provided.

Landscape Plan & Drawings

The landscape plan and drawings must clearly illustrate the concept for the project's soft landscaping (e.g. planting) and hard landscaping (e.g. patio space and walkways).

The landscape drawings must include a layout and grading plan (including paving, existing and proposed grading, and any structures for screening views, etc.), a materials plan (including lighting and site furnishings), and a planting plan (including locations).

The landscape plan must also include a plant list with a graphic key, botanical and common names, sizes, and quantities.

An image board may be used to illustrate the colour palette and type of proposed materials. Precedent photos may be used to illustrate the proposed character for the landscape, streetscape, and common areas.

An arborist's report addressing the size, type and condition of all trees on the property must also be provided.

Meeting Procedure

The Chair conducts each meeting in accordance with the NWDP's Terms of Reference. City staff will summarize each project for the Panel and note any issues to be reviewed by the Panel and any policies or guidelines that should particularly be considered. Applicants will then present their submission.

Following the presentations, members of the Panel may ask questions of the applicant or of staff regarding the project.

Following the question and answer period, members of the Panel will discuss the project and provide comments. The Panel will pass a resolution indicating whether they support the project, which may include suggested revisions or further direction for the applicant, including returning to the Panel for further review.

NWDP meeting agendas and minutes are posted on the City website.

NWDP Comments

Comments provided by the NWDP must be addressed and incorporated into the design before review by the Advisory Planning Commission or Council.

2021 New Westminster Design Panel Meetings and Deadlines

Meeting	Applicant Deadline
January 26	January 5
February 23	February 1
March 23	March 2
April 27	April 6
May 25	May 3
June 22	June 1

Meeting	Applicant Deadline
July 27	July 6
August 24	August 3
September 28	September 7
October 26	October 4
November 23	November 1
December 14	November 23

NWDP meetings are held on the fourth Tuesday of each month (excluding December) at 3:00 p.m. in City Hall Council Chambers. Depending on the circumstances of the project, submissions may be required in advance to allow for adequate review by Planning Division Staff.