



City of Richmond

6911 No. 3 Road
Richmond, BC V6Y 2C1
604-276-4000
www.richmond.ca

Advisory Design Panel Development Applications Division

Contact 604-276-4040 Fax 604-276-4052

Mandate and Composition

Richmond's Design Panel is a body appointed by Council that independently evaluates the designs of new/renovated public, commercial and industrial buildings, and multiple-family residential developments. A formal presentation of the project by the architect and landscape architect, as the case may be, is required for these types of developments. Comments and recommendations of the Design Panel are incorporated into the staff report that is submitted to the Development Permit Panel.

The Design Panel has eleven members; three architects, two landscape architects, one professional engineer, one development sector representative, one representative from the Richmond Centre for Disability, one representative from the Richmond Art Commission, one City staff member, and one representative from the RCMP that attends when there are unique safety considerations associated with the development proposal.

Materials Required Prior to the Design Panel Review

Eight working days before the scheduled meeting, please submit the following required materials to the Development Applications Division:

1. 18 copies of reduced (11 x 17 paper), and 1 full size set of **Dimensioned Architectural Plans** (i.e. context and site plan, floor plans, elevations, sections, and perspectives);
2. 16 copies of reduced (11 x 17 paper), and 3 full size sets of **Landscape Plans**;
3. 19 copies of the architect's written **Design Rationale** for the project; and
4. 19 copies of a completed checklist for the **Development Permit Criteria**.

This amount of lead-time is required to ensure that Panel members have time to review the submitted materials (see above). Non-compliance with this deadline will result in the project review being postponed to a later date.

On the day of the scheduled meeting, please bring the following:

- **Model(s)** labelled with architect name, address and phone number. To ensure manoeuvrability, the size of the model bases should be no more than 1 m x 1 m (3 ft. x 3 ft.). Larger models should consist of smaller pieces which may be presented together as a whole.

Required Materials for the Design Panel Review (Presentation Day)

On presentation day, the architect or the landscape architect are **required** to bring the following materials:

1. 1 set of full size **Dimensioned Architectural Plans** (mounted on foam boards);
2. 1 full size **Landscape Plan** (mounted on a foam board);
3. **Material Board** including construction material samples and colour chips (pasted on foam boards); and
4. **Perspective/Elevation** coloured drawings.

Materials should be suitable to present the proposal to a group of 10 to 15 people. All items must be available at the scheduled meeting. If you have any questions regarding these requirements, please contact the Urban Design Planner at 604-276-4040.