



Mandate and Composition

Richmond's Advisory Design Panel (ADP) 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 is required for these types of developments. The ADP's comments and recommendations are incorporated into the staff report that is submitted to the Development Permit Panel.

The ADP 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 Public Art Advisory Committee, one representative from the RCMP that attends when there are unique safety considerations associated with the development proposal, and one City staff member.

Materials Required Prior to the Design Panel Review

By 9:00 am on the Monday two weeks before the scheduled meeting, please submit a digital copy (with reduced file size pdf) and 15 print copies of the ADP submission package to the Development Applications Department staff member working on the Development Application with the following materials included:

1. **Architectural Plans**, an 11 x 17 paper size set of *dimensioned and notated* plans (including contextual photo images, site plan, floor plans, coloured elevations, streetscape elevations, sections and perspectives);
2. **Landscape Plans**, an 11 x 17 paper size set of coloured, *dimensioned and notated* plans (including a tree retention plan, a planting schedule that identifies species, size, quantities, spacing, soil volumes, and a materials plan that highlights paving, fencing, gates, lighting, outdoor equipment and screening);
3. A **Design Rationale** (including written rationale and graphic illustrations of public realm, site layout, massing, architectural and landscape design concepts, and sun shading diagrams);
4. An **Accessibility Strategy** (including written rationale with the number and type of accessible units, a separate plan showing wheelchair circulation routes through the site and shared amenity spaces, and accessibility features in unit layouts);
5. A **Sustainability Strategy** that identifies a sustainability target and explanation of how the sustainability target will be met (including the building mechanical system impacts on form and character, and energy conservation features);
6. A **Materials Board** with notated construction material samples and colour chips (pasted on foam boards); and
7. A **Development Permit Criteria** review (written confirmation by the architect that the project meets Official Community Plan (OCP) Development Permit Criteria).

This amount of lead-time is required to ensure that ADP 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. **Please ensure that all information provided is legible on reduced size sheets.**

Materials Required for the Design Panel Review (Presentation Day)

On presentation day, the architect and the landscape architect will present the development proposal to the ADP. Presentations are to be no longer than 10 minutes; although the length of the presentation may be extended for larger projects. The architect or landscape architect is required to bring the following materials to the meeting:

1. **Architectural Plans**, 1 set of full size coloured, *dimensioned and notated* plans (mounted on foam boards);
2. **Landscape Plans**, 1 set of full size coloured, *dimensioned and notated* plans (mounted on foam boards);
3. **Materials Board** (required as part of the “prior to” list for the ADP submission package and on presentation day);
4. **Perspective/Elevation** coloured drawings; and
5. **Model(s)** constructed at a minimum 1:200 scale and including reference to the context. To ensure manoeuvrability, the size of the model bases should be no more than 0.6 m x 1 m (2 ft. x 3 ft.). Larger models should consist of smaller pieces which may be presented together as a whole.

The architect or landscape architect is required to take all materials with them when their presentation is completed, including the model. Please note that Richmond City Hall does not have model storage. 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 staff liaison in the Development Applications Department at 604-247-4620.**