## DEVELOPMENT PERMIT HANDBOOK

Plans and Submission Requirements





## Disclaimer This document provides detailed summaries and examples of the Development Permit application requirements and form and character guidelines. Any examples within this document are for general illustrative purposes only. Consistency with OCP guidelines can only be fully assessed on a case-by-case

basis within the context of a formal application. Please contact the Planning

Department at City Hall to obtain more information.

# DEVELOPMENT PERMIT HANDBOK

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## I. INTRODUCTION

The Development Permit Handbook provides a comprehensive summary of the Development Permit application requirements and the form and character guidelines. The goal is to provide clear and consistent information to the development community while streamlining the application review process. The handbook is divided into two sections: Part A and Part B.

## **Part A: Plans and Submissions Requirements**

Part A is intended to help applicants get the right level of detail and content on plans when making applications for Development Permits. This section covers requirements for:

- Site plans
- Elevations (including signage)
- Landscaping plans
- Lighting plans

## **Part B: Design Guideline Summary**

Part B provides a summary of the twenty-one separate form and character criteria identified in the Official Community Plan (OCP). The guidelines have been summarized into the following categories:

- Designing the site
- Designing the building
- Designing the landscape
- Designing for night

## II. PROCESS

If the correct information is provided up-front, it generally means shorter processing times and fewer questions or requests for additional information during processing. Put simply, it maximizes the efficiency of the process. The approval process is composed of four stages and can take up to 12 weeks from the submission of a complete application through to approval.



The approval process typically takes a total of 12+ weeks. Complex applications can take 16 weeks or longer to process. However, these timelines vary according to volume of applications and resources available and are not guaranteed. Staff will not process incomplete applications.

## III. PART A

The Official Community Plan (OCP) establishes the way citizens and businesses expect development to proceed in Campbell River. Most municipalities in BC have similar OCPs, which are developed through a process of public consultation and engagement. The OCP represents a general consensus around a variety of growth issues. This plan is intended to be a 'living' document and is subject to changes as priorities shift.

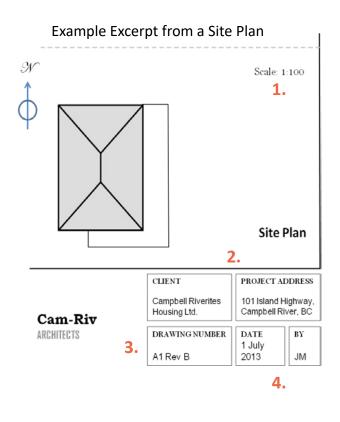
## Why so much detail?

Sometimes it may seem like an unnecessary level of detail is requested to be shown on plans. However, the OCP's guidelines cover a wide range of considerations in relation to design, appearance, and performance. These guidelines are central to achieving high quality developments, and the information requested enables City staff to make a comprehensive assessment of the degree to which a proposal fits within the guidelines and whether it meets all requirements of the City's Zoning Bylaw. The staff recommendation is then forwarded to Council to make a decision on the Development Permit application. Applicants should include a detailed description of the project and a rationale/justification. This is particularly important in the context of a Development Permit associated with a variance or rezoning request.

The finished quality of development is influenced by many small considerations in terms of design, which together can add up to create great places that create value for developers, the environment and the public.

## **Requirements of All Plans and Elevations**

What we Need you to Show	Why we Need this Information
1. Scale	Without a scale, drawings are useless unless they are intended to illustrate a particular concept, in which case it should be clearly stated. The City accepts metric or imperial.
2. Title and subject property	The drawing is meaningless if it does not identify which site it relates to, particularly if it gets separated from the rest of the material.
3. Drawing number, including revision numbers	Every drawing should be uniquely identifiable so it can be referred to within the text of a permit
4. Date and author	All drawings should be identified and dated, particularly when revisions are issued – we need to know which version is the most up-to-date



## SITE PLANS

Site plans, commonly referred to as the "site design," show a bird's eye view of the development site and how all buildings, structures, accesses and landscaped areas are arranged.

## Why are site plans important?

The site plan should show all relevant details of the existing and proposed development. An accurate and fully detailed site plan is important to enable an assessment of whether a proposal meets the requirements of the Zoning Bylaw.

The site plan illustrates:

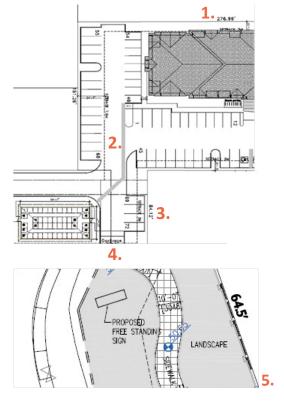
- Any stand alone structures (signs, lighting bollards, bike racks, etc.)
- Parking stalls
- Site accesses
- Setbacks

It is helpful to annotate site plans with dimensions, distances, parking stall tallies, and other notes as appropriate. Landscaping details can be included, although this can be too much information for one plan; a separate landscape plan can be drawn for that purpose. In these cases, the site plan only needs to show in block form where landscaping is located.

## **Site Plan Requirements**

What we Need you to Show	Why we Need this Information
1. The outlines of buildings and structures, existing and proposed	To make sure that Zoning requirements in relation to lot coverage, position and ancillary buildings are met.
2. Positions of vehicle entrances, driveways, access and parking, and landscaped areas	To ensure emergency vehicles can serve the site; that no unsafe traffic arrangements would be created to make sure Zoning requirements are met.
3. Yard setback lines as set out in the City's Zoning Bylaw	To assess compliance with the Sign Bylaw to ensure Zoning setback requirements are met.
4. Position of ancillary structures such as garbage/recycling, mail boxes, bike parking, etc.	To assess Zoning Bylaw compliance and consistency with OCP guidelines and avoid conflict with City infrastructure.
5. Position of any freestanding signage or lighting	To assess consistency with OCP guidelines relating to signage and illumination, and compliance with the Sign Bylaw.

## Example Excerpt from a Site Plan



## ELEVATIONS

Elevations are scaled representations of the sides of buildings and structures, along with details of windows, doors signage, decorative trim, and other features. They are also often used to illustrate the materials and colour palette and show how landscaping and lighting integrate with buildings.

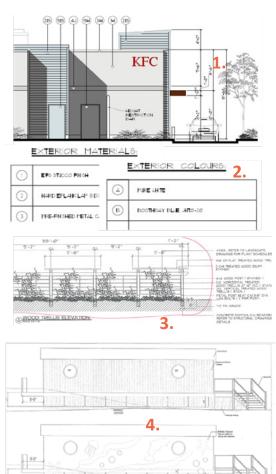
## What are elevations used for?

Elevations are primarily used to assess Form & Character, but also give important information such as building heights in relation to grade, nature of unenclosed porches or decks, or positions of balconies; all of which relate to Zoning but are not necessarily apparent from site plans alone. The appearance of development, including the quality and colour of finishing materials is important – buildings can be expected to last many decades and throughout their lives can have a significant impact on public areas, city streets, and surrounding properties.

## **Elevation Requirements**

What we Need you to Show	Why we Need this Information
1. All sides of proposed buildings, including any mounted signage or lighting	To assess the building's appearance from all directions, particularly with respect to how well it fits with adjacent buildings. We also need to assess the visual impact of lighting and signage, how safe the site is, and the effect on neighbouring properties
2. Details of finishing materials, textures, cladding, artwork, machinery, air ducts, etc. all shown on elevations and referenced in a schedule	Detailed assessment of the buildings appearance and colour. Different colours, textures, and finishes make a big difference to the quality of development and how well it fits in its location
3. Details of boundary treatment, fences, trellises, walls, etc.	The enclosure of the site affects the appearance and security.
4. All sides of any buildings and free-standing structures, including signage	The same consideration for form, character, and performance apply to other structures that form part of a development, not just the main building.

## **Example Excerpt of Building Elevations**



## LANDSCAPING

A major component of a site's appearance and the Form & Character assessment is the quality and positioning of the landscaping. Landscaping should not simply be considered an "add-on"; it is a fundamental part of architecture and design, and should be integrated into the design program at the earliest stages of a project's development. The smallest scale of development, including industrial additions, should seek to incorporate some form of landscaping.

## Why landscape?

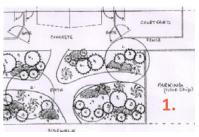
- It improves the quality of the environment
- Provides shade and cooling
- Aids stormwater attenuation and slows runoff
- Provides habitat for wildlife
- Screens parking areas
- Privacy and security
- Can enhance architectural features

The site plans must demonstrate the proposed planting densities and details. If landscaping is going to be implemented, it needs to work and it needs to be robust enough to survive and mature, and may require irrigation. Also, it needs to integrate with adjacent sites and land uses, and it is in the owner's interest to ensure plants thrive in the long-term.

## **Landscaping Requirements**

What we Need you to Show	Why we Need This Information
1. Plan view of all hard and soft landscaping, planted areas, any riparian area setback fencing, and restoration planting	To assess the overall effect of landscaping as part of the site design and/or its effectiveness as environmental mitigation.
2. Details of all ornamental features, benches, fountains, ponds or structures (hard landscaping)	These all form part of the overall appearance, appeal and functionality.
3. Schedule of species, including indication of any invasive species to be removed, or existing trees/shrubs to be retained	To ensure good-quality planting that reinforces local character, provides appropriate wildlife habitat, and which doesn't interfere with the development.
4. Cost estimate, including irrigation	The City requires a security of 125% of the cost of materials and installation before the permit is issued. This is returned in full upon successful completion of the

## Example Excerpts of Landscaping Plans





8	Plant Material: a) Trees			+	_	<del></del> 4
	1)	6 cm cal.	3	\$	148.50	445.50
	2)	6 cm cal	2	\$	150.00	300.00
	3)	2.5 m ht.		\$	165.00	
	b) Shrubs / Groundcovers					
	1)	#1 pot	368	\$	5.00	1,840.00
	2)	#2 pot	154	\$	8.00	1,232.00
	3)	#3 pot	62	\$	15.00	930.00
	4)	2 m ht.	15	\$	25.00	375.00
	c) Installation			$\perp$	50%	2,561.25
9	Bark Mulch (cost per m <sup>3</sup> )		27	\$	32.70	882.90
	TOTALS	Total for 1				4,266.50



landscaping.

## LIGHTING AND ILLUMINATION

Buildings spend nearly half their time in darkness. It is therefore important to understand how development is lit: to determine how it will look in the evening and early morning and whether it will impact public safety.

## What can lighting do?

Lighting can highlight architectural features and contribute to the design quality of a project, as well as contribute to the ease of customers or pedestrians in walking around the site. Lighting can either be detailed on a separate plan/elevations, or it can be included and detailed within the site/landscaping plans and elevations. Graphic renderings and "details" are often a good way of illustrating a proposed lighting scheme.

## **Questions to Consider when Incorporating Lighting**

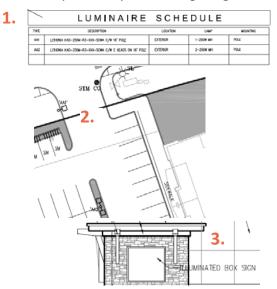
- Will it be safe?
- Will it be attractive?
- Does it provide excitement in downtown and village centres?
- Will illuminated signage form part of the lighting plan?
- Will the lighting add value to the users, owners or tenants of the development?
- Is excessive light overspill being avoided?

## **Landscaping Requirements**

What we Need you to Show	Why we Need this Information
1. Details of lighting fixtures including poles, pylons, decorative standards and dimensions along with type of lens, types of lamp and wattage	Detailed assessment of the appropriateness of the lighting for the proposed development, plus the potential for any negative impacts on adjoining properties (spill light).
2. Plan view of all freestanding streetlights, illuminated signs and bollards	To assess the adequacy of lighting in keeping spaces appropriately lit and safe.
3. Elevations of any wall, eaves, or roof-mounted lights or illuminated signs	To assess the adequacy of lighting and how well it integrates with the appearance of buildings and character of the area.



## **Example Excerpts from Lighting Plans**





## IV. PART B

Good design is about creating great places; places that are iconic and add to the memory and language of place. When done properly throughout a community, it's good for businesses, visitors, and residents.

## **Design Guideline Summary**

Good design is about creating great places, places that are iconic and add to the memory and language of place.

The OCP identifies twenty-one separate Form & Character criteria to guide developments and ensure they are designed in a way that respects the character of existing neighborhoods.

The guidelines outline the City's vision for:

- Massing (the size and area)
- Height
- Aesthetics (colour, lighting, look and character)
- Landscaping
- Traffic impacts

## **Design Elements**

These Development Permit guidelines have been summarized into the following four key design elements:

- · Designing the site
- Designing the building
  - Size and impact
  - · Form and character
  - Energy and environmental performance
- Designing the landscape
- Designing for night

## DESIGNING THE SITE

Good site design is the response to the physical, natural and environmental characteristics of a site. Good design will use these features to create interest and intrigue. Typical natural features include slope, views and environmental areas such as mature trees or streams. The access and circulation of vehicles and pedestrians is also a very important consideration. The site design development permit guidelines promote development that uses land effectively and efficiently.

## **Guideline Summary**

- Develop with the slope to reduce the need for retaining walls
- Highlight views onto and off of the site to create greater visual interest
- · Enhance views onto and off of the site by installing utility wires underground
- The access for pedestrian and vehicles is important. Make sure the movement of pedestrians is clearly
  defined using the design and location of sidewalks and detailing surface treatments
- · All parking should be buffered using trees and landscaping
- Retain mature vegetation

## **This**



Designing to a sloped condition provides various opportunities for split entry building **articulation**.



This site was designed to integrate small retaining walls, parking and landscaping so as to respect the original topography of the site. Landscape beds and trees were used to soften and **buffer** parking from the adjacent uses.



Primary view corridors can be used to highlight key architectural design or natural features on a project.



This illustrates a mature tree assessment of a property. The retention of vegetation can make the final project integrate more seamlessly with the existing neighbourhood, "curb appeal," and retail/rental value.

## **Not This**



Slopes are a common site constraint. Large retaining structures typically detract from the aesthetics and character of a site.



Large expanses of parking can create gaps in the **street wall**. Gaps in the **public realm** cause dead spaces and can detract from the **vitality** of an area.



Campbell River's primary asset is the beauty and abundance of spectacular ocean and mountain views. The siting of a building should reflect the primary assets of the site, not turn its back or create blank walls along major view corridors.



Overhead wires adversely impact the views and aesthetics of a site. Utility wires should be installed underground.

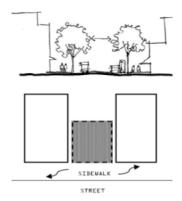
## DESIGNING THE BUILDING SIZE AND IMPACT

Building design and location have a direct impact on the quality of the **public realm**. The **massing** of a building can be imposing, making a space feel uncomfortable, or welcoming, contributing to the aesthetics and **vibrancy** of an area. Building design is about creating great places. Constructing a building to **human-scale** that establishes a **street wall** will be appreciated by the people who use the building and the space around it. A well developed **human-scale** street wall is the architectural equivalent of chapters in a book; each chapter contributes to the telling of the overall story of Campbell River.

## **Guideline Summary**

- Buildings should avoid blank walls and large façades broken into smaller elements
- Façades adjacent to the street should be transparent
- Public realm amenities should be included in the building design. These can be used to define spaces for private and public use
- All parking should be buffered from adjacent uses
- All mechanical and solid waste facilities should be screened from the public
- Entrances should be located on the primary street to help animate the street

## **This**



A street wall is achieved when buildings align to create an "outdoor room" by fronting the building directly onto the street. A building should be located as close to the front property lines as possible to create the street wall which helps **animate** the public realm. This connects the built environment to the users: people.



Multi-family development can also help create an attractive and vibrant street. This apartment block was sited in a way that continued the street wall and helps to animate the street by locating the main entrance onto the street front.





The impact of a building can also be addressed by minimizing blank walls.
Use of window spacing, articulation of the façade, colour changes, and terracing, reduce the massing impact of a building.





The impact of massing can be reduced by creating terraced buildings or by varying roof lines. The size of a building should be directly related to the width of the adjacent street and should be consistent with the surrounding buildings. This avoids buildings feeling oppressive and helps to reduce crowding the public realm.

## DESIGNING THE BUILDING SIZE AND IMPACT

## **Designs to Avoid**

- Locating parking next to the street
- Large expanse of blank walls
- Inconsistent massing
- A "sea" of parking
- Neglecting key corner features with building and site design

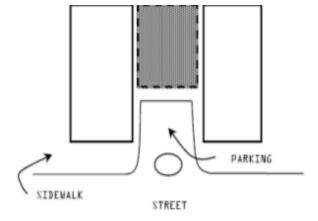
## **Not This**



The design of this building ignores the street and has created a very sterile concrete environment at a busy intersection. The large blank wall, building orientation and massing results in a poor pedestrian and human scale environment.



The 20-storey building next to 3 and 5 storey structures illustrates inconsistent massing and how it can impact an area.



Parking should be located beside or behind a building to allow the building to front directly on the street.



Large expanses of parking can create gaps in the street wall. Gaps in the public realm cause dead spaces and can detract from the vitality of an area.

## DESIGNING THE BUILDING FORM AND CHARACTER

Form and **character** is the relationship between the size, shape and massing of a building. It is directly linked with the public realm and how a building contributes to the surrounding "place". To contribute to the creation of place, a building's facade should be designed to express individual store front identity. In the case of residential development, the front of the building should be emphasized utilizing fenestration (windows and openings) features to animate the property frontage. With both commercial and residential buildings, local context is important. The massing of a building should also reflect the local context.

## **Guideline Summary**

- Roofscapes should be articulated to enhance the skyline
- Corner sites should be designed to enhance the prominence of the corner by orienting the main entrances, lobbies and windows toward the corner
- Signs should be integrated with the building design and compliment the background surface
- Colours and material changes should be used to articulate a building and can be used to break up large wall areas
- Main windows and entrances should be located to face the street to create interest

## **This**



Colour palettes that complement a building's architecture, add visual interest and which enhance the aesthetic of a neighbourhood should be selected. This will help reinforce a stronger sense of place and a cohesive community identity. Within downtown, colour choices are expected to demonstrate consideration of the preferred colour palettes for the different character areas contained within the City's downtown strategy Refresh Downtown. Here, colours that reference the work of celebrated local artist Sybil Andrews are encouraged.



Articulating the street level of a building allows pedestrians to interact with the activity within building. Articulation can include the placement of entrances, windows, and changes to cladding materials.









Windows, entrances and architectural detailing can help animate a space. Adding public art will create interest and intrigue and contribute to the overall form and character of the area.

Material changes, combined with colour variation, can also have a dramatic effect on the character of the building. Material changes can also be used to break up massing.

This building has used the corner as a key design feature creating a unique architectural entrance opportunity.

Roof lines should be designed to enhance architectural features of the building and highlight the skyline. No mechanical roof top equipment should be visible, and when not concealed by a roof element, should be screened with a structure that is consistent with the design of the building.

## DESIGNING THE BUILDING FORM AND CHARACTER

## **Designs to Avoid**

- Parking next to the street
- Large expanse of blank walls
- Chain link fencing on the street
- Poorly designed signage
- Too much signage
- Few or no windows or entrances on to the street
- Inappropriate architecture

## **Not This**



Themed architecture can become dated so that it no longer adds to cohesive character of a neighbourhood. Architectural vernacular is most compelling when it is context sensitive, and relevant.





These two images show examples of buildings that do not provide primary entrances on the street. The massive walls detract from the street because there are no elements to promote and animate the building frontage for pedestrians. The giant scale is also daunting for pedestrians and large blank walls provide a tempting target for tagging.





Form and character of a street is the result of the sum of its parts. When chain link fences, blank wall store fronts, signs and street front parking are combined along the length of a street, the vitality and character of an area is compromised, and can even give the perception of being a high-crime area.





A blank wall creates a poor pedestrian environment and hinders the vitality and vibrancy of a street. When this is combined with street front parking, the area becomes even more desolate with dead areas along the street. Such poorly-surveilled areas can become a magnet for unwelcome behavior.

## DESIGNING THE LANDSCAPE

Good landscaping can contribute to a community's aesthetics and character, making neighbourhoods more livable. Trees and landscaping also provide habitat, and absorb rain water. The design of these features should complement the building design. Using layered landscaping can create depth and when combined with evergreen species can maintain a year-round design feature. Landscaping can provide effective visual and noise buffering between uses. This buffering is essential when parking areas are sited next to residential uses or the public realm. Strategic lighting can also add a new sculptural dimension in low-light condition.

## **Guideline Summary**

- Parking lots should be buffered from adjacent uses using trees and landscaping
- Landscaping should be used to break up the massing of a building and enhance the public realm
- Mechanical equipment, solid waste and recycling receptacles should be buffered with landscaping and fencing, or otherwise located out of sight
- Street furniture should be integrated with the overall landscape design to enhance the public realm
- Landscaping should aim to work with site drainage, but where necessary, irrigation should be installed
- Landscape design is to be certified by a BCSLA certified Landscape Architect

## **This**



The landscape design is an integral part of overall building and site design. The landscaping should buffer impacts of building massing while creating privacy for residents and adding to the aesthetics of the neighbourhood.



Landscape design must account for a change in look and feel as the planting material ages and increases in size and bulk.



Landscape design should include elements that can be used as both active and passive open space by tenants of the building.



Landscaping can act as an attractive buffer and screening between parking lots, to hide loading bays and to buffer and break up building massing.

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## DESIGNING THE LANDSCAPE

## INCORPORATING NATIVE SPECIES

## Why native species?

Landscaping should also aim to incorporate native species to reinforce local character and give best changes of plant survival, particularly in the choice of tree planting.



This beautiful rainwater garden serves a practical purpose to slow the release of surface water into the storm drain system reducing the likelihood of flooding. Integrating landscaping with site drainage can also save on the need to irrigate planted areas.



We depend on ecosystem services for our survival. Landscaping can provide vital habitat for insects, birds and mammals, particularly in urban areas, where plentiful "green infrastructure" can form wildlife corridors.



Incorporating native speicies into landscaping helps connect the development to its environment, making it look like it belongs.

## DESIGNING FOR NIGHT

Architectural lighting can provide for way finding and should be designed into the building. Lighting adds a powerful character element in the typical low light west coast winter environment. This design element can also enhance the safety of the area.

## **Guideline Summary**

- Provide architectural exterior lighting of buildings and open spaces
- Avoid glare and light spill while reducing shadow areas
- · All pedestrian paths should have lighting
- Entrances should be lit. The lighting should be designed to enhance the architectural features while allowing a comfortable transition between neighbouring locations

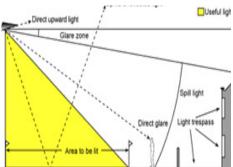
## This



Lighting design can have a significant effect on the visual impact of a building. The lighting design can help animate the public realm and provide for a safe and attractive environment.



Lighting helps tell a different part of the architectural story. Spot lighting or up lighting can effectively highlight building design elements. This can also be achieved by strategically placed glazing elements that highlight interior design, creating transparency and visual interest.



When designing area and landscape lighting, overspill and glare impacts should be assessed and minimized.

## **Not This**



This car lot illustrates overspill and glare due to over lighting an area.



When lighting focuses solely on safety, the lighting solution can detract from the area. The above example shows both a glaring and hostile lighting choice and overspill.



Under lighting a space can make it feel unsafe, and can result in dark areas attracting antisocial behaviour and loitering.

## V. GLOSSARY

### **Animate:**

Designing places to stimulate public activity.

### **Articulation:**

Using building design to make each part of a building stand out clearly from the other parts of the building. Elements of articulations include treatment to porches, balconies, doors, windows, roofs, and materials.

### **Architectural Vernacular:**

Architecture and design of the surrounding community and/or neighbourhood that is adjacent to a site or development.

## **Buffer/Buffering:**

The use of landscaping, glazing or fencing to screen a space or to define two or more spaces from one another. This is a technique used to break up massive structures or to screen unsightly elements of a development.

### **Character:**

Recognizing and valuing the differences between one place and another. It is the result of design that defines a place within a community.

## **Consistent/Consistency:**

Locating activities to allow for constructive interaction between them while respecting the architectural vernacular of the area.

## **Fenestration:**

Openings in the walls of a structure including, windows, doors, louvers vents, wall panels, skylights, curtain walls, and glazing.

## **Human-Scale:**

Proportional relationships of the physical environment to human dimensions. It is the natural and intuitive way that people compare sizes. Large unbroken structures or spaces typically make people feel uncomfortable.

## Massing:

Relationship of the buildings various pars to each other. Elements such as windows, doors, and roofs as well as interior floor plans affect massing.

## **Public Realm:**

Any publicly owned streets, pathways, rights of ways, parks or publicly accessibly open spaces.

## **Pedestrian Environment:**

Areas of a city or town reserved for pedestrian use only. These typically include bike lanes, sidewalks, multi use trails, crosswalks, and parking areas where pedestrians need to safely navigate through vehicles.

### Scale:

The relationship of a building in terms of size, height, bulk, and intensity to its surroundings.

## **Streetscape:**

The natural and manmade elements in or near the street right of way, including buildings setbacks, lawns sidewalks, street furniture, trees, signs, public art and transportation amenities.

## **Street Wall:**

Part of the building that faces the street, but generally refers to how and where several buildings line up to define the pedestrian environment.

## **Transparency:**

Ability of people in the public realm to see into buildings and spaces that are on street. This creates interest and intrigue along the public realm.

## **Vibrancy:**

The result of animating a space. A well designed space attracts people to use it and therefore is vibrant.

## **Vitality:**

Sometimes used interchangeably with vibrancy in urban design, it is the character of a space that makes it attractive and lively.