

***This resource is designed to guide applicants and designers in preparing drawings and Zoning Summary tables for submission to CNV as part of a Planning Application or Building Permit Application
For questions relating to expectations and requirements for a specific project, contact the CNV Planner assigned to the project***

Lot Description (legal description)
(legal description)
(legal description)

Lot Area (area lot 1)
(area lot 2)
(etc.)
_____ (total area)

Current Zone **Proposed Zone (if applicable)** **(ensure this is updated after rezoning when submitting DP/BP)**

Lot Coverage **permitted** **proposed**
(%) (%)
(include % above 2nd floor - if applicable)

Height in metres (geod.) see definition of height for more info

show calculation for avg. building grades

Setbacks format as needed to reflect Zone requirements

Include on drawings: *show property lines and setbacks on elevation drawings

Unit Summary 1. by floor level
2. list unit type (e.g. 1bdm, 2bdm, etc.)
3. include total unit type breakdown as % of total
note: separating beyond bedroom number is not necessary (e.g. 2bdm, 2bdm +den should both be considered 2bdm)

Adaptable Unit Summary 1. by floor level
2. list unit type (e.g. 1bdm, 2bdm, etc.)
3. include table of Adaptable unit type breakdown as % of total adaptable units

Adaptable unit info in drawings: *review all Adaptable Design requirements and show all features in floor plans (may need to be separate from main floor plan drawings)
*drawings must list all features to be included (copy from Adaptable Design Guidelines) and note which are shown/not-shown in floor plans

GFA table *(must correspond with overlays for each floor)* see definition of Gross Floor Area for more info
1. include total area for each floor level
2. show areas by use (retail, office, residential, common, etc.)
3. describe exclusions, referring to Zoning Bylaw (multiple columns will be required to show the different exclusion types)
4. provide area of exclusions in columns for each
5. include calculation for maximum exclusions
6. provide GFA (total area minus exclusions)

GFA info on overlays: *show all information above for each floor level on floor plan overlays, use colour for different exclusion types and note areas for each

Vehicle Parking

1. provide separate tables for residential and commercial parking
 2. show rates and units of measure used in calculations (units for res and floor area for comm)
 3. show visitor parking calculation
 4. show disability parking calculation
 5. show max and proposed small car spaces
 6. show EV parking calculation
- commercial parking is based on commercial unit areas, excludes common areas*

Parking info on drawings:

- *parking type (res/comm, visitor, disability, small car, EV) must be labeled (or identified by colour)
- *provide necessary notes (see Zoning Bylaw) for EV parking spaces
- *number all parking, count different types (commercial, visitor, etc.) separately
- *review Part 9 of Zoning Bylaw and show all relevant info on drawings

Bicycle Parking

1. provide separate tables for residential and commercial bicycle parking
 2. show rates and units of measure used in calculations (units for res and floor area for comm)
 3. include calculation for maximum vertical stalls
 4. include calculation for determining end-of-trip facilities for commercial uses
- commercial parking is based on commercial unit areas, excludes common areas*

Bicycle parking info on drawings:

- *review Part 10A in Zoning Bylaw and ensure proposed bicycle parking will comply
- *label residential secure, commercial secure and short-term, vertical or horizontal
- *provide all relevant information to show compliance with end-trip facility requirements

Garbage/Recycling

1. show calculations for res and comm separately, based on Figure 4-3 in Zoning Bylaw
2. for developments with multiple buildings, requirements may need to be satisfied for each building individually

General notes:

Unless otherwise specified, all calculations must be based on a per lot basis (e.g. for a multi-building development with more than one final/proposed parcel, all Zoning requirements must be satisfied for each parcel separately)

Drawings are reviewed for compliance with the Zoning Bylaw. As much as possible, drawings and summary tables should reflect and refer to relevant sections and definitions in the Zoning Bylaw

Ensure all tables are updated after rezoning is completed

Provide separately: summary of revisions to design/drawings since rezoning

All measures must be noted in metric in summary tables and on Planning drawing set

It is not necessary to show required/permitted allowances on drawings (e.g. minimum setbacks), show only what is proposed