



## Submission Requirements

**No.: DEVAPPS-15**

**Date: 2024-05-23**

**Rev.: 2025-03-06**

### Purpose

To provide all applicants of development applications (i.e. rezonings, subdivisions, development permits etc.) a comprehensive [Submission Checklist \(DA-39\)](#) and drawing requirements guideline. This bulletin provides applicants with the base expectations when creating drawing packages to form complete applications.

For Subdivision Checklists and Requirements, refer to the Subdivision Application section on our website at [richmond.ca](http://richmond.ca).

### Implementation

A [Submission Checklist \(DA-39\)](#) has been implemented and is required to be submitted with all applications. To avoid delays in application processing, please ensure all documents listed in the [Submission Requirements \(DA-40\)](#) are submitted. All required information must be provided at the time of application. Applications will not be considered complete until all required documents are received. Other studies/plans may be required on a case-by-case basis.

## Detailed Explanation for Items #12, 13, 19 and 28 on the Submission Checklist (DA-39) and the Submission Requirements (DA-40)

### Item #12: Coloured Elevations

- Four (4) coloured elevations, front, rear and sides (indicating direction), for all proposed buildings with proposed materials, colours and colour number clearly labelled and a materials legend provided.
- Finish details and materials of exterior including colours and manufacturing name.
- Notes indicating treatment of exposed concrete surfaces.
- Door and window details and sizes.
- Accessory building details.
- Extend the existing and proposed final grade lines to at least 1 metre beyond the site property lines.
- Features such as heating, ventilation, air conditioning, mechanical structures or equipment, including roof top mechanical equipment and screening must be shown.
- Building signage clearly indicated with dimensions.

### Item #13: Landscape Plans & Landscape Overlays:

#### Landscape Plans:

- Outline of existing and proposed buildings and structures.
- Parking layout and surface materials.
- Soft landscaping (trees, shrubs, grasses, garden beds, lawn, etc.).
- Hard landscaping (pavers, brick, concrete etc.).
- Landscaping structures and pools if applicable.
- Fences and retaining walls with top and bottom of wall grade elevation noted.
- Geodetic grade elevations.
- Location and dimension of private outdoor space and common outdoor amenity space.

See over →

- Plant schedule that identifies trees, shrubs, perennials, ground cover, species, size, quantities, spacing, soil volumes; the plant schedule must be printed with letter no less than 2 mm.
- A materials plan that highlights paving, fencing, gates, lighting, outdoor equipment and screening.
- Lighting specifications with clear BUG (Backlight, Uplight, and Glare) rating and Dark Sky compliance.
- Landscape cost estimate (including topsoil, vegetative material, fencing, installation, 10% contingency etc.).

**Landscape Overlays:**

- Live Landscape Overlay.
  - Display live landscaping material area and percentage for the site.
- Non-porous Material Overlay.
  - Display non-porous material area and percentage for the site.
- Private Outdoor Space Overlay.
  - Display private outdoor space and percentage for the site.
  - Show the calculated area and dimensions within each amenity space.

**Item #19: Drawing Package**

**Project Data Table:**

- Provide a concise summary of the relevant zoning requirements for your project based on the proposed zone. List the zoning requirements (ex. Height, Setbacks, Lot Coverage, FAR, Parking) including corresponding values for the proposed conditions for the development to convey compliance. This table should also highlight any requests for variance.

**Context Plans:**

- Plans showing proposed building and their relationship to existing urban context, including adjacent street, driveways, surrounding properties, and buildings.

**Site Plans:**

- Refer to bulletin [DEVAPPS-01 Survey and Site Plan Guidelines](#) for more information.

**\*Note:** any request(s) for variance to standard zoning bylaw requirements must be clearly and visually communicated within the plan set. Use elements such as colour, shading, and text callouts to clearly demonstrate variance requests.

**Floor Plans:**

- Layout of all exterior and interior walls including all levels of underground parking and rooftop.
- Roof Plan.
- Location of all doors, windows, skylights.
- Use of proper dimensioning system showing the overall dimensions, setbacks, building offsets, and other detailed dimensions, placed in a manner that the plan are legible and easily understood.
- Location of vents, bay or box windows, air conditioning units and additions.
- Purpose of each room (labelled).
- All room dimensions and area.
- Parking space dimensions.
- Clear indication of proposed work for additions to an existing building.

**Building Elevations:**

- Four (4) black and white elevations, front, rear and sides (indicating direction), for all proposed buildings with proposed materials, colour name and number clearly labelled and materials legend provided:
  - Finish details and materials of exterior including colours and manufacturing name.
  - Notes indicating treatment of exposed concrete surfaces.
  - Door and window details and sizes.
- Use of proper dimensioning system showing the overall dimensions, and other detailed dimensions, placed in a manner that the drawings are legible and easily understood.
- Ensure the existing and proposed elevation levels are indicated on the elevations.
- Ensure the total building heights are shown in both height and actual height based on Geodetic Survey of Canada (GSC) standards (i.e. if the total building height is 12 m with a site level of +2.0 GSM, the total height of the building would be 12 m with a +14 m GSM).

See over →

**Overlays:**

- Lot Coverage Overlay:
  - Display lot coverage area and percentage for the site.
- Floor Area Overlay:
  - Gross floor area is calculated by adding the horizontal floor area of each floor of all buildings on a lot, measured to the outer limit of the building (i.e. the outside edge of supporting walls or columns).
  - Floor Area Ratio (FAR) is calculated by taking the proposed Gross Floor Area for all buildings on a lot, less any permitted exclusions, and dividing it by the Net Development Site Area (NDSA). (**Note:** NDSA is the area of the development site after any road/lane dedications.)
  - Display Gross Floor Area/Floor Area for each floor.
  - Areas must be digitally broken down into regular geometric shapes utilizing perimeter dimensioning.
  - The net area should be computed using the subtractive method. For example:
    - A box encompassing the gross floor area is to be used, which will likely include some adjacent external areas.
    - Utilizing detailed internal dimensioning, show subtracted areas that are excluded from the calculation of FAR (i.e. on-site parking spaces, unenclosed balconies, etc.).
  - A table of calculations must accompany all area overlay plans. The table must include the length, width, total area and identification of each block in the area summation:

		m		m		m <sup>2</sup>
<b>Perimeter Area</b>						
		6.40	x	11.66	=	74.62
<b>Area Deductions</b>						
	A1	2.64	x	0.91	=	2.40
	A2	0.76	x	0.91	=	0.69
	A3	0.76	x	2.60	=	1.98
	A4	0.76	x	2.81	=	2.14
	A5	0.76	x	0.53	=	0.40
	A6	3.81	x	0.53	=	2.02
	<b>Sub Total</b>					<b>9.63</b>
<b>Gross Floor Area</b>						<b>65.00</b>
<b>Exemptions</b>						
	S1 - Stairs	0.91	x	3.15	=	2.87
	<b>Sub Total</b>					<b>2.87</b>
<b>Net Floor Area for the purposes of FAR</b>						<b>62.13</b>

**Building Sections:**

- Longitudinal and cross sections including details of vaulted areas and adjacent attic spaces, and envelope of height protrusions.

**Site Sections:**

- Site sections that include existing and finished lot grade elevations 1 m beyond neighbouring property lines and to the centerline of streets/lanes.

**Site Grading Plan:**

- A comprehensive lot grading plan is required to be provided in support of urban subdivisions. The following information is required to be included on the comprehensive lot grading plan.
  - Existing and proposed elevations at all lot corners.
  - Proposed grades at the corners of the building envelope of each proposed lot.
  - Existing grades on all adjacent lots to the proposed subdivision.
  - Location of any existing structures (dwellings, accessory buildings, retaining walls, etc.) from the property lines. The grade elevations of those structures that are within 3 m of the proposed subdivision or that could be impacted by the proposed development.
  - Garage slab elevations and driveway slopes from back of sidewalk.
  - Location of any retaining walls.

**Conceptual Lighting Plan (only required for DP applications)**

- A lighting plan demonstrates the location, height and type of lighting fixtures on site and proposed buildings, including the location of electrical supply.

See over →

## Item #28: Heritage Conservation Plan

- Require all items listed in the [Submission Requirements \(DA-40\)](#).
- For both Heritage Alteration Permit (HAP) and Heritage Revitalization Agreement (HRA) applications:
  - Building elevations should show both existing and proposed conditions.
  - Photographs showing all faces of the building(s), structure(s) and/or landscape, in colour and high resolution. Ensure photographs show architectural details, finishes, materials and colours.
- The Heritage Conservation Plan to be prepared by a qualified heritage professional. The Heritage Conservation Plan should include historical information along with the Statement of Significance, and set out the conservation strategy and recommended conservation work, following the [Standards and Guidelines for the Conservation of Historic Places in Canada](#). A maintenance plan should also be included to guide long-term care of the heritage resource.

For further information or clarification, contact the Development Applications Department at 604-276-4395 or [DevApps@richmond.ca](mailto:DevApps@richmond.ca).