



EDMONTON • DESIGN • COMMITTEE

FORMAL SUBMISSION REQUIREMENTS

Updated October 27, 2021

- Indication of the type of submission (Rezoning, Development Permit, etc.)
- Written description of the project
- Municipal address of the property
- Responses to Principles of Urban Design
- Written responses to applicable planning legislation
- A written statement about how the project conforms to policies of any applicable Statutory Plan and Zoning Regulations, Contextual Analysis (area of influence)
- An Urban Design Context Plan and vicinity map that is scaled, showing the proposed development and its relationship to on-site and surrounding natural physical features, existing development and other factors affecting the design of the proposed development
- The plan shall show the location of adjacent buildings and structures indicating the approximate height and number of storeys
- An aerial photo with the development site clearly noted
- Contextual photos showing crucial views towards and from the subject site that illustrate the existing site conditions and pertinent streetscapes
- Perspective and streetscape (including the laneway) elevation plan showing the proposed development in relation to the adjacent buildings on a block face
- Sun Shadow Impact Study. This study shall identify to scale on a plan at a minimum scale of 1:500 (metric), the following:
 - The proposed development and existing development in the surrounding area, including public roadways, parks, plazas, walkways, and other open spaces intended for the use and enjoyment of the general public;
 - The sun shadow impact by the proposed development both on its site and on surrounding areas, and the sun shadow impact by existing and approved development surrounding the subject site, showing where there is an overlap with that resulting from the proposed development in the following situations:
 - The shadows cast at 09:00, 12:00 and 15:00 Mountain Standard Time (MST) on March 21, June 21, September 21, and December 21;
 - The area which is continually in a shadow cast during the entire period from 11:00 to 14:00 on December 21;
 - The area which is continually in a shadow cast during the entire period from 09:34 to 15:34 MST on March 21, June 21 and September 21; and
 - The total area which is subject to shadow at any time during the period from 09:34 to 15:34 MST on March 21, June 21 and September 21.
- A Scaled Site Plan showing the following:
 - Directional true north arrow;
 - Location of all buildings or structures in relation to property lines; and
 - General layout of existing and proposed sidewalks, walkways, bicycle parking, parking area, driveways, entrances and exits, abutting public roadways, median breaks and auxiliary lanes, transit stops.
- An Amenity Plan in order to provide the EDC with the information necessary to evaluate the public and private amenity features provided in the development and located within the area of influence. It would include and is not limited to the following:
 - A scaled landscape plan, developed by a Registered Landscape Architect, showing the following:
 - The property lines and dimensions;
 - Adjacent public area features, such as streets, lanes, driveways, vehicular entrances, street furniture and boulevard trees
 - Overhead, surface and underground utilities and limits of easements;
 - Outline the site structure(s);

- Walkways, other hard surfacing or hard surfacing features, outdoor amenity areas, fencing, walls screens, recreational facilities and garbage collection facilities. Materials, colours and patterns shall be indicated; and
- Existing and proposed trees and shrubs labeled by common name in a detailed Plant List.
- Green roofs, patios and balconies
- Atria, enclosed and semi enclosed public spaces and semi-public spaces
- Public transit provisions or connections
- Pedways interface with street and pedestrian activity
- Visitor drop-off and location
- Public cultural space
- Four scaled elevations, in colour, showing all sides of a development depicting the following:
 - Conceptual signage representation;
 - Exterior cladding material schedule and the locations of those materials; and
 - Any roof top mechanical, including stacks and screens.
- Scaled roof plan indicating conceptual mechanical equipment, rooftop amenity areas and roofing materials to be used.
- Exterior cladding colour/sample board. A colour/sample board is required for all visible exterior surfaces.
- A detailed exterior lighting plan illustrating how the building's architectural and sculptural characteristics have been highlighted. For example, a Photometric Plan indicating lux and/or lumens levels.
- A detailed Comprehensive Sign Design Plan to comply with Section 59 of the Edmonton Zoning Bylaw 12800.
- **Floor plans shall only be provided at the discretion of the Applicant.**

Additional Information

If required by the EDC or Development Planner, the proponent shall provide the following information:

- Additional perspectives;
- Public art provision, including specifics;
- Building sections;
- Existing and proposed site grading;
- Wind impact analysis;
- General analysis of how the development has addressed Crime Prevention Through Environmental Design (CPTED);
- A Zoning Bylaw Compliance analysis; and
- Electronic or physical contextual model.

It is noted that there may be a development that requires a special submission, such as a rezoning application, digital sign application, or exterior alterations such as a façade improvement. Please contact Administration or the Planner in order to discuss these requirements.