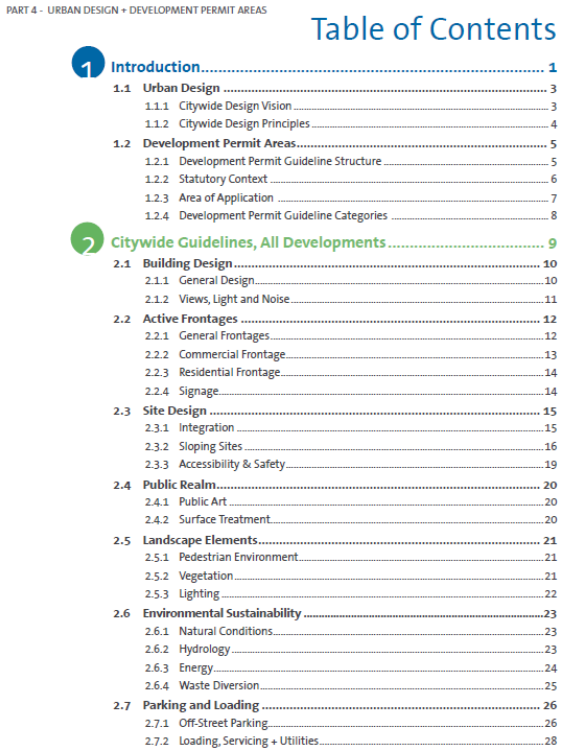
Housing Choices – Development Permit Design Checklist

PROJECT ADDRESS: _____

New development that requires a Development Permit (DP) must meet the standards of the Design Guidelines contained in Part 4 of the City of Coquitlam Citywide Official Community Plan (which can be found here). The City may require revisions to your DP application to achieve these requirements to our satisfaction. Sign and date that you have read and understand Part 4:

Signature: _____ Date: _____
Name Printed: _____

The Table of Contents of Part 4 of the City of Coquitlam Citywide Official Community Plan is shown below, and found here:



PART 4 - URBAN DESIGN + DEVELOPMENT PERMIT AREAS

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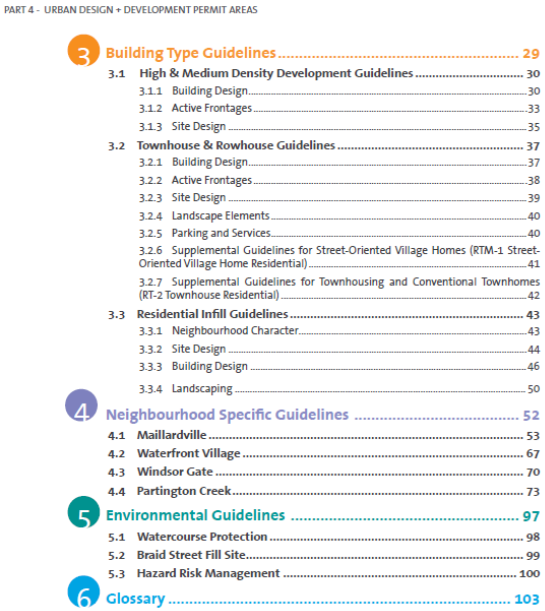

PART 4 - URBAN DESIGN + DEVELOPMENT PERMIT AREAS

Housing Choices – Development Permit Design Checklist

This checklist is an excerpt of the City of Coquitlam Citywide Official Community Plan, Part 4, Urban Design + Development Permit Areas. The intent of this checklist is to facilitate quality site and building design for a variety of ground oriented housing options.

Instructions:

- *Explain how your project meets each of the Design Guidelines, using specific examples and citing specific drawing sheets in the application package; or*
- *Identify the unique circumstance of why you were unable to achieve the intent of a specific guideline. Provide a rationale, cite specific drawing sheets, and describe how any consequence of not achieving the guideline is proposed to be mitigated.*

Chapter 2 Citywide Guidelines, All Developments

Guideline Number	Design Guideline	Applicant Response *(describe how your proposal achieves the guideline)*
2.3.2 SLOPING SITES		
a) Building With the Slope		
i.	Consider distinctive building and site design that provides a sensitive design response to sloped sites and environmental and natural constraints.	
ii.	Build with the slope to minimize cut and fill excavations to help preserve the natural topography of the hillside.	
iii.	To reduce grading and retaining wall requirements, set buildings into the hillside. Where retaining walls are needed, step retaining walls to follow the terrain.	
iv.	Where cuts and fills are required, establish contours and gradients that resemble the naturally occurring terrain. Round out and blend slope transitions between lots and/or adjacent undisturbed area.	
v.	Create appropriately-sized terraces (for building pads that can provide usable yards, patios and common areas) when site grading. Wherever feasible, avoid the creation of large flat terraces across multiple building sites.	
2.3.2 SLOPING SITES		
b) Retaining Walls		
i.	Create pedestrian connections, where appropriate and feasible, in locations where retaining walls create a barrier between	

	development and streets. Where feasible, and coordinated with landscaping, also consider: • Utilizing ramps to improve accessibility; and • Incorporating bike channels to assist cyclists.	
ii.	Use landscaping and plantings, including trees, to help blend retaining walls into natural surroundings.	
iii.	Where a retaining wall is located along any public rights-of-way, public space, or location that is highly visible, use landscaping techniques and materials to create visual interest by using: • Plantings, trellis or lattice-work above and below the wall; • Landscaped areas between walls and sidewalks/paths; and • Wall inlays, banding, battering and texture treatments to provide visual interest and articulation to the wall surface.	
iv.	Ensure retaining walls use materials that are compatible with the principal building and/or natural surroundings. The use of brick, stone, architecturally treated concrete, and interlocking landscaping blocks is encouraged. Limited use of wood, rock and lock-block may only be considered in locations that are not highly visible. The use of wood is further limited to applications that are non-structural.	
v.	Design retaining walls to permit landscaping and the maintenance of terraces, and the use of plants, shrubs and trees which are suitable for small spaces (preferably drought-resistant, native species) and will not create long-term maintenance issues;	
vi.	Where a retaining wall is located along any public rights-of-way, public space, or location that is highly visible, utilize transparent fencing techniques and smaller, equally-stepped retaining walls to create visual interest, reduce massing and blend the wall into the surrounding area.	

3.3 Residential Infill Guidelines

Guideline Number	Design Guideline	Applicant Response *(describe how your proposal achieves the guideline)*
3.3.1 NEIGHBOURHOOD CHARACTER		
a) Neighborliness		
i.	New development should consider the siting, setbacks, scale, height and massing of adjacent development, while also recognizing that new development is not intended to be built to the same standards as existing development built under *One-Family Zoning*.	
ii.	Where the new development is taller than adjacent buildings, create a respectful transition in scale and mitigate site overlook through the use of increased open space, upper storey step-backs, or sloped roof forms.	
iii.	Consider a notched setback for the portion of the front façade that is adjacent to an existing building with deeper front yard setbacks to create a more neighbourly transition.	
iv.	For new development with less rear yard than adjacent properties, incorporate design measures that reduce bulk, massing, and shadowing such as sloped roofs, upper storey step backs or recessed massing. The size of decks and balconies that are significantly above grade should be designed and located to mitigate privacy and overlook concerns.	
v.	On a corner lot or double-fronting site, orient the principal building to both streets by providing an equal quality of design with articulation in scale, massing and materials.	
vi.	For multiplex projects, no more than 4 side-by-side units should front a street to respect the character and scale of adjacent ground-oriented residential development. Where multiplex projects propose more than two side-by-side units fronting a street, refer to Section 3.2 Townhouse & Rowhouse Guidelines for additional design guidance.	
3.3.2 SITE DESIGN		
a) Vehicle Access and Parking		
i.	Where a functioning lane exists, vehicle access should be off the lane. If lane access is not possible, access should be taken from the	

	lowest classification of street that fronts the property. For corner properties without lane access, the preferred driveway access is at the rear yard of the flanking street.	
ii.	Properties without existing lane access and in need of driveway access from the fronting street should: • design vehicle access from the street in a way that minimizes the width of the driveway; and • locate the driveway along an interior side yard of the property, and if possible, share a driveway with the abutting property.	
iii.	Opportunities should be explored across Neighbourhood Attached Residential areas to acquire lane-to-street connections to address single-access lane constraints.	
b) Parking		
i.	Preference for the location of parking is in this order: 1. At the rear of the property, 2. Facing the side of the development when incorporated into the principal dwelling, and 3. Facing the street when other options above are unviable and the following conditions are met for a garage or carport: • not occupy more than 1/2 the width of the front façade; • be recessed from the front façade of a building and not protrude beyond the front entrance of a unit; and, • be of high quality materials and design, with features that may include windows, paneling or other design details.	
ii.	For convenience and to enhance accessibility, consider adding a walkway between parking stalls that belong to different strata units, and aim to limit the number of side-by-side stalls without a walkway to four.	
c) Garbage and Recycling		
i.	When the solid waste and recycling storage area is designed to be incorporated into a building, it should be placed in a position that avoids or minimizes visibility from any street facing elevation and be a subordinate part of the building.	
ii.	When the solid waste and recycling storage area is outside a building, the area must be fully secure, wildlife resistant, and	

	screened from view from adjacent public streets and adjacent properties. All aspects of the storage area must be located on the site.	
iii.	The solid waste and recycling staging area must be designed to provide convenient access for collection vehicles. The staging area should not conflict with parking or landscaped areas.	
iv.	Adequate space for operational source separation of all solid waste (e.g. recycling and compost) must be provided, including space for collection, storage, and access for collection vehicles.	
v.	Development permit applications for new development should include a solid waste and recycling site plan that addresses guidelines in Section 3.3.2. c).	
d) Privacy and Access to Natural Light		
i.	Windows, porches, decks, and balconies should be carefully designed, and if necessary, screened to improve privacy and minimize overlook into neighboring properties and between units.	
ii.	To enhance privacy and access to sunlight where there are multiple buildings on a site, maintain a minimum separation of 3 m between principal buildings fronting the street, and a minimum of 6 m between principal buildings at the front and rear of the property.	
e) Transition from Private to Public		
i.	Site and building design should work together to create a transition from the public space of the street to the private space of the development. Street-fronting buildings should be designed with adequate transitions and landscape elements that emphasize the principal entrance. Such elements could include: • A defined garden edge with landscaping, trees, fencing, or entry gate; • Steps or a change in level; • A well-defined porch; and • Changes in paving or planting patterns.	
3.3.3 BUILDING DESIGN		
a) Composition and Architectural Style		
i.	Some building design guidance in Section 3.3.3 has been organized into traditional and non-traditional designs to help facilitate the style of architecture chosen.	

	Traditional designs can be characterized by styles that originated and were popularized prior to the 21st century. Common examples include Craftsman, Tudor, Georgian, Colonial and Victorian. While they vary in their appearance, proportions and use of materials, some common traits include: • A dominant pitched roof form; • Prominent main entrances characterized by generous covered porches and stairs; • Various secondary architectural elements and details that articulate the primary building form; • Window proportions that maintain the solidity of walls and the expression of punched openings; • Balconies and decks that are integral with the building and do not appear tacked on; • Details and trim with substantial thickness that give the appearance of solidity and durability. Non-traditional designs include everything else and cover a wide range of styles such as, art-deco, mid-century modern, contemporary, pacific northwest, prairie, modern and ranch.	
ii.	The overall building should express a clear sense of hierarchy of architectural elements to avoid the appearance of a random assemblage of competing focal points such as repetitive arched window forms, bay windows for every room of the house, or multiple and purposeless roof forms.	
iii.	Principal and accessory buildings on the same lot should have a similar architectural style, including character, exterior materials and colour palette.	
b) Massing and Roof Form		
i.	Building forms should generally have a clear sense of hierarchy with a primary, dominant mass and roof form.	
ii.	Break down larger massing to achieve visually interesting façades with features such as recesses, projections, porches, canopies, balconies, roof overhangs, materials, colours and textures.	
iii.	Roof skirting on the building façade is discouraged	
iv.	Chimney projections should be expressed as continuous elements from grade past the eaves of the main roof. They should not appear as floating appendages or be direct vented at a location that is readily visible from the street.	
Traditional Building Design		
v.	Incorporate the upper storey into a sloping roof form to reduce the perceived mass of the building.	

vi.	Main roof forms are generally characterized by end gable, cross gable, hipped, double, or transverse gable.	
vii.	Secondary roof forms and dormers should be clearly secondary to the main roof form in size and number, with dormers set back from the building façade to maintain the dominance of the main roof.	
viii.	If a secondary roof or gable interrupts the eave line of the main roof, it should mark or cover a significant element such as an entry, a porch, a recessed area, or a substantial projection.	
Non-Traditional Building Design		
ix.	While non-traditional roof forms may be expressed in a variety of ways, generous roof overhangs are encouraged to add visual interest and to improve the durability and longevity of exterior cladding	
c) Porches		
i.	Street-facing front porches should have enough space for furniture and seating to encourage a more neighbourly and active space. Entry porches are also encouraged for units with access from within the site, though the size is more flexible	
ii.	Stairs to levels above the main or ground floor should be accommodated within the internal space of the unit.	
iii.	Front entry porches should be one-storey, have roof cover, and be integrated into the overall building design. The entrance cover may be provided by recessing the porch area and front door, by adding to the main façade of the building, or a combination of both.	
d) Entrances		
i.	Where possible, provide entrances that are clearly visible and identifiable from the fronting public street. On corner sites, entries may face both streets.	
ii.	Elevate entrances fronting a street by a minimum of 0.6m and step with the slope to enhance residents' privacy.	
iii.	When doors to side by side units are located together, the entry area should be expressed as a single porch which may have both doors visible.	

iv.	Where an entry to a unit is not clearly visible from a street, provide clearly defined site entries and pathways from primary streets to each independent unit through lighting, architectural detailing and landscape design. Clear paths should also be designed to access individual units from parking areas and common open space.	
v.	Exterior main entry stairs should be generous in width.	
e) Façade Articulation		
i.	A large portion of the main wall plane should be present to ensure the visual strength and unity of the whole façade.	
ii.	Large blank walls, including interior side walls, should be avoided whenever possible.	
iii.	Continue the exterior detailing and materials used on the principal building façade in consistent proportions on all façades. Materials should carry around corners to avoid appearing as a thin veneer or false front. In general, if there are changes in exterior materials, they should occur where there is an obvious change in building massing.	
f) Windows		
i.	Windows facing public streets and lanes should be transparent, clear-glazed, operable and to a size large enough to promote overlook to adjacent open spaces.	
ii.	The design and placement of windows should contribute to a balanced visual expression that is not necessarily symmetrical. Multiple competing feature windows should be avoided.	
Traditional Design		
iii.	Except where brick or stone is the main cladding material, windows on traditional style buildings should be installed with window elements such as trim, sills, aprons, frames, and mullions to add visual interest and to emphasize their presence.	
iv.	Window sizes, shapes, and proportions should maintain an expression of 'punched openings' that does not undermine the presence or solidity of walls.	
Non-Traditional Design		
v.	A variety of window shapes and sizes is encouraged, though window design should be expressive of and consistent with the overall design rationale for the building	

vi.	Non-traditional designs such as contemporary style buildings can generally use larger areas of glazing with much different shapes and proportions than traditional style designs.	
g) Exterior Materials		
i.	Materials should be appropriate to the scale and design of building elements. For example, large and heavy roof tiles may not be appropriate for roofs with smaller secondary roof forms and dormers.	
ii.	The use of high-quality exterior materials such as wood, stone or brick, or an acceptable alternative, is encouraged on all street-facing façades. Cementitious fiber and stucco are also acceptable.	
iii.	Materials should be used in a rational manner in a way that is true to their nature. For example, stone or brick should be used as a foundation element, and as the base of columns, but should not be used as a facing on upper levels with no clear means of support below.	
iv.	Exterior materials should be limited in number. Material changes should relate to significant building design elements such as to express the base or foundation of the building as opposed to a dormer or minor projection.	
v.	Where a material is proposed that is not mentioned, it's acceptability will be evaluated on a case by case basis, especially considering that some materials have advanced to a point where they convincingly replicate original materials.	
VI. LANDSCAPING		
i.	Development Permit applications for new development should include a well-developed landscaping and planting plan that identifies soft landscaping areas and planting species, permeable and impermeable surface materials, fencing and hedging, retaining walls, and the identification of private and common open space.	
ii.	Open areas of land on-site shall be landscaped with a variety of trees, lawns, shrubs, flower beds or other acceptable planting materials in a professionally coordinated manner to support good landscaping practice.	

iii.	Design any large expanses of hard surfaces, such as driveways, parking areas and patios using permeable surface materials rather than conventional paving.	
iv.	Incorporate measures to allow for natural on-site filtration of rainwater.	
v.	Landscape the front yard to blend with the landscape pattern and materials of the surrounding properties, with a preference for soft landscaping.	
vi.	Encourage buildings to be sited and designed to retain existing mature trees.	
vii.	Demonstrate how the efficiency of intensive attached building forms results in broad open areas and landscaped amenity spaces at the rear of the site or surrounding a courtyard.	
viii.	Outdoor space should: • be a central focus area of the development, as opposed to 'leftover' space, with adequate shape and size to be used for a range of activities; • have adequate natural light; and, • consider the privacy and screening of the units overlooking the space.	