



3.5 Urban Design Review Panel Submission Requirements

In order to ensure that Urban Design Review Panel meetings are effective and add value to the process, it is important that a complete and focused project presentation package be prepared and submitted by the applicant to the File Manager as a single PDF or via a link to an exchange site. The content can be drawn from overall Land Use Amendment, Pre-application Enquiry and Development Permit application materials. Application requirement lists are available at [Building and Development lists and forms \(CARLs\) \(calgary.ca\)](http://calgary.ca). Applicants should be prepared to present the urban design aspects of their project, accompanied by the project package, to the Panel.

3.5.1 Pre-application/Schematic Design Review

Application materials for Pre-application review are not required to exceed what is required on the Pre-application Enquiry Checklist. The applicant is welcome to provide additional materials in support of their design rationale.

- Description of the proposal:** includes explanation of the proposal/project and how it fits with the surrounding context
 - addresses all *Urban Design Elements* represented in this Guide in describing the urban design approach
- Context plan:** includes planned and/or built project surroundings; indicates nearby transit stations, pedestrian and cycle paths and street networks, parks and open spaces, landmark buildings, nearby destinations, etc.
- Site plan** (conceptual): as developed

3.5.2 Land Use Amendment (Direct Control, with significant urban design content)

Application materials for Land Use Amendment review are the significant elements of the Land Use Amendment application requirement list, including:

- Description of the proposal:** includes explanation of the proposal/project and how it fits with the surrounding context
 - addresses all *Urban Design Elements* in describing the urban design approach
- Colour photographs:** illustrates existing site conditions and surrounding context (min 4)
- Context plan:** includes project surroundings; indicates nearby transit stations, pedestrian and cycle paths and street networks, parks and open spaces, landmark buildings, etc.
- Site plan or master plan:** conceptual, as developed
 - demonstrates pedestrian and vehicular circulation through the site and connecting to surrounding networks
- Massing diagrams / coloured renderings:** illustrates the building in context with adjacent massing



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3.5.3 Development Permit/Design Development Review

- ❑ **Planning and urban design analysis:** includes explanation of the proposal/project and how it fits with the surrounding context; describes the urban design approach
 - ❑ addresses all *Urban Design Elements* as represented in this Guide
- ❑ **Colour photographs:** illustrates existing site conditions and surrounding context (min 4)
- ❑ **Context plan:** includes planned and/or built project surroundings; indicates nearby transit stations, pedestrian and cycle paths and street networks, parks and open spaces, landmark buildings, nearby destinations, etc.
- ❑ **Site plan:** includes bike parking and project data; demonstrates connectivity to the physical elements above
- ❑ **Detailed Landscaping plan:** indicates planting, paving materials, street furniture, lighting, proposed public art locations.
 - ❑ Relevant cross-sections as required to identify the landscape relationship through the site.
 - ❑ Includes dimensioned plan, elevations and relevant sections of site structures and amenities.
- ❑ **Floor plans:** as relevant to public realm
- ❑ **Elevations:** includes detailed description, images and samples of the proposed cladding materials and colours; notes all glazing types
- ❑ **Massing diagrams / coloured renderings:** illustrates the building in context with adjacent massing to demonstrate building bulk, height and setbacks, with an **emphasis on street level views**
- ❑ **Shadow study:** if required as part of specific development permit application requirements
- ❑ **Applicant response:** clearly indicates revisions that have been made as a result of UDRP commentary and/or rationale for not responding, included directly in the Urban Design Review Panel comments





3.6 Urban Design Review Panel

Meeting Format and Procedures

A project's eligibility for UDRP advice or review will be determined within 5 days of the application being received, along with an assigned meeting date and time. Panel meetings are held in the Cypress Boardroom (located on the 5th floor of the Municipal Building) on alternate Wednesdays from 1:00-4:00 pm. A remote link will be provided via MSTeams for those not able to attend in person. Bring a backup electronic copy of the submission package to the meeting.

Digital presentation materials are required to be submitted to the File Manager no later than 1:30 pm Monday of the week prior to the identified Panel meeting. Should additional information be required for completeness, final packages are required no later than 1:30 pm Wednesday of the week prior to the meeting to allow adequate opportunity for Panel members to preview the project in advance of the meeting.

Note: incomplete packages may be refused by either Urban Design + Open Space or Urban Design Review Panel.

3.6.1 Meeting Conduct

- For each item to be discussed, the Chair will initiate the meeting at the scheduled time and introduce the parties involved.
- The File Manager and/or Urban Designer will introduce the project's history, the planning context, brief policy context, and relevant process considerations. They may also highlight any specific areas of focus or comments previously given to the applicant. Visual materials should be used to support the project introduction. This should be no longer than five minutes each.
- The applicant will be given fifteen minutes to present the design intent of the project and how the proposal responds to design opportunities and constraints of the surrounding context, with particular emphasis on how the *Elements of Urban Design* have been addressed, supported by the submitted digital presentation materials. The applicant will screenshare the presentation as submitted.
- For items returning to the Panel, the applicant will illustrate the response to previously identified design issues.
- Following the presentations, the Panel may ask questions for clarification before discussing the proposal with the applicant and Administration.
- The Panel will meet separately to craft a clear and coordinated written response.



3.6 Urban Design Review Panel Meeting Format and Procedures

3.6.2 Panel Recommendation

Panel positions include:

- *Endorse*
- *Further Review Recommended.* The applicant may be requested to return to a future Panel meeting or work with Urban Design + Open Space to resolve the recommended revisions.

Note: From time to time, based on the information provided, other meeting formats may be appropriate. In this case the Chair will seek agreement from the applicant to vary the meeting procedures.

3.6.3 Meeting Follow up

- Final recommendation and comments for the project will be sent to the Chief Urban Designer, File Manager, and Urban Designer and forwarded to the applicant within approximately five working days.
- The applicant’s response to Urban Design Review Panel advice, clearly indicating revisions that have been made as a result of UDRP commentary and/or rationale for not responding, is to be included directly in the Urban Design Review Panel comments as part of the Detailed Team Review response. This response will be evaluated at the time of decision and appended to the staff report to Calgary Planning Commission if applicable.



Photo: Urban Design + Open Space



Photo: Urban Design + Open Space



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