# Rationale Letter / Cover Report Template

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| **Instructions:** Providing a template for the Rationale Letter / Cover Report required from an applicant can provide more clarity on what is expected in the report. This section provides a structure and outlines what may be required under each section. The content of the template can be customised to better suit your local government’s needs. |

The purpose of this template is to describe the structure and requirements for a Rationale letter / Cover Report that explains the project’s conformity to relevant policies, form and character, materials, neighborhood context, relationship to adjacent properties, OCP objectives, etc. Rationale letters are typically required in Rezoning, OCP Amendment, and Development Permit applications.

This template is provided as a guide for public convenience only; not all sections will be applicable to all application types. Following the template as outlined should not be considered as a guarantee or right for development approval.

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| Rationale Letter/Cover Report Template |
| Part 1: Introduction |
| Contents |
| * Project Summary;
* Description of the amendments requested;
* Summary of the contents of this report;
* Other relevant background information;
* *OPTIONAL: Information about the owner and/or applicant (development goals, past projects, etc.).*
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| Part 2: Current Conditions and Proposal |
| Sections of Report | Content | Supporting Documentation |
| Site Details | * Description of site and context;
* Description of surrounding area (structures, uses, lots in immediate proximity of the site in all directions);
* Number of lots and legal description (including PID of all parcels involved).
 | * Existing Site Plan;
* Survey Plan;
* Site pictures;
* Neighborhood Pictures.
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| Proposal Details and Requested Approvals | * General description;
* OCP designation (current and proposed) (if applicable);
* Zoning and Use (current and proposed) (if applicable);
* DPs, subdivision and variances being requested;
* Other approvals (HRA, etc).
 | * Table of current and proposed elements;
* Proposed site plans
* Elevations;
* Sections;
* Renderings.
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| Part 3: Project Context and Rationale |
| Sections of Report | Content | Supporting Documentation |
| Policy Context | Summarize the planning documents and policies that have been reviewed and describe how it guided the design process. |  |
| OCP/Policy Analysis | * Identify which OCP policies are relevant to the project and describe how the project responds to the applicable policies;
* Include rationale for why any OCP amendments requested should be approved.
 | Illustrative images (optional). |
| Zoning Analysis and Rationale | Provide details of the primary changes to the zoning factors that are being requested and rationale for proposed changes. Proposed variances should be outlined in a sub-heading for this section, if applicable. | * Illustrative images and diagrams (optional).
* Project information Table
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| Additional Context Information (Optional) | Needs, demands and benefits, etc., to contextualize the application in the larger societal context. | Statistics and general applicable information. |
| Community Consultation | * Details of the stakeholders involved, and the kind of engagement conducted;
* Summary of engagement feedback;
* Details of any changes made on proposed design based on engagement feedback;
* Summarize any future plans for engagement.
 | Images of engagement activities. |
| Part 4 Technical Studies |
| Sections of Report | Content | Supporting Documentation |
| Servicing | Provide information on the general servicing that will be provided for the proposed development. Address the following,* Water;
* Sewer;
* Stormwater;
* Hydro;
* Tel/Cable;
* Gas.
 | * Conceptual site servicing plan;
* Stormwater Management plan;
* FUS fire flow calculation and hydrant tests;
* AWWA calculation or similar (water);
* Stormwater detention and controlled release rate;
* Grading plan.
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| Environmental Impact Assessment | Summary of issues and conclusions from EIA. | Environmental maps and images. |
| Arborist Report | Conclusions from the Arborist report and Tree Management Plan. |  |
| Transportation and Parking Rationale | * Access considerations (on site and off site);
* Parking standards;
* Traffic Demand Management proposals.
 | Transportation Impact Assessment and Parking Study. |
| Shadows | Describe how the shadows of the proposed structure(s) will impact the neighborhood in all directions at different times of the day and year. Include details of distances from neighboring buildings, any open space within development and landscaping information to support this description. | Shadow study |
| Public Realm and Landscape Design | * Describe how the proposed development will impact the public realm;
* Describe any vegetation on site that may be impacted by the development and any mitigation measures that will be taken;
* Describe any vegetation that will be retained.
 | * Landscaping plans;
* Renderings of open space and public realm.
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| Geotechnical and Soils | * Provide geotechnical information of site from Geotechnical Report;
* Conclusions from any similar assessments/reports conducted;
* Include relevant information on how the project responded to any issues present.
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| Archeology | * Summary of the conclusions from archeological analysis and archeology reports (if any).
 | Archeology maps |
| Community Amenities (for rezoning only) | Amenities are either proposed by the applicant or negotiated between the applicant and the municipality/regional district.* List of amenities that the development provides, with descriptions on how it benefits the community;
* Include Calculations of CAC financial value (if applicable).
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| Other Technical Studies/Issues | If any other technical studies/reports were conducted, summarize conclusions (Wildfire studies, etc). |  |
| Part 5 Other Applicable Policies/Issues |
| Sections of Report | Content | Supporting Documentation |
| Housing | * Describe how the proposal responds to the Housing Needs Report;
* Relevance of the proposal in relation to recent developments and current market demands.
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| Climate Change and Sustainability | Describe how the proposal aligns with policies in relation to climate change and sustainability. A list of potential topics that may be addressed are as follows:* Energy efficiency;
* Stormwater management;
* Vegetation retention / addition;
* Heating and Cooling systems;
* Active transportation;
* EV charging infrastructure.
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| Development Permit Areas | Describe how the proposed development conforms with policies and guidelines provided in relation to the Development Permit Area(s) that the subject area lies within.  | * Renderings of Structures;
* Material Board;
* View Corridors.
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| Heritage | If the proposed development has heritage value/issues:* Summary of applicable policies/guidelines and description of how the proposed development conforms;
* If a HCP was conducted, summarize conclusions;
* Summary of the actions taken to Preserve, Restore or Rehabilitate.
 | * Building Materials board;
* Architectural style – description and renderings;
* Scale and massing;
* Public realm – renderings and description.
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| Part 6 Conclusion |
| Content |
| Summarize the project, rationale, and the community benefits to be achieved. |