# Drawing Standards

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| **Instructions:** Defining drawing standards reduces discrepancies during drawing review and may enable ease of processing the application. This section provides an outline of the standards and requirements that may be prescribed, along with some sample data that can be customized to suit your local government’s needs. |

## General

* North point must be indicated at the top or right side of a drawing and must be placed in a manner as to not obstruct the design elements.
* Locational details (e.g. Key plan, road names, neighborhood names, etc) must be included in plan drawings for ease of understanding.

## Sheet sizes

* Drawings submitted to the Municipality/Regional District shall follow the following standard sheet sizes:
	+ ANSI D 558.8 x 863.6 (22x34);
	+ ANSI B 279.4 x 431.8 (11x17).
* All drawings must be provided in either of the above-mentioned sheet sizes unless mutually agreed upon otherwise.

## Title block

* The title block must describe the contents of the drawing, including but not limited to,
	+ Project name;
	+ Drawing title;
	+ Drawing number;
	+ Scale;
	+ Date;
	+ Key Plan.
* The title block should not include legal description or developer name.

## Scales

Drawings submitted in the appropriate scale allows for ease of understanding and enables smoother processing of application. The drawings shall follow any of the scales mentioned in the table below:

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| Location/Site Plans | 1:2500; 1:5000; 1:10000 |
| Composite Plans  | 1:500 |
| Details  | 1:100; 1:500; 1:75, 1:20; 1:10 |
| Cross-Sections  | Horizontal 1:100; Vertical 1:25 or 1:50  |
| Elevations  | Horizontal 1:100; Vertical 1:25 or 1:50  |

## Dimensions, units and text

Drawings submitted to the Municipality/Regional District shall use the following specifications for dimensions, units and texts:

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| Units | Metric with an accuracy of 2 decimal places  |
| Font style | Calibri |
| Minimum printed text height | 1.5 mm |
| Maximum printed text height | 5 mm |
| Standard text height | 2 mm |

## Medium of submission

* The drawings shall be submitted in the following media formats:
	+ Paper;
	+ Electronic (pdf).
* The prescribed sheet sizes should be followed for both media formats.

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## Drawing and Plotting Appearance

The table below provides information on what needs to be included in some commonly required drawings. Please include the applicable elements in your drawings.

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| Drawing and Plotting Appearance |
| Certified Survey Plan (Topographic Survey) |
| What Needs to be Included: |
| * Current survey within a year of application submission
* North Arrow, PID, Legal Description
* Street address, street name(s) and location, location and width of any lane(s).
* Lot line dimensions in metres, and total lot area(s) in metres squared (m²).
* Location and dimensions of all existing buildings and structures on the site.
* Top of wall and bottom of wall elevations of all retaining walls
* Front, rear and side yard setbacks from buildings to lot lines.
* Existing lanes, registered easements, encroachments and rights-of-way.
* Location of existing street crossings.
* Existing grades at each corner of the lot(s).
* Spot elevations at one metre intervals, for the area from the centre line of any streets or lanes, and one metre beyond the subject property.
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| Certified Subdivision Sketch (Proposed Subdivision Plan) |
| What Needs to be Included: |
| * Current survey within a year of application submission
* North arrow, Legal Description and civic addresses of all parcels included in the subdivision.
* Bearing and dimensions of every existing and proposed parcel.
* Lot area of each proposed parcel in square metres.
* Proposed road and/or lane dedications, corner-cuts, fully dimensioned.
* Location, dimensions and setbacks of all existing buildings and structures to be retained on the site.
* Building envelopes indicating all required Zoning Bylaw setbacks, including minimum building envelope criteria for irregularly shaped parcels established under the Lot Width definition in the Zoning Bylaw.
* Existing registered easements, covenants and rights-of-way.
* Existing grades at each corner of the proposed parcels.
* Spot elevations at one metre intervals, for the area from the centre line of any streets or lanes, and one metre beyond the subject property.
* Location of the natural boundary of any existing watercourse(s) including the elevation of the crest and toe of the adjacent slope and the degree of slope at 5 metre intervals.
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| Location/Site Plan |
| What Needs to be Included: |
| * North arrow.
* Key plan (location of site relative to other major streets in area).
* Street name(s) adjacent to and fronting the site.
* Civic address of site.
* Dimensions of site.
* Location and dimensions of all buildings and structures.
* Floor areas of existing buildings.
* Building envelope setbacks from property lines dimensioned for all buildings and accessory structures.
* Features projecting past setbacks, labelled with the siting exceptions dimensioned.
* Top and bottom retaining wall elevations at key locations along retaining walls.
* Proposed finished grade elevations at corner property line. Existing and finished grade levels.
* Size and location of all off-street parking and loading with dimensions.
* Access to parking and loading from street and/or lane with dimensions.
* Location of garbage and recycling facilities. For small scale developments, please refer to the brochure here.
* Location of the natural boundary of any existing watercourses or environmental features.
* Location of proposed open or amenity space(s) with areas and percent of total site area.
* Location of fire hydrants and fire lanes (including curbs and paving material).
* Location of utility connections.
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| Building Sections |
| What Needs to be Included: |
| Longitudinal and cross sections including details of vaulted areas and adjacent attic spaces, and envelope of height protrusions. |
| Site Sections |
| What Needs to be Included: |
| Site sections that include existing and finished elevations 1.0 metre beyond neighbouring property lines and to the centerline of streets/lanes. |
| Floor Plans, including Parking Plans |
| What Needs to be Included: |
| * All storeys including all levels of underground parking and rooftop with all outside dimensions of each floor.
* Dimensions of all parking spaces and aisles.
* All uses and dimensions for each floor.
* All door, window and skylight locations.
* Location of vents, bay or box windows, air conditioning units and additions.
* Clear indication of proposed work for additions to an existing building.
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| Lot Coverage Overlay |
| What Needs to be Included: |
| Display lot coverage area and percentage for the site. |
| Floor Area Overlay |
| What Needs to be Included: |
| * Display Gross Floor Area /Floor Area for each floor.
* For Digital files, indicate the area with red hatching over the floor plans.
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| Private Outdoor Space / Common Amenity Area Overlay |
| What Needs to be Included: |
| * Indicate the area with red hatching over the landscaping plan and show the calculated area amount within each amenity space.
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| Coloured Building Elevations |
| What Needs to be Included: |
| * Four coloured elevations, front, rear and sides (indicating direction), for all proposed buildings with proposed materials, colours and colour number clearly labelled and materials legend provided.
* Existing and finished grade elevations to 1.0 metre beyond neighbouring property lines and to the centerline of streets/lanes. This should include existing grade, natural grade, staircases, and retaining walls.
* Show and label the existing grade using dashed lines and show the proposed grades using solid lines.
* Elevation on each floor level, and peak of pitched roof or parapet wall of flat roof.
* Dimensions of projections above grade.
* 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
* Existing Exterior Grade Line - Include an existing exterior grade line based on the grade elevations along the property line on the adjacent neighbouring property or Right-of-Way (e.g., City street side of property line). This is to be based on elevations provided on the certified topographic survey with each survey elevation used noted along the existing grade lines.
* Proposed Interior Grade Line – Include a proposed interior grade line based on the proposed final grade along the interior of the property line (e.g., pathway, steps, driveway, etc.). This excludes the elevation of retaining walls located directly along the property line as this needs to be provided as a separate grade line.
* Retaining Wall Grade Line – If applicable include a proposed retaining wall grade line along the interior of the property line. This will be based on the proposed top of retaining wall elevations whereas the bottom of retaining wall will be represented by either the existing exterior grade line or the proposed interior grade line. Include key peak retaining wall height measurements along the wall as well as top and bottom retaining wall elevations at key locations.
* Extend the existing and proposed final grade lines to at least 1.0 metre beyond the site property lines.
* Where the elevation of the building face varies from the proposed interior grade line, for example at the front and back of the building where there is a significant distance between the two, include a building face grade line based on the proposed final grade elevations along the building face.
* Include elevations along each of the grade lines at key points along the lines (e.g., top of steps, significant slope transitions, etc.)
* Each type of grade line must be differentiated from each other using solid or differently spaced dashes, and line weight. The lines should be clearly distinguishable in black and white, however different colours can be used for additional clarity.
* Layout of heating, ventilation, air conditioning, mechanical structures or equipment, including rooftop mechanical equipment and screening.
* Building signage clearly indicated with dimensions.
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| Coloured 3D Renderings |
| What Needs to be Included: |
| 3D coloured elevation drawing to depict all elevations of at least two views of the proposed development and include views from all street frontages. |
| Landscaping Plan |
| What Needs to be Included: |
| * Provide common and botanical names, and sizes and quantities of all proposed plant material.
* Proposed plant material, pavers, paved surfaces, other landscape elements, and existing trees must be shown.
* Proposed retaining wall locations and plant materials.
* Existing site contours, landscaping and material to be removed, including size, common name and placement.
* Proposed fence locations, clearly noting the fence height, and provide fence specifications including material(s), colour(s), and type of finishing (e.g., semi-transparent stain).
* Plans must be coordinated with the civil engineer as to planting requirements relating to any off-site servicing works (streetscape) and on-site stormwater management controls.
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| Servicing Concept Plan |
| What Needs to be Included: |
| * Existing and proposed topographic and legal base information including adjacent properties and road dedications.
* Proposed frontage improvements, if any, including sidewalks, landscaping, street lighting, and roadwork.
* Typical road cross sections.
* All existing above and below grade infrastructure including storm, sanitary, water, hydro, gas, communications and bus stops.
* Proposed and existing storm, sanitary and water servicing connections, location and size.
* Adjacent property transitions for works and services.
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| Site Disclosure Statement |
| What Needs to be Included: |
| Under the Environmental Management Act and Contaminated Sites Regulation (CSR), a Site Disclosure Statement is required to be submitted when a commercial or industrial site has a history of activities as defined under Schedule 2 of the CSR, one or more of the triggers for site identification applies to the site, and there are no applicable exemptions. See instructions on completing the form: [here](https://submit.digital.gov.bc.ca/app/form/submit?f=32a95812-f9db-4fd2-99eb-7e362b0253b1). |