



## Garden Suite: Project Design Summary

This section requires you to indicate how your project aligns with the [Garden Suite Design Guidelines](#), which will be the basis for evaluating your Development Permit application.

Design guidelines establish the objectives for the form and character of garden suites and are meant to facilitate thoughtful integration of garden suites into established residential neighbourhoods in a way that improves liveability, enhances remaining green spaces, and minimizes impacts on neighbouring properties.

**This form consists of two sections, or three, if variances are requested. You must fill out and submit the required sections as part of your complete application for a garden suite.**

**Section 1:** Please identify how your project aligns with guidelines for each of the nine core themes, which are outlined below.

**Section 2:** Summarize any comments received from your neighbours about the design of your garden suite. Include a list of addresses where the Neighbour Notification Letter was distributed.

**Section 3:** Provide justification for any variances being requested, if applicable.

## Section 1 – Design Guidelines

### Preliminary Site Design & Layout (S. 2.1)

Preliminary site design and layout for garden suites prioritizes privacy for neighbours, access to the suite and retention of green space. It also emphasizes design that adapts to the natural topography of the site.

### Building Design (S. 2.2)

Seamless integration of a garden suite in an established neighbourhood requires careful attention to architectural style and elements of building design. Garden suite design should strive for a high degree of liveability and comfort for tenants.

**Roof Form**

**(S. 2.3)**

Buildings with simple and integrated roof forms are preferred to reduce visual impact and limit shading and overlook onto adjacent properties.

**Sustainability**

**(S. 2.4)**

Design that improves the natural environment by promoting conservation and careful management of stormwater are encouraged. Sustainability considerations are outlined here, and in other sections of these guidelines, including building design, landscaping, and parking and access.

**Outdoor Amenity Space for Residents**

**(S. 2.5)**

Improved liveability can be accomplished through a variety of means, including the provision of use-able and private outdoor space for garden suite tenants.

**Landscaping**

**(S. 2.6)**

Thoughtful landscape design can preserve neighbourhood character, maximize privacy, enhance remaining green space, protect biodiversity and provide permeability. Protection of mature trees is a key element in quality landscape design. A landscape plan is required at the time of application.

**Parking and Access**

**(S. 2.7)**

Sufficient and useable on-site parking is a requirement for garden suites. Driveway and parking space design should consider rainwater management, protection of trees and impacts on adjacent properties.

**Waste and Compost**

**(S. 2.8)**

Storage of municipal waste and compost containers should consider visual impacts, as well as issues for adjacent neighbours.

**Heritage (if applicable)**

**(S. 2.9)**

Explain how the proposed garden suite considers the character of any impacted heritage dwellings.

**Section 2 – Summary of Neighbour Comments about Design**

You are required to notify your immediate neighbours about your project (see template letter). Please summarize of any comments they may have provided below and indicate the addresses where the notification letter was distributed.

### Section 3 – Justification of Variances Requested (if applicable)

Attach additional pages, as needed.