

# Urban Design Review Panel Report

## Terms of Reference

### 1. Description

This is a submission requirement to demonstrate that a development proposal (subject to the Urban Design Review Panel (UDRP)) has attended an UDRP meeting, received and responded to the associated recommendations provided by the UDRP. The purpose of this Terms of Reference is to assist the applicant and City planning staff to identify what materials are to be provided as part of this report.

### 2. When Required

The Urban Design Review Panel Report is required for all planning applications subject to UDRP review, in accordance with the UDRP Terms of Reference, which may be amended as required.

### 3. Contents

The following materials are required as part of a complete Urban Design Review Panel Report submission:

1. Indicate date, time and attendance at a UDRP meeting; and
2. Provide a response letter outlining how the applicants team has considered and addressed the UDRP recommendations, as referenced in Appendix 2 below.

Appendix 1: Submission material as provided to the UDRP for review at the time of the associated meeting (accessible).

Indicate date, time and attendance at UDRP meeting

Appendix 2: UDRP recommendations as provided by the UDRP coordinator following the meeting (accessible).

### 4. Roles and Responsibilities / Qualifications

The Urban Design Review Panel Report should be signed by an urban designer, licensed architect, landscape architect, and/or a full Member of the Canadian Institute of Planners.

