

## Requirements for the Design Brief

A Design Brief is a technical engineering document that outlines the proposed civil servicing strategy for a development and demonstrates compliance with applicable municipal standards, bylaws, and design criteria. The brief must provide sufficient technical detail to allow the City to assess the feasibility, capacity, and performance of the proposed civil design prior to detailed design approval or construction.

The Design Brief must be prepared, signed, and sealed by a Professional Engineer registered to practice in the Province of British Columbia. All analyses, calculations, and conclusions presented in the brief must be consistent with the accompanying drawings and any submitted reports.

The Design Brief should address the project overview, site access, and associated surface and underground works, including existing site conditions and proposed roadway and sidewalk construction. Where applicable, the brief should also identify:

- Street configuration and signage
- Landscaping
- Transportation considerations and any required supporting analyses
- Site geotechnical conditions
- Erosion and sediment control measures
- Environmental protection during construction
- Required restoration works following off-site construction

The brief must also comprehensively evaluate water supply and fire protection, sanitary sewer, and stormwater systems through appropriate demand, capacity, and performance analyses to confirm compliance with City requirements.

## Typical Design Brief Sections and Guiding Questions

The headings below identify, **as applicable**, the typical sections and associated questions to be addressed in the Servicing Design Brief:

### 1. Introduction and Background

- Summarize the project, site context, and proposed development in a concise

manner.

- Provide sufficient information to understand the development scope, site conditions, and any factors that may influence servicing design.

## **2. Site Access**

- Outline the overall approach to site access and circulation
- Confirm that the proposed access arrangement is functional, coordinated with surrounding infrastructure, and suitable for operational and emergency needs.

## **3. Existing Servicing**

- Provide a clear summary of existing servicing conditions and available municipal infrastructure.
- Identify how current services and surrounding systems will be considered in developing the proposed servicing approach.

## **4. Water Supply**

- Outline the proposed water servicing approach and municipal connection.
- Confirm that supply, pressure, and fire protection requirements have been considered.
- Identify any analysis or water modelling needed to support the design.

## **5. Sanitary Sewer Collection**

- Summarize the sanitary servicing approach and expected demand.
- Confirm consideration of available capacity and applicable standards.
- Note any key assumptions or requirements affecting the design.

## **6. Stormwater Management**

- Provide an overview of the stormwater management strategy.
- Summarize how runoff will be controlled, conveyed, stored, and discharged.
- Demonstrate alignment with site conditions and applicable requirements.
- The system design may consider performance under the 1-in-10-year storm event.

## 7. Snow Storage Calculation

- Summarize the proposed snow storage and management approach.
- Confirm that adequate capacity and space are provided.

The Design Brief should conclude with a summary and closure, followed by appendices that contain the detailed technical analyses, calculations, modelling outputs, and drawings referenced in the main body of the document. Examples may include (as applicable):

- HydroCAD storm modelling
- Erosion and sediment control plan
- Water modelling results
- FUS calculations
- Hydrant headloss calculations

*This guide has been prepared to provide convenient information only. It is neither a bylaw nor a legal document. If any contradiction between this guide and the relevant Municipal Bylaws and/or applicable codes is found, such bylaws and/or codes shall be the legal authority.*

## Questions?

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