## **SUBMISSION FORM**

Updated: December 2012



## Crime Prevention Through Environmental Design Review Crime Prevention Through Environmental Design (CPTED) is a collaborative, multi-faceted approach to reducing opportunities for

Crime Prevention Through Environmental Design (CPTED) is a collaborative, multi-faceted approach to reducing opportunities for crime, improving perceptions of safety, and strengthening community bonds. CPTED emphasizes the relationship between the immediate physical environment and social behaviour related to crime. Thoughtful design features, effective use of physical space, and community involvement can lead to reduced opportunities for crime and a lessening of the fear of crime. The City of Saskatoon has embedded safety, as a fundamental value, in the Official Community Plan (OCP) and identified a set of CPTED principles to achieve this. The CPTED Review Committee operates under the City of Saskatoon Administration Policy A09 034. See attached CPTED Review process flow chart.

Contact Information		
Applicant(s)		
Contact Per Phone:	son: Email:	
Phone.	Elliali.	
Project Description		
Project Title	e:	
Location (Civic Address):		
Project Type	e:	
□ Ne	eighbourhood Concept Plans and Amendments	
☐ Ci	ivic Structures and Developments (e.g. facility, pedestrian underpass, parks, streetscape projects)	
☐ Pr	rivate Development Intended for Future Civic Ownership (e.g. parks designed by developers)	
Requested F	Review Date:	
	IMPORTANT: all projects must be submitted at least two weeks prior to CPTED Review meetings (scheduled	
first Thursday of the month). Larger or more complex projects may need more time. Scheduling is based on		
submission date	e.	
Required I	Project Information Checklist	
requirea		
Please inclu	ide the following required documents in digital format appendices.	
	BACKGROUND INFORMATION: Provide a full project description that explains the rational and	
	reasoning for the design and who are the intended users. Also, Include as much information possible regarding design elements. For example, this includes planting types, lighting, urban	
	furniture, fencing type, and pathway materials.	
	RENDERINGS: Include design imagery where applicable.	
	MAPS/PLANS (jpeg format): appropriate for printing at 11x17. If maps are not readable at this	
	size then an appropriate number of larger hard copy maps must be submitted for circulation.	
	Include location map, site plan, and any other plans pertaining to design elements. Please contact Neighbourhood Safety if you have specific questions.	
	PUBLIC CONSULTATIONS: Summary of any involvement with the community and/or other	
	stakeholders.	
Signatu	ure of Applicant: Date:	
Signatu	The of Applicant.	
For addi	For additional information regarding the CPTED Review submission process, please contact 975-3340.	

Depending on the scale and design detail of each project, the CPTED Review Process may take 4-6 weeks from date of review to final report.

## **Process**

The applicant contacts the Committee Coordinator to have their project placed on the agenda of a meeting date. Any specific needs are discussed at this time.

All appropriate documents, background, plans are submitted to the Coordinator to circulate to the Committee in advance of the meeting.

Additional information may be requested by the Coordinator if needed.

Proponent attends the CPTED Review meeting

Typical meeting consists of a brief presentation by the proponent, questions for clarification from the Committee, review of project based on the principles of CPTED.

All Committee members submit their reviews to the Coordinator and the final report, with recommendations, is completed.

Final report returned to proponent.

Proponent and Coordinator discuss any issues, misunderstandings, solutions, disagreements.

Proponent responds to CPTED report recommendations, in writing, to the Coordinator.

Final CPTED report and proponents response are sent to either the General Manager of the proponents department or the Senior Management Team for final decision.