

# Terms of Reference (ToR): Architectural Control Guidelines (ACG)

## **Purpose:**

---

Architectural Control Guidelines (ACG) provides architectural design direction that reflects the built form and public realm policies contained in the 'Design' section of the Official Plan (FCOP) and the Town of Caledon Comprehensive Town-Wide Design Guidelines (TWDG) for the particular plan of subdivision.

The ACG:

- Is the design document required for all Draft Plan of Subdivision to comply with the Architectural Control Compliance Review Process in Caledon.
- Should be concise and not replicate guidance provided in the TWDG and Community Design Guidelines (CDG) but instead offer only supplementary details specific to the unique neighbourhood.
- Will be flexible to accommodate change as it occurs while maintaining intact the essential urban design ideas.
- Includes maps, precedent images and sketches supporting the guidelines extensively.
- Uses action verbs throughout the guidelines.

In summary, the purpose of this document is to highlight the unique quality of the plan of subdivision in consideration and compliance with TWDG, ensuring a consistently high standard of architectural design quality for all new ground related residential development in the Town of Caledon. The ACG should be informed by the CDG prepared for the Secondary Plan within which the draft plans of subdivisions fall under and or FCOP policies. Larger Secondary Plan areas may submit a combined ACG for multiple plans of subdivision with the approval of the Town Urban Design staff. The ACG is required to be approved prior to draft plan approval.

## **Required in Support of:**

---

Draft Plan of Subdivision for ground-related residential development consisting of 10 or more units.

## **Prepared By:**

---

Recommended to be prepared by the Control Architect included in the Town's roster. (Applicant should discuss with Town's Urban Design (UD) staff if a different consultant is appointed to prepare the document).



# Terms of Reference (ToR): Architectural Control Guidelines (ACG)

## Submission Requirements:

---

- Digital report in PDF format (File size not to exceed 4 GB).
- Document should be concise and be a maximum of 20 pages.
- The title page will include the Town File number, Draft Plan of Subdivision name, the name(s) of the consultants, the name of landowners group and date the document was produced. Please see attached for reference.
- Include a Disclaimer: *Please add an explanatory note at the beginning of all ACG document indicating that the images and illustrations found in the document are conceptual representations of the intended design and should not be construed or interpreted literally as what will be constructed.*

## Policy Reference:

---

- Future Caledon Official Plan (FCOP)
- Town of Caledon Comprehensive Town-Wide Design Guidelines (TWDG), 2025
- Town of Caledon Landscape Guidelines
- Green Development Standards (GDS)
- Healthy Development Assessment (HDA)
- Active Transportation Master Plan

## Table of Content:

---

Architectural Control Guidelines (ACG) shall be prepared following the below structure:

### 1. Introduction

- 1.1 Purpose or Intent of the Document
- 1.2 Location and Site Context (*Use images/mapping to illustrate*)
- 1.3 Vision and Guiding Principles (*reference to Secondary Plan Community Design Guidelines (CDG) and or FCOP policies*)
- 1.4 Terminology (General description of guidelines grouped under mandatory, expected and encouraged as outlined in the TWDG)
- 1.5 Policy Reference (FCOP, TWDG, GDS, Region of Peel HDA, and corresponding CDG)

# Terms of Reference (ToR): Architectural Control Guidelines (ACG)

## 2. Community Design Plan

- 2.1 Overview of the Community Design Plan and main structuring elements
  - 2.1.1 Road hierarchy (provincial highway (if any), arterial, collector, and local road with appropriate illustration of road cross sections)
  - 2.1.2 Neighbourhood street network and blocks,
  - 2.1.3 Lotting pattern
  - 2.1.4 Active transportation options (trails, pedestrian and cyclist options)
  - 2.1.5 Edges and Gateways
  - 2.1.6 Location of NHS (if any), Community and Neighbourhood Parks
  - 2.1.7 SWM Ponds
  - 2.1.8 Buffer Blocks
  - 2.1.9 Vista and Access Blocks
- 2.2 Built Form distribution, including residential and non-residential in the community
- 2.3 Special Character Areas
- 2.4 Community Safety (Compliance with section 8.2 of TWDG)
- 2.5 Sustainable Design (*Highlight the initiatives that comply with the Town approved GDS and also Region's HDA in the plan of subdivision*)

## 3. Architectural Design

- 3.1 Architectural character and styles (specific to the draft plan of subdivision)
- 3.2 Residential Built Form Typologies
- 3.3 Cultural and Architectural Heritage Compatibility (where applicable)
- 3.4 Built Form Compatibility with existing (if any) and within proposed development
- 3.5 Architectural details for Low-rise ground related residential built form (provide compliance with relevant Sub-Sections 9.3 of TWDG. ONLY include additional guidelines if there is a deviation from TWDG).
- 3.6 Design guidelines for Priority Lot dwellings, and a Priority Lot Plan for the plan of subdivision (provide compliance with reference to 9.3.7 TWDG).

## 4. Implementation

- 4.1 Architectural Control Compliance Review Process (compliance with section 13.1.2.1 of TWDG).
- 4.2 Rationale for non-compliance with TWDG, if any (refer to section 13.1.1.1 of TWDG).

Approval Date:

**Draft Plan Area (NAME)**

**Secondary Plan Area (Name)**

**Architectural Control Guidelines**

**File Number 21T-**

**Submission #**

**Date-mm/dd/yyyy**

Conceptual Image of the Area

**Prepared By:**

ABC UD Consultants

**Prepared For:**

XXX Developers Group

