

# Terms of Reference: Architecture Control Guidelines

## Purpose:

- Architectural Control Guidelines will provide clear design guidance on the design of buildings (such as individual homes, industrial buildings, commercial buildings, etc. through the proper articulation of their built form, and they will also provide direction on how houses and other design elements will work together to contribute to a harmonious and attractive streetscape.
- Architectural Control Guidelines are a written and graphic manual providing division direction regarding the achievement of the built form and public realm policies contained in the Built Environment sections of the Official Plan and the Town-wide Design Guidelines. The Guidelines are a combination of text, plans, illustrative sketches and photos, sections and comparative models or examples that inform the proponent, public and Town about the built form, landscape and structures on private lands within new neighborhoods.

## Required in Support of:

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- New residential plan of subdivision, commercial and industrial sites, where ground-related residential dwellings (singles, semis, townhouses) are proposed and small subdivisions on infill sites as well as large developments through the following applications
  - PARC & DART applications
  - Official Plan Amendments
  - Zoning By-law Amendment
  - Draft Plan of Subdivision or Condominium
  - Site Plan Approval for buildings with 10 or more units and 3 or more buildings or developments of 4 ha or larger
- The Architectural Control Guidelines are informed by the appropriate Urban Design Study, Secondary Plan, and/or Heritage Conservation District Plan, and will follow a Block Plan Analysis Report.
- Note: The Green Development Standards Checklist must be submitted for any development comprising 10 or more units, as per the requirement.

## Prepared By:

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- An Urban Designer, Professional Architect or full member of the Canadian Institute of Planners (MCIP) with a demonstrated specialization in urban design.



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## Peer Review and Scoping:

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- The Town will require a peer review of this document at the sole cost of the owner/applicant submitting the development application.
- On a project-by-project basis, the Town will identify any possible scoping of the assessment, or alternatively, other considerations to be incorporated into the assessment.

## Content:

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Architectural Control Guidelines shall be prepared following the below structure.

### 1. Introduction

- Intent, Vision and Guiding principles
- Design control
- Surrounding Context
- Terminology & interpretation: (Note: In establishing terminology and interpretation, the following hierarchy of compliance shall be established early and used throughout the document) :
  - Shall & Will- The use of the words “Shall” and “Will” denote requirements that must be met.
  - Should- The use of the word “Should” denotes design requirements that typically must be met but where site specific conditions or the specific merits of a specific design solution may merit flexibility.
  - May and Encouraged- The uses of the words “May” and “Encouraged” represent guidelines that are encouraged practices and not rigid requirements.)

### 2. The Community Plan

Include a brief overview of the community plan and the policy and guidelines it implements. Include references and conclusions from prior studies such as Community Design Guidelines, Urban Design Briefs and Block Plans, where applicable.

### 3. Community Design

- Community character areas, showing the intended neighbourhood character, design intent and resulting overarching guidelines for the design of different parts of the community.



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- Residential Siting
- Commercial Siting
- Priority Lot Map, showing locations of and detailing guidelines and special design treatments (such as materials, details, furniture, landscaping, massing, etc.) for the below (where applicable):
  - Gateway Lots
  - Major Vista Termination Lots
  - Corner Lots
  - Community Window Lots
  - View Terminus Lots
  - Lots Abutting Public Open Space / Parks
  - Lots on Reverse Frontage Lots
  - T-Intersection Lots
  - Elbow & Curved Street Lots
  - Window Street Lots
  - Lots Adjacent to Heritage Buildings (If the application is within a heritage context, include a section discussing how the architectural design relates to and respects the heritage character. Note that new and infill developments will need to recognize existing and planned built form context, reflect character of area by appropriate heights, setbacks, cultural heritage, existing heritage buildings, landscaping, lot size, lot configuration, street pattern, etc)

## 4. Architectural Design

- Diversity In Architectural Styles
- Cultural and Architectural Heritage Compatibility (where applicable)
- Elevations and Façade Variety
- Built Form Compatibility
- Materials & Colour



# Terms of Reference: Architecture Control Guidelines

- Roof Lines / Chimneys
- Windows And Doors
- Porches, Porticos & Balconies
- Main Entrances
- Garages
  - Attached Front Facing Garages (including garage widths)
  - Rear Yard Garages
  - Side Facing Garages
  - Dropped Garage Conditions
- Driveways
- Architectural Detailing
- Foundation Walls
- Fencing & Screening
- Landscaping
- Municipal Addressing
- Utilities
- Loading and service areas
- Bird-friendly design considerations

## 5. Implementation

- Preliminary Review Process
- Final Review & Approval



# Terms of Reference: Architecture Control Guidelines

- Control Architect – (Note: Where a control architect has been specified, either as a firm or individual, to be retained to the satisfaction of the Town, a clear description of the function of this role should be provided including related experience and qualifications. The control architect must be a licensed member of the Ontario Association of Architects with such responsibilities as):
  - Ensuring, amongst other matters, the appropriate development of each lot with respect to siting, built form, materials, colours and landscaping in compliance with the approved Architectural and Urban Design Guidelines and in accordance with the zoning by-law;
  - Providing dispute resolution relating to design and compliance with the guidelines by builders. If matters cannot be resolved, a letter to the Planning Division of the Town from the control architect shall be issued informing the Town of the dispute. The Planning Division of the Town will work to provide a resolution and provide guidance and opinion on a dispute; and
  - Certifying, through stamping and signing, all drawings for the development of each lot and or block subject to the architectural guidelines prior to the issuance of any building permit(s).
- Guideline text for the above sections must address each subsection where applicable, with each consisting of two parts; a narrative or description of the urban design concept followed by specific guidelines to achieve the defined objective. The diagrams, photographs, sections and sketches that accompany the guidelines contribute further to understanding what is to be accomplished through urban implementation of the design.
- Addendum architectural control guidelines to promote variety in community character may be required for multiple landowners within a community or where there is a change in landowner at the time of implementation of the plan. These would be requested at the plan of subdivision or Condominiums.

## Policy Reference:

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- Town of Caledon's Official Plan
- Town-wide Design Guidelines
- Green Development Standards

## Submission Requirements:

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- Digital report in PDF format
- File size not to exceed 4 GB

