

Terms of Reference: Elevation Drawings

Purpose:

- To show the building's exterior massing, design features, scale and materials in relation to the site and context.

Required in Support of:

- Elevation Drawings may be required for the following development applications:
 - Site Plan Applications
 - DART
 - Zoning By-law Amendment Applications (where development is proposed)
 - Official Plan Amendment Applications (where development is proposed)
 - Plan of Subdivision
 - Heritage Permit Application
 - Minor Variance
 - Consent

Prepared By:

- Elevations must be prepared and stamped by a Registered Architect, a Professional Engineer or holder of a BCIN as required by Division C of the Ontario Building Code.

Content:

- General Details:
 - Project details such as name, submission date, phasing outline
 - Applicant and owner information
 - Legal description and municipal address (if known)
 - Drawing number and title
 - Town of Caledon Site Plan Application (SPA) File Number
 - Revision box and dates
 - Key map showing the location of the property, provincial, regional and municipal roads
 - North arrow
 - Graphic Scale bar (metric)
 - The direction of view, i.e. north, south, east, west (avoid using front, back, right, left, etc.)



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- **Elevations:**
 - All exterior walls showing dimensions, including dimensions of the height (measured as per the definition in the Zoning By-law)
 - Labels and locations for exterior building design features and materials, including walls, columns, window types, entrances, canopies, balconies, cornices, arcades, roof line and rooftop equipment, etc.
 - Functional building elements such as air conditioning units, vents, meters utility boxes, green technology elements
 - Finishing materials and colours for all elements with colour chips
 - Exposed foundation
 - Note any Bird Friendly Design elements implemented, including glazing
 - Signs, exterior lights, equipment and equipment housing
 - Location municipal address is to be displayed
 - Details of outdoor amenity spaces (balconies), public areas and special features
 - Heights of the proposed buildings and rooftop structures, including floor levels on each storey, in both metres and storeys, including the grading as defined by the Zoning By-law
 - Distinguish between parts (or all) of the existing building to be conserved, from new building elements in plan, if appropriate. Indicate with notes and graphics which parts are proposed be conserved in place and which parts would be reconstructed
 - Lighting features, including dark sky compliant fixtures and controls

Policy Reference:

- Town of Caledon's Site Plan Control Manual
- Town-wide Design Guidelines
- Green Development Standards

Resources:

- To hire a Professional Architect, please review the Ontario Association of Architects (OAA) [website](#).
- To hire a Professional Engineer, please review the Professional Engineers of Ontario (PEO) [website](#).

Submission Requirements:

- Digital drawings in PDF format to a metric scale of 1:100, 1:200 or other standard scales
- File size not to exceed 4 GB



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