

Terms of Reference: Floor Plan Drawings

Purpose:

- To illustrate the layout of structures, entrances, rooms, windows, and servicing elements on each floor of the proposed building, including the ground floor.

Required in Support of:

- A Floor Plan 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:

- Floor Plans must be prepared and stamped by a Registered Architect or a Professional Engineer or a BCIN (Building Code Identification Number) Designer

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 issued File Number
 - Revision box and dates
 - Key map showing the location of the property, provincial, regional and municipal roads
 - North arrow



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- Graphic Scale bar (metric)
- The direction of view, i.e. north, south, east, west.
- Floor Plans:
 - Ground floor layout showing entrances and circulation
 - Typical and non-typical floor layouts
 - Interior walkways, stairs, elevators, and escalators. Note facilities to which members of the public have access from streets, open spaces, and interior walkways in adjacent buildings, where applicable.
 - Location and dimensions of indoor and outdoor bicycle parking and storage facilities, as well as shower and change facilities, where required
 - Existing/proposed grades on floor plan(s) that include bicycle storage and circulation
 - Proposed use of spaces for each floor
 - Overall dimensions
 - Finished floor elevations
 - Garbage/recycling storage and sorting facilities
 - Show the location, dimensions and area of indoor and outdoor private and shared amenity areas, including balconies, rooftop patios, and any other publicly-accessible areas, as well as how they are accessed
 - For parking structures, include dimensions, parking spaces, drive aisles, vehicular ramps, car share locations, EV charging stations, pedestrian walkways, shade structures, etc.
 - Show fire control panel location/details

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](#).

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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



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325