

Terms of Reference: Roof Plan Drawing

Purpose:

- To show the plan of the roof, including the location of rooftop mechanical systems, accessible outdoor areas, hard and soft landscape elements, and other details as appropriate.

Required in Support of:

A Roof Plan may be required to illustrate the proposed development and demonstrate its compatibility within the surrounding context 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:

- Roof Plans must be prepared and stamped by a Registered Architect or 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



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Roof Plan:

- Dimensions, height and area of the roof
- Elevation levels for all parapets, overhangs and roof projections
- Dimensions and height of all rooftop mechanical equipment, renewable energy devices, penthouses and private and shared amenity spaces
- Location of roof access and maintenance walkways
- Location and dimensions of rooftop landscaping, including green roofs and/or cool roofs, and renewable energy generation including rooftop solar or wind (as per Green Development Standard requirements)
- Location, dimensions and details of screening elements for rooftop equipment
- Distinguish between parts (or all) of the existing building roof to be conserved, from new building elements in plan, if appropriate. Indicate with notes and graphics which parts are proposed to be conserved in place and which parts would be reconstructed
- Proposed roof control devices and proposed release rates for flat roof portions
- Indicate all related stormwater management information (number and type of roof drains, ponding depths, volume required and stored, etc.), storage volume, ponding area and depths for stormwater management purpose, where applicable
- Show storage facilities and details for rainwater harvesting and reuse (e.g. cisterns)

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

