

Terms of Reference: Underground Plan Drawings

Purpose:

To show the plan of the underground garage levels, including the circulation, general parking layout, pedestrian and bicycle infrastructure, servicing information, and other details as appropriate.

Required in Support of:

- An Underground Plan, where appropriate, 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

Prepared By:

- Underground Plan Drawings must be prepared and stamped by a Registered Architect, Professional Engineer, a Registered Landscape Architect 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)
 - Zoning Statistics Table
 - Ontario Building Code (OBC) Data Matrix



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- **Underground Plan:**
- **General Details**
 - Vestibules, steps, ramps, and grades at access to stairs and elevators
 - Include dimensions, parking spaces, drive aisles, vehicular ramps, car share locations, EV charging stations, pedestrian walkways etc.
 - Waste Disposal Facilities - Details of below-grade facilities for storing and handling garbage and recyclable and organic materials
 - Pedestrian & Bicycle Infrastructure- Below-grade bicycle parking spaces and areas for bicycle storage
 - Public & Private Servicing Information- Dimensions and layout of below-grade areas for loading, moving or servicing
 - Landscaping, Grading & Retaining Walls and Lighting- Details of lighting and other security features
 - Storage areas, lockers
 - Mechanical shafts & vents
 - Utility meters (if applicable)
- **Site Circulation, General Parking, Accessible Parking and Driveways**
 - Number of parking spaces at each level
 - Garage door height, garage ceiling heights, heights above parking and loading spaces
 - Dimensions and layout of all parking spaces, accessible parking spaces and aisles, carpool or car share spaces and rough-ins for electrical conduits
 - Illustration of any fixed object situated within 0.3 m of the side of a parking space (measured at right angles) such as, but not limited to, a wall, column, bollard, fence or pipe
 - Designation of spaces for visitors, occupants/tenants
 - The locations and dimensions of support columns relative to adjacent underground parking stalls
 - Ramp slopes to underground parking should be identified
 - Location of convex mirrors
 - Location and content of any traffic signs

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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

