

PREAMBLE

Architectural Control Guidelines (ACG) provides architectural design direction that reflects the built form and public realm policies contained in the 'Town-Wide Design' section of the Official Plan and the Town of Bradford West Gwillimbury Town-Wide Design Guidelines (TWDG) for the particular plan of subdivision.

The ACG:

- Should be concise and not replicate guidance provided in the TWDG but instead offer only supplementary details specific to the unique neighbourhood.
- Will be flexible to accommodate change as it occurs while maintaining intact the essential urban design ideas.
- Includes maps, precedent images and sketches supporting the guidelines extensively.
- Uses action verbs throughout the guidelines.

In summary, the purpose of this document is to highlight the unique quality of the plan of subdivision in consideration and compliance with TWDG, ensuring a consistently high standard of architectural design quality for all new ground related residential development in the Town of BWG. The ACG should be informed by the TWDG. The ACG is required to be approved prior to draft plan approval.

REQUIRED BY LEGISLATION

- Planning Act, R.S.O. 1990, c. P.13
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WHO SHOULD PREPARE THIS REPORT?

The Architectural Control Guidelines must be prepared and stamped by a Registered Architect.

WHEN IS THIS REQUIRED?

To support the following applications:

- Draft Plan of Subdivision (condition thereto)
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HOW SHOULD THESE DRAWINGS BE PREPARED?

Architectural Control Guidelines will form part of a subdivision agreement and will consist of the following components (though modification may be required to address the requirements of individual neighbourhoods and districts):

- Location Plan of the subject property
- Structure Plan that identifies the approved lot and block plan lot and block numbers, the visual public realm, priority sites and other lots deserving special/enhanced treatment to support the overall design concept and proposed character, such as: corner lots, T-lots, lots requiring enhanced rear or flanking façade treatment, corner lot fencing and rear lot fencing.
- Built form principles
- Building siting and massing
- Built form and siting relationships between different building forms and types (i.e., bungalows, townhouse blocks) and site conditions (i.e., park, reverse lots, public walkway)
- Implementation and approval process clearly identifying the roles of the Control Architect, the Town and the developer and the builder

More detailed design direction for the following:

- Elevations: consistency, architectural style, coordination of models, colours and repetition, special elevations (gateway, corner lots, reverse lots, park lots, priority lots, etc.)
- Entry features (porches, porticos)
- Windows and doors
- Garages and driveways
- Roofs and chimneys
- Materials, architectural detail and colours of roofs, walls and foundations
- Utilities
- Fences and garden walls (visible to the public realm)
- Landscaping

Additional built form matters may be included to address contextual and site specific conditions. These matters may include, but are not limited to, cultural or natural heritage, noise attenuation, height restrictions and topographic conditions.

Architectural Guidelines

Terms of Reference

SUBMISSION INSTRUCTIONS

- Follows the Digital File Naming Convention
- Follow Accessible Document Standards
- Include a Disclaimer: Please add an explanatory note at the beginning of all ACG document indicating that the images and illustrations found in the document are conceptual representations of the intended design and should not be construed or interpreted literally as what will be constructed.

WHAT OTHER RESOURCES ARE THERE?

- To hire a Professional Architect, please review the [Ontario Association of Architects \(OAA\)](#)
- [Town-Wide Urban Design Guidelines](#)

Architectural Guidelines

Terms of Reference

About these Terms of Reference:

These Terms of Reference were developed by the Town of Bradford West Gwillimbury.

Notes:

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the changes and whether the recommendations and conclusions are the same (Note: this is subject to the extent of the revisions).

A peer review may be required.

If the submitted study is incomplete, is authored by an unqualified individual or does not contain adequate analysis, the applications will be considered incomplete and may be returned to the applicant.