

Building Elevations & Floor Plans

Terms of Reference

PREAMBLE

To illustrate the building's exterior massing, layout of structures, entrances, rooms, windows and servicing elements on each floor of the proposed building, including the ground floor and below-grade floors.

REQUIRED BY LEGISLATION

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

The building elevation and floor plans must be prepared and stamped by a Registered Architect or holder of a BCIN as required by Division C of the Ontario Building Code.

WHEN IS THIS REQUIRED?

To support the following applications:

- Zoning By-law Amendment
 - Site Plan Control
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HOW SHOULD THESE DRAWINGS BE PREPARED?

At a minimum, the Building Elevations and Floor Plans shall contain the following:

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 Bradford West Gwillimbury 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
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- Graphic Scale bar (metric)
- The direction of view, i.e. north, south, east, west (avoid using front, back, right, left, etc.)

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 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

Floor Plans

- All floor plans for typical and non-typical floors showing the layout of rooms, entrances, windows and servicing elements like elevators, stairs, service stacks, etc.
- Label floor(s) and provide the gross floor area (GFA) and for each floor
- Distinguish between parts (or all) of the existing building to be conserved from new building elements in all applicable floor plans, if appropriate. Indicate with notes and graphics which parts are proposed to be conserved in place and which parts would be reconstructed
- Show the location, dimensions and area (in m²) 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 and how indoor and outdoor areas are connected
- Where applicable, show all dimensions on Ground Floor Plan, between park boundaries (both adjacent and on-site parks) and any portion of adjacent buildings

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- Provide the area (in m²) of non-residential spaces on all applicable floor plans
- Label type of units within residential buildings (e.g. bachelor, 1-bedroom, 2-bedroom, etc.) and provide the area (in m²) for each unit
- Show location, size and configuration of both indoor and outdoor amenity spaces for children and families, such as children's play areas
- All property lines and/or road widenings

Pedestrian and Bicycle Infrastructure

- Interior walkways and corridors, stairs, escalators, elevators, etc.
- 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

Site Circulation – Driveways, Servicing and Parking

- Location, dimensions and details of existing/proposed vehicular circulation on site including driveways, ramps, laneways, parking, loading and service areas
- Location, dimensions and details regarding parking areas, including parking spaces, drive aisles, vehicular ramps, car share locations, electric vehicle charging stations, etc.
- Provide a breakdown of the existing/proposed total parking supply (e.g. residential, visitor)

Transformation/Electrical Facilities

- Location and dimensions of electrical rooms and transformation facilities with clearances dimensioned

Waste Disposal Facilities

- Location and dimensions of garbage/recycling/organics storage, sorting and compaction facilities including garbage chutes and tri-sorters

Fire Code Requirements

- Show fire control panel location/details

Public and Private Servicing

- Location, dimensions and details for all loading spaces on site
- Provide dimensions and layout of corridors for loading, moving or servicing, including circulation

SUBMISSION INSTRUCTIONS

- Follows the Digital File Naming Convention
- Follow Accessible Document Standards
- Digital drawings in PDF format to a metric scale of 1:100, 1:200 or other standard scales

WHAT OTHER RESOURCES ARE THERE?

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

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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.