

PREAMBLE

An Urban Design Brief (UDB) is intended to demonstrate the compatibility of a development proposal with the surrounding context and to address the Town's planning and urban design principles and objectives. Specifically, an Urban Design Brief is intended to:

- Provide a vision and objective for the overall design concept and principles of a development proposal,
- Illustrate the proposed development's compliance with the Town's vision, policies and guidelines,
- Demonstrate compliance with the Town's Comprehensive Town-Wide Urban Design Guidelines (TWDG), and other applicable design guidelines specific to the type of development.
- Use plans, elevations, sections, and 3D models (as necessary), and accompanying explanatory guidelines and diagrams, to provide a detailed analysis of the proposed design.

Extensive guidance has been provided in the Town's TWDG for all types of development. The UDB should be concise, provide general conformity to the relevant sections of the TWDG and ONLY address special criteria and design issues that are not discussed in the TWDG. The UDB shall not replicate guidance provided in the TWDG and instead only offer supplementary details specific to the development. The UDB should include maps, precedent images and sketches supporting the guidelines extensively. The use of action verbs is recommended for the UDB.

REQUIRED BY LEGISLATION

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

An Urban Designer, Architect, Landscape Architect or Registered Professional Planner (RPP) with a demonstrated specialization in urban design.

WHEN IS THIS REQUIRED?

To support the following applications:

- Draft Plan of Subdivision
 - Site Plan Application
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HOW SHOULD THIS PLAN BE PREPARED?

At a minimum the Urban Design Guidelines shall consist of the following (with modifications as required):

Introduction and Background

- Site location, size, existing conditions, built/natural heritage components and other planning considerations that have significant influence on the site layout and development should be inventoried, illustrated and acknowledged.

Urban Design Ideas

- An overall vision statement and images that describe the physical character of the new physical character of the proposed development and its integration within the existing area that address the issues raised in the Official Plan
- The urban ideas critical to the shaping of the new neighbourhood's physical form.

Development Framework

The development framework is intended to be a guide to the form and layout of new streets and parks and to illustrate the relationship of buildings to this. This should include:

- Structure Plan: a plan that describes the public realm of the new neighbourhood including the street layout, special streetscapes, open space network (public and private), possible building edges, special built form (i.e., built form for noise attenuation), heritage, landmark and civic building sites including community services, important views and vistas and gateway sites.
- Circulation Plan: a plan that describes pedestrian, transit and different types of vehicular linkages through the site and to adjacent areas (private and public).
- Development Diagrams: identify appropriate locations for different building types and provide general direction for building siting, organization and heights on development blocks. The location of private open space on the block should be included in these diagrams as well as the relationships of buildings to each other on a block and to adjacent streets and parks, to parking and servicing and to the concepts of the Circulation Plans. A complete set of street sections describing the relationship of buildings to the streets should be included.

The Guideline text addresses each component part, and each consists of two parts; a narrative or description of the urban design concept followed by specific guidelines to achieve the defined

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objective. The diagrams, photographs, sections and sketches that accompany the guidelines contribute further to understanding what is to be accomplished through urban design.

SUBMISSION INSTRUCTIONS

- Follows the Digital File Naming Convention
 - Follow Accessible Document Standards
 - Every section of the UDB should be supported by relevant images and sketches
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WHAT OTHER RESOURCES ARE THERE?

- To hire a Professional Architect, please review the [Ontario Association of Architects \(OAA\)](#)
 - To hire a Registered Professional Planner (RPP), please review the Hire a Planner section of the [Ontario Professional Planners Institute \(OPPI\)](#)
 - [Town-Wide Urban Design Guidelines \(TWDG\), 2022](#)
 - [Planning Act, R.S.O. 1990, c. P.13.](#)
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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.