

Description:

A Design Brief is the core submission document that illustrates how the development is designed to work with its existing and planned context, to improve its surroundings and also demonstrate how the proposal supports the overall goals of the Official Plan, relevant secondary plans, Council approved plans and design guidelines. The purpose of the Terms of Reference is to assist the applicant to organize and substantiate the design justification in support of the proposed development and to assist staff and the public in the review of the proposal.

Authority to Request a Design Brief:

The *Planning Act* gives municipalities the authority to require that a Design Brief be prepared. Under Sections 22(4), (5) and Section 41(4) of the *Planning Act*, a Council has the authority to request such other information or material that the authority needs in order to evaluate and make a decision on an application. Section 5.2.6 of the Official Plan sets out the general requirement for a Design Brief.

Preparation:

The Design Brief should be signed by an urban designer, licenced architect, landscape architect, or a full member of the Canadian Institute of Planners.

When Required:

A Design Brief is required for a Site Plan Control planning application.

A Scoped Design Brief* is required when the following planning applications are applied for and not accompanied by a Site Plan Control application:

- Official Plan Amendment
- Zoning By-law Amendment (exception: a change in use which does not result in an increase in height or massing)

The requirement and scope of a Design Brief will be determined at the formal pre-application consultation meeting. Should an application be required to go to the [Urban Design Review Panel \(UDRP\)](#), the Design Brief may be submitted as part of the submission materials to the panel.

Contents for Design Brief Submissions:

A Design Brief will contain and/or address the points identified during the pre-consultation meeting. Failure to address the critical elements identified in the pre-consultation meeting may result in the application being considered incomplete.

* A *Scoped Design Brief* is composed of:

- Section 1 should be combined into the *Planning Rationale* submission, and
- Section 2 items will be confirmed in the pre-application consultation meeting.

SECTION 1

Application Submission:

Not Required

Required

State the: type of application, legal description, municipal address, purpose of the application and provide an overall vision statement and goals for the proposal.

Response to City Documents:

Not Required

Required

State the Official Plan land use designation for the subject property and demonstrate how the proposal conforms to the Official Plan as it relates to the design of the subject site. Reference specific policy numbers from the Official Plan to show consistency. Justify areas of non-compliance and explain why there is non-compliance.

State the applicable plans which apply to the subject proposal: community design plan, secondary plan, concept plan and design guideline. Reference the relevant design related polices within the applicable plans/guidelines and provide a comprehensive analysis as to how the proposed development incorporates the objectives or why it does not incorporate the objectives.

Context Plan:

Not Required

Required

Provide a contextual analysis that discusses/illustrates abutting properties, key destinations and linkages within a 100 meter radius (a larger radius may be requested for larger/more complex projects), such as transit stations, transportation networks for cars, cyclists, and pedestrians, focal points/nodes, gateways; parks/open spaces, topography, views towards the site, the urban pattern (streets, blocks), future and current proposals (if applicable), public art and heritage resources.

Photographs to illustrate existing site conditions and surrounding contexts. Include a map pinpointing (with numbers) where each photo is taken and correspond these numbers with the site photos. Arrows illustrating the direction the photo is taken is also useful.

SECTION 2

Design Proposal:

The purpose of the Design Proposal is to show the building elevations, exterior details, transitions in form, treatment of the public realm and compatibility with adjacent buildings, using 3-D models, illustrations, diagrams, plans, and cross sections. Referencing Official Plan, Section 5.2.1, as determined at time of pre-application consultation meeting, submissions will need to address the following in the form of labelled graphics and written explanation:

Massing and Scale

Not Required

Required

Images which show:

Building massing – from:

- at least two sides set within its current context (showing the entire height and width of the building) **OR**
- all four sides set within its current context (showing the entire height and width of the building).

Views – of the entire block, from:

- at least two perspectives to show how the proposed building is set within its current context **OR**
- all four perspectives to show how the proposed building is set within its current context.

Building transition – to adjacent uses, with labelled explanation of the transition measures used.

Grading – if grades are an issue.

Alternative building massing – additional imagery and site layouts considered and provide justification for the ultimate proposal sought.

Public Realm

Not Required

Required

Labelled graphics and a written explanation which show:

Streetscape – cross sections which illustrate the street design and right of way (referencing the City's design manuals).

Relationship to the public realm – illustrating how the first few storeys of the proposed development responds to and relates to the existing context (e.g. through a podium plan and first floor plan). This is to include detailed explanation on:

- Architectural responses
- Landscaping details
- Public art features (in accordance with Official Plan, Section 4.11)
- For developments in Design Priority Areas, detail the building and site features, (in accordance with Official Plan, Section 4.11) which will enhance the public realm. Provide explanation for features which are not provided.

Building Design

Not Required

Required

Labelled graphics (e.g. building elevations and floor plans) and a written explanation which document the proposed exterior architectural details and design (in accordance with Official Plan, Section 5.2.1).

For high-rise development applications, detail the building design and massing and scale elements and how they relate to the proposed high-rise development (in accordance with Official Plan, Section 5.2.1).

Sustainability

Not Required

Required

Any sustainable design features to be incorporated, such as green roofs or walls, sun traps, reflective or permeable surfaces.

Heritage

Not Required

Required

How the building relates to the historic details, materials, site and setting of any existing historic resources on or adjacent to the subject property (if applicable).

Additional Contents:

Some proponents may be requested to provide submission material which complements the Design Brief. These additional requirements could be incorporated into the Design Brief submission for ease of review. These will be identified at the time of application consultation meeting:

- Site Plan
- Landscape Plan
- Plan showing existing and proposed servicing
- Shadow Analysis
- Wind Analysis

Submission Requirements

- Six hard copies and one digital copy