

Architectural Design Control Guidelines

Architectural Design Control Guidelines are a written and graphic manual providing direction regarding the achievement of built form and public realm.

The Guidelines are a combination of text, plans, illustrative sketches and photos, sections and comparative models or examples that inform the proponent, public and municipality about the built form, landscape and structures on private lands within new neighbourhoods.

The Guidelines are written for the “Control Architect” to use in evaluating the design of buildings and associated landscapes in parts of the municipality where it is important for new buildings to blend with existing communities/neighbourhoods, and to advance the emerging character of a new or redeveloping community/neighbourhood.

The Guidelines may be an alternative to individual site plans (for single lots and building types not normally processed through Site Plan Approval).

Required by Legislation

The Local Official Plan.

Who should prepare these guidelines?

Architectural Design Control Guidelines are prepared and signed by an Urban Designer, licensed architect, landscape architect or Registered Professional Planner (RPP).

Why do we need these guidelines?

Architectural Design Control Guidelines are non-statutory planning tools. They are approved by the municipality and the landowner and are implemented through an Architectural Design Control Process that is managed by the municipality and paid for by the Applicant. Approval of the control architect will be a condition of the respective agreement between the city and the Applicant. They address built form matters and may exceed the provisions of the Planning Act by addressing architectural matters such as materials, colours and detailing in addition to siting and building massing issues. The Guidelines depend upon agreement between the City and the developer regarding the importance of high quality architectural design.

The Architectural Design Control Process can streamline future planning approvals by clarifying design expectations for development. Where a contiguous tract of land is divided into several subdivisions or development sites, use of a comprehensive set of Guidelines will be encouraged to achieve architectural consistency within a larger neighbourhood.

The Guidelines will be flexible to accommodate change as it occurs while keeping the essential urban design ideas intact.

How should these guidelines be prepared?

Architectural Design Control Guidelines should at a minimum contain:

Table of Contents

Introduction

- › Short description
- › Scope and intent
- › Terminology

How should these guidelines be prepared? (continued)

Introduction (continued)

- › Site context
 - › Architectural Vision
 - › Design goals and objectives
 - › Land uses and concept plan
 - › Author name, title, qualifications, company name and appropriate stamp
 - › Guidance on the geographic limits of the surrounding area.
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Investigation/Evaluation**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 per use:

- › Building siting and massing
- › Built form and siting relationships between different building types and site conditions (i.e., park, reverse lots, public walkway).

More detailed design direction per use for the following (if applicable):

- › Elevations: consistency, architectural style, coordination of models, colours and repetition, special elevations (gateway, corner lots, reverse lots, park 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.

Landscape and streetscape (per use):

- › Pedestrian and vehicular access
- › Fences and garden walls (visible to the public realm)
- › Landscaping
- › Lighting
- › Signage.

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
- › Topographic conditions.

How should these guidelines be prepared? (continued)

Investigation/Evaluation (continued)

Implementation:

- › Design review and approval processes
 - › Role of the City
 - › Role of the Control Architect
 - › The developer and the builder's responsibility.
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Drawings and Supporting Information

- › Provide an outline of the supporting studies submitted (e.g. environmental, Urban Design Briefs).
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What else should we know?

The scope of work should be discussed with the community planner, urban designer and or other staff or agencies as part of the pre-consultation process. Modifications may be required to address the requirements of individual neighbourhoods and districts.

A landowner may choose to use a "Control Architect Process" to achieve the City's built form objectives and control the quality.

A "Control Architect" administers the Council approved Architectural Design Control Guidelines on behalf of the municipality and the developer. The "Control Architect" is an independent professional responsible for conducting a comprehensive review of each development proposal to ensure that siting, built form, materials, colours and landscaping, among other things, follow the approved Guidelines for each phase. This is particularly important on large sites that will take many years to complete. To avoid potential conflict of interest, it is important that the Control Architect does not offer design services to any development within the area of the architectural design guideline.

Architectural Design Guidelines will form part of a subdivision agreement or master site plan agreement.

Additional Terms

To be identified by the local municipality where proposed development is located.

Study Submission Instructions

To be identified by the local municipality where proposed development is located.

What other resources are there?

Ontario Professional Planners Institute (OPPI) – [Hire an RPP](#)

[Ontario Association of Architects](#)

[Ontario Association of Landscape Architects](#)

About these Terms of Reference

These Terms of Reference were developed as a joint effort with participation by representatives from all York Region municipalities and the Region. The Terms of Reference are in widespread use across the Region, with local requirements added as prescribed by each municipality at the pre-consultation stage.

The need and scope for this study will be decided by a municipality during initial pre-consultation process with input from partner agencies. This pre-consultation process may include:

- Determination if this study is applicable
- Confirmation of criteria within these Terms of Reference that are appropriate for your development project
- Identification of specific technical components that need to be addressed
- Identification of detailed standards to be met

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 or not the recommendations and conclusions are the same (Note: this is subject to the extent of the revisions).

A peer review may be required. The cost of the peer review will be borne by the applicant.

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 returned to the applicant.