

URBAN DESIGN BRIEF

DESIGN SUBMISSION TERMS OF REFERENCE

1. Design Brief Process

Urban Design Briefs will be required in conjunction with all applications for an Official Plan and Zoning Bylaw Amendments seeking permission for residential / retail – commercial & industrial uses, either within or outside designated Block Plan areas, or if required as a condition of a site plan approval.

Policy Requirement: *City of Brampton's Official Plan - Section 5 Implementation and Sub-section 5.2 Definitions*

The purpose of the Urban Design Brief is to demonstrate how the application for Official Plan and/or Zoning By-law Amendment meets the principles set out in the City's Development Design Guidelines.

The Urban Design Brief should only address special criteria and design issues that are not discussed in the applicable Development Design Guidelines.

2. Submission Requirements

The applicant is required to submit an Urban Design Brief with a 'complete' application for an Official Plan and/or Zoning By-law Amendment or, if required as a condition of a site plan approval. The approval of the Design Brief by the Planning & Infrastructure Services Department is required prior to the enactment of the amended Official Plan and/or Zoning By law.

Please note that the Urban Design Brief should not exceed 10 pages. For document layout details please see the attached template.

Initial Submission	Digital and 4 hard copies (double side print)
Each Subsequent re-submission	Digital copies
Final Submission	Digital and 4 hard copies (double side print)

3. Format Overview

The following format is required for preparation of an Urban Design Brief.

Section 1 will focus on framing the brief overview of proposal, context, site analysis and demonstrating a concise understanding of the site's potential.

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Sections 2, 3, 4 & 5 will demonstrate how the proposal addresses, public / private realm, built form and principles of sustainability and ensure that it meets the overall principles laid out in the City's Development Design Guidelines.

Note that the Urban Design Brief should be concise and not exceed 10 pages. For document layout and graphic details see the attached template.

Table of Contents

1. Site Plan & Overview

1.1 Context

1.2 Opportunities and Constraints (Indicate adjacent land uses, major street network, heritage impact as well as natural features)

1.3 Site Plan and Development Vision

2. Public / Private Realm

2.1 Linkage, Connections and Circulation

2.1.1 Active Transportation

2.1.2 Transit

2.2 Landscape Plan

2.2.1 Streetscape

2.2.2 Outdoor Amenity

2.2.3 Parking

2.2.4 Service Areas

3. Built Form

3.1 Built Form Principles

3.2 Elevation Drawings & Perspective Renderings / Views

4. Sustainability Principles

5. Implementation

5.1 Recommended OPA / ZBL Policies (If Applicable)

5.2 Residential Design Brief: Design Review and Approval Process (If Applicable)

5.3 Conform to the most updated City wide Development Design Guidelines

*** Addendum (Sun/Shadow Study Requirements, If Applicable)**

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4. General requirements for the Urban Design Brief (See attached [template](#))

- I. Ensure that a cover memo with the City of Brampton's file number is attached to the Urban Design Brief and submitted to the attention of development planner at the front counter.
- II. The guidelines should not read as a description of the project, they should set out principles for the development of the site.
- III. Urban Design brief's cover page requirements:
 - Submission title
 - Location
 - Prepared by: company name
 - Prepared for: company name
 - City of Brampton's file number
 - Submission number
 - Submission date
 - Appropriate stamp
- IV. Ensure that the font style and size are Arial 12.
- V. Provide pertinent text in bullet points to support the maps and images. Number each bullet point. See the attached template.
- VI. Text should be in bullet points with action verbs (Example: Ensure safe, well delineated pedestrian connections are provided from the adjacent streets)
- VII. Provide high quality maps and graphics, conforming to the examples shown in the template.
- VIII. Number all maps and graphics and also provide appropriate captions.
- IX. Provide bar scale and north arrow on all the maps. See the attached template.
- X. Some complex sites may require additional pages and will be dealt on a case by case basis.

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* Addendum: Sun/Shadow Study Requirements (If Applicable)

1. When is a Sun/Shadow Study required?

A Sun/Shadow Study may be required for developments over 20 meters (6 Storeys) in height.

Sun/Shadow tests may also be requested for developments that are lower than 20 meters, in particular on rezoning applications where additional height is applied for near shadow sensitive areas (such as parks, schoolyards, cemeteries, etc.).

The requirement for, and scope of this work is subject to discussion with the planning staff in pre-application consultation stage.

2. Test Times

Sun/ Shadow tests are required for March 21, June 21, September 21, and December 21 at the following hours:*

9:30 a.m., 12:30 p.m., 3:30 p.m. and 6:30 p.m.

3. Submission Requirements

- The study should clearly indicate the development site and the adjoining context.
- Images of the Sun/Shadow situation for the existing context and with the proposal (a single page or double page layout are preferred for better understanding of the impact).
- One digital and a hard copy of the study are to be provided with the Urban Design Brief in the same format.
- We also require a digital file of the development massing model, preferably in Google SketchUp.

**** Note: Additional dates and times for the study may be requested at the discretion of the City staff.***