

Terms of Reference: Urban Design Brief

Description:

An Urban Design Brief is required to illustrate how the proposed development works within the local context and how it represents and implements aspects of the City's Official Plan, relevant secondary plans, as well as Council approved plans and guidelines.

Development Application Stream(s):

An Urban Design Brief may be required as part of the following application(s):

- Official Plan Amendment;
- Zoning By-law Amendment; and
- Site Plan Control*

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.

Prepared By:

The Urban Design Brief should be prepared, signed and dated by an urban designer, a licensed architect (OAA), landscape architect (OALA) or planner (RPP MCIP) with a demonstrated specialization in urban design.

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 Development Services & Design Department is required prior to the enactment of the amended Official Plan and/or Zoning By law.



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Please note that the Urban Design Brief should be concise. For document layout and graphic details please see the [template](#).

Initial Submission	Digital copies
Each Subsequent re-submission	Digital copies
Final Submission	Digital copies

Content:

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.

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.

Table of Contents
<p>1. Site Plan & Overview</p> <p>1.1 The site context mapping needs to include at minimum the following:</p> <ul style="list-style-type: none">• Size and arrangement of blocks• Major street network• Land use• Active transportation network• Distance to public transit• Trails and cycling Infrastructure• Open space networks• Proximity to amenities<ul style="list-style-type: none">○ Mapping and identify the amenities within 800 meters and/or 400 meters radius from the geographic center.○ Amenities include: library, public park and outdoor recreational facility, public community/recreation centre, general retail, bank, place of worship, convenience store, restaurant, food retail (grocery store, supermarket), licensed

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adult/senior care, licensed child care, theatre, salon/barber shop, hardware store, laundromat, medical office, dental office, post office, pharmacy, school, fitness center, and museum.

- For more Amenities description, Please refer to [Sustainable New Communities Program Metric BE-1](#)

- Heritage properties and Natural features

1.2 Opportunities and Constraints Analysis

1.3 Development Vision and Design Principles

1.4 Site Plan Concept

The concept should include at minimum the following:

- Ground floor plan with uses
- Building setback to the property lines
- Building separation distances between all proposed and adjacent buildings

2. Public / Private Realm

2.1 Linkage, Connections and Circulation

2.1.1 Active Transportation

- Provide a map showing the subject lands, a 400 meter buffer from the boundaries of the subject lands, and any existing or planned cycling networks.
- For more Active Transportation description, Please refer to [Sustainable New Communities Program Metric MB-8 Transit](#)

2.1.2 Transit

2.1.3 Trails and Cycling Infrastructure

2.1.4 Circulation plan demonstrating vehicular and pedestrian circulation to the site

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

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3.1 Built Form

- Building heights, setbacks, step backs and floor plate sizes must be mentioned
- Views of 3D Massing model
- Transition to adjacent uses and built form if applicable, e.g. High-Rise development adjacent to a Low-Rise residential neighborhood

3.2 Elevation Drawings & Perspective Renderings / Views

4. Sustainability

- What is the final score this project achieve on Sustainable New Communities Program? Does the design proposal achieve a minimum score (within the Bronze threshold)?
- Is the project applying for green building certification such as Leadership in Energy and Environmental Design (LEED)?
- What building and landscaping approaches or technologies are being used to reduce the building environmental impact?

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

6. Sun / Shadow and Wind Study

6.1 Sun/Shadow Study (Refer to [Sun/Shadow Study Terms of Reference](#))

6.2 Pedestrian Level Wind Study ([Refer to Wind Study Terms of Reference](#))

General Requirements for the Urban Design Brief ([See 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:

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- a. Submission title
 - b. Location
 - c. Prepared by: company name
 - d. Prepared for: company name
 - e. City of Brampton's file number
 - f. Submission number
 - g. Submission date
 - h. 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

