

Heritage and Urban Design

ARCHITECTURAL DESIGN CONTROL: PROCESS & SUBMISSION REQUIREMENTS

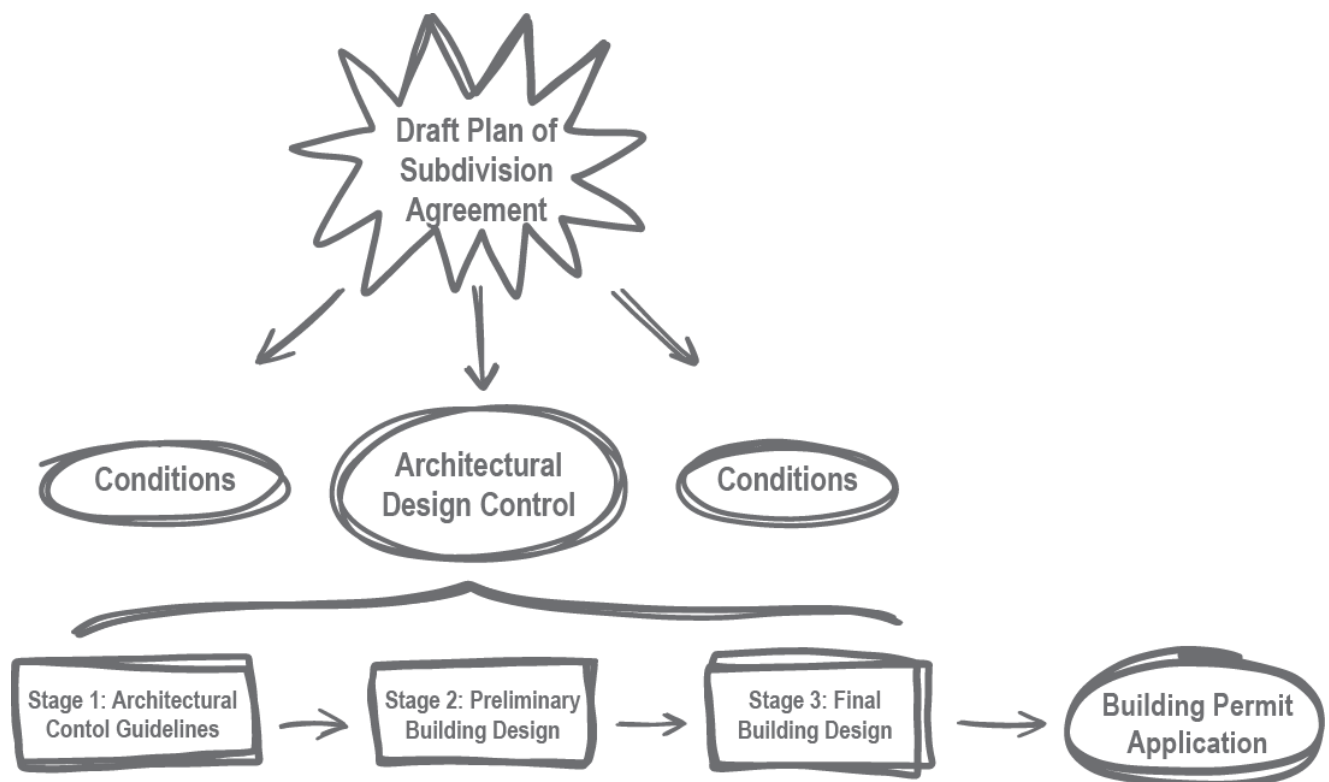
1.0 Introduction

The Official Plan recognizes the importance of, and strives for design excellence in the public and private realm. The City's Heritage & Urban Design Section administers the Architectural Design Control process as a condition of Draft Plan of Subdivision Approval.

Purpose

The Architectural Design Control process is an important tool to ensure new residential communities are safe, attractive, and achieve high-quality architectural design that contributes to the civic character of Richmond Hill.

The purpose of this review process is to establish design standards and assess applications against these standards for the siting, massing, and appearance of new buildings and streetscapes.



When Architectural Design Control Applies

Architectural Design Control is required for every new residential Plan of Subdivision within the City, where ground-related residential dwellings, such as detached, semi-detached, and townhouse dwellings, are proposed (and are not subject to Site Plan Approval).

Final Stamp Approval of documents and architectural drawings subject to Architectural Design Control must be obtained prior to the submission of applications for Building Permit.

Applying for Architectural Design Control

Following a Pre-Submission Meeting, City staff will provide the proponent with a Pre-Submission Letter identifying the requirement for Architectural Design Control. Proponents are encouraged to contact Urban Design staff to discuss the Architectural Design Control process, prior to a formal Draft Plan of Subdivision application.

Generally, the initial submission of Stage 1: Architectural Control Guidelines Review is conducted as part of the Draft Plan of Subdivision Application (see Stage 1 below for further details). This is followed by Stage 2: Preliminary Building Design Review, which may be submitted only after a City-approved Architectural Control Guidelines (ACGs) document is established.

At such time when the Stage 2 review has concluded and preliminary stamp approvals have been granted, Stage 3: Final Building Design Review may commence when no further design changes are contemplated or prior to a Building Permit application.

Digital submission materials are submitted to Urban Design staff.

Privately Administered Control Areas

Note that the Architectural Design Control process is privately administered by an external Control Architect for the North Leslie and West Gormley Secondary Plan Areas. Applicants are encouraged to contact Urban Design staff for further information in this regard.

Amendments to City-approved Architectural Control Guidelines are required to be reviewed and approved by City staff, prior to the privately administered review process.

2.0 Stage 1: Architectural Control Guidelines Review

Architectural Control Guidelines provide guidance on the design of individual residential buildings and ensure a high-standard of architectural quality for new/infill communities within Richmond Hill. The City-approved Architectural Control Guidelines (ACGs) are used to assess the proposed residential building design for conformity. Control Guideline documents are typically for a particular development or the broader area in which the development is located in.

Note that in some areas of Richmond Hill, there are no City-approved Architectural Control Guidelines. Urban Design staff will advise whether a new ACGs document is required, or an addendum/amendment to an existing ACGs document should be provided. The applicant is responsible for retaining a qualified design professional (such as an Urban Designer, Architect, or Landscape Architect) to prepare the ACGs document.

For information on the requirements of the Architectural Control Guidelines document, please refer to the City's [Architectural Control Guidelines - Terms of Reference](#), which can be found on the City's Urban Design webpage.

An Architectural Control Guidelines document shall be submitted for City staff review and approval during the Draft Plan of Subdivision application.

A Final Stamp approval must be obtained prior to proceeding to Stage 2.

3.0 Stage 2: Preliminary Building Design Review

The applicant is required to submit to the City for review and approval, preliminary building design drawings that are in conformity with City-approved Architectural Control Guidelines, and demonstrate sufficient design quality and variety.

Submission items should adequately represent the design merits of the proposed built form to ensure all design items outlined in the guidelines are addressed. This initial review stage will limit the possibility of design issues arising when detailed drawings are submitted at the final building design review stage.

The City requires the following items:

- a. *Building Elevations;*
- b. *Master Sheet of Elevations;*

- i. This should show all proposed models, elevation types, and treatments (front, flankage and rear elevations, if applicable) This should be arranged on one sheet for each model.*
- c. Floor Plans (provided for information only and as a guide in assessing the exterior treatment);*
- d. Site Plan for all dwellings; and,*
 - i. Proposed building location (including setbacks);*
 - ii. Dwelling model, elevation, and colour package selected (if available);*
 - iii. Driveway location and dimension width;*
 - iv. Landscaping, if integral to the lot and/or dwelling design; and*
 - v. Any adjacent or on-site hard landscaping such as entry features, piers, walls, columns, privacy (corner lot), acoustic / decorative fencing.*
- e. Exterior Material and Colour Legend, and Digital Sample boards.*

Upon completion of the preliminary building design review, Urban Design staff may provide comments and feedback to be addressed by the applicant. Satisfactory preliminary building design packages will be stamped "Preliminary Approved".

Preliminary approval of building elevations and exterior materials and colours is required prior to marketing or sales of residential buildings. The applicant must market and construct buildings in compliance with the approvals and ACG requirements.

Note that any changes made to the preliminary approved design must be resubmitted for additional review and re-stamping.

4.0 Stage 3: Final Building Design Review

The applicant is required to submit the final building design, i.e., working drawings, to the City for review and final approval. The final building design will be reviewed in detail and assessed against the stamp approved preliminary building design package to confirm the design intent has not changed.

Note that the submission materials must depict exactly what the builder intends to construct. All exterior details and materials must be clearly shown on the drawings. Lot-specific working drawings will be required for special elevations (i.e. upgraded front, rear, and flankage elevations), walkout lots, and grade-affected garage conditions.

The City requires the following items:

- a. *Siting Plans (for detached & semi-detached dwellings / townhouse blocks, where proposed);*
 - i. *Engineer-certified grading details (at a minimum scale of 1:250);*
 - ii. *Model and elevation type;*
 - iii. *Setback dimensions;*
 - iv. *Driveway location;*
 - v. *Sidewalks, walkways, and steps;*
 - vi. *Any required fencing or landscape features;*
 - vii. *A special notation indicating a dropped garage condition, where applicable (greater than 450mm (1'-6") drop from location approved on working drawings);*
 - viii. *A special notation indicating rear or side upgrades, where applicable; and,*
 - ix. *Location of external utilities, meters, and HVAC units.*
- b. *Architectural Sets (Floor Plans; Roof Plan, Elevations);*
 - i. *Drawings must be prepared and signed by a qualified designer (OAA, BCIN holder) and/or certified by a Structural Engineer (P.Eng); and,*
 - ii. *Elevations must include material notations and indicate the location of external utilities, metres, and HVAC units.*
- c. *Exterior Building Material and Colour Legend, and Digital Sample boards; and,*
 - i. *An Exterior Building Material and Colour Key Plan shall be submitted. This should diagrammatically illustrate all lots within the Plan of Subdivision and include the lot number, the model, elevation type and colour package selected.*
- d. *Streetscape Elevations.*
 - i. *This should show a blackline streetscape drawing for siting approval; and,*
 - ii. *Streetscape elevations are to accurately represent the proposed dwellings in correct relation to each other and to the proposed finished grade. In the review of streetscapes, model, elevation, and colour package changes may be required. The onus is on the Builder to ensure that the siting of models adhere to the model repetition and architectural variation guidance contained within the applicable City-approved Architectural Control Guidelines document.*

Upon completion of the Final Building Design review, Urban Design staff may provide comments and feedback to be addressed by the applicant. Satisfactory Final Building Design

packages will be stamped “Final Approved”, which shall be submitted as part of Building Permit applications.

All sheets that form part of the Final Building Design package must include the following declaration:

It is the builder's complete responsibility to ensure that all plans submitted for approval fully comply with the applicable City-approved Architectural Control Guidelines and all applicable regulations and requirements. The Control Architect is not responsible in any way for examining or approving site (lotting) plans or working drawings with respect to any zoning or building code or permit matter or that any building can be properly built or located on its lot.

This is to Certify that these plans comply with the applicable Architectural Control Guidelines approved by the City of Richmond Hill.

[Provide sufficient white space to allow for Final Approval stamp to be applied.]

5.0 Revisions & Changes to Approved Drawings

City of Richmond Hill: Any redline revisions made by the City to Site Plans, Working Drawings, Streetscapes Elevations, and Colour Legends, must be incorporated on all originals by the applicant's designer. Once incorporated, the revised material will be reviewed and re-stamped by Urban Design staff.

Applicant: During permit applications to the City's Buildings Division, any changes and revisions to drawings subsequent to “Final Approved” stamps may require a re-assessment by Urban Design staff. In this instance, the applicant will be referred back to the Heritage and Urban Design Section for the purpose of evaluating the merits of the revision(s) and to establish if the change is major or minor in nature and in conformity with the applicable Architectural Design Guidelines document.

Major Design Changes include broad and impactful revisions, which merits comprehensive evaluation and represents a significant scope. Minor Design Changes are more focused / limited, requiring less evaluation and represent a modest scope.

The City requires the following items, when a revision is made to stamp approved drawings:

- a. *A written summary / description which clearly identifies the scope of the changes made to the previously Stamp Approved drawing set; and,*

- b. A red-line annotation (i.e. revision cloud) on the actual plans to convey the nature and extent of changes for which the applicant is seeking approval.*

Note that while staff make every effort to expedite the approval of revisions, the duration of reviews are contingent upon the extent / complexity of the proposed changes and the degree to which they deviate from the applicable City-approved Architectural Control Guideline document.

6.0 Building Permit

In accordance with the Condition of Draft Plan Approval, no building permit application will be submitted for any individual lot or block until the Owner has submitted architectural design plans of the building facades and floor plans, for all lots and/or blocks within the plan and obtained the approval of the City through the Architectural Design Control process. The Owner shall build in accordance with an approved Architectural Control Guidelines document, or an addendum to an existing ACG document.

7.0 Appendix & Samples

A. Master Sheet of Elevations: Compelation of all elevation types and treatments for a particular model, arranged on a single sheet for staff review and approval. This submission item assists in the evaluation of architectural variety and variation provided through different elevations that may be selected for a given model.

B. Streetscape Elevations: Illustration of all selected models and elevation types contemplated for all lots through a backline streetscape. The drawing should be at an appropriate scale, accurately represent the proposed buildings in correct relation to each other, and to the proposed finished grade. Lot-specific changes to building elevations should be shown, where adverse grade conditions require an architectural response. This submission item assists in the evaluation of model repetition and architectural variation for the given street.

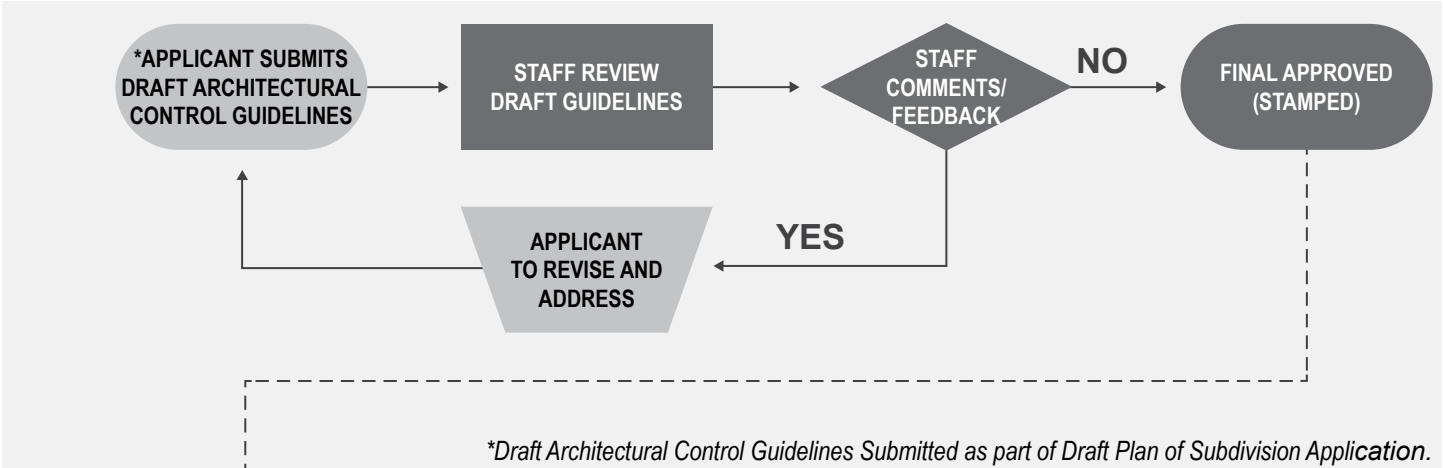
C. Site Plan: Plan which shows all lots, proposed buildings, right-of-way or easements with overall dimensions, including setback dimensions to lot lines and adjacent buildings. Refer to Step 2 for detailed submission requirements.

D. Siting Plan: Lot-specific plan which shows lot lines, lot area, right-of-way or easements, location of existing/proposed buildings with overall dimensions, including setback dimensions to lot lines and adjacent buildings. The siting plan must provided Engineer-certified grading details (at a minimum scale of 1:250) and must be stamped or signed by a qualified designer (OAA, BCIN holder). Refer to Step 3 for detailed submission requirements.

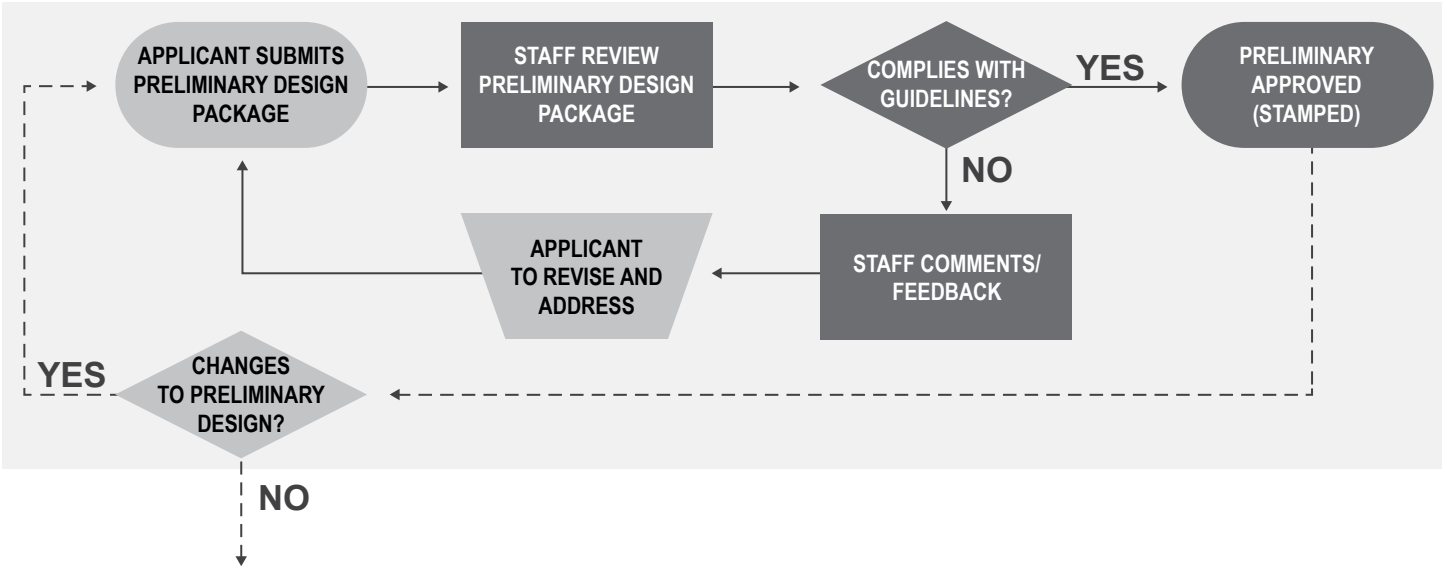
E. Exterior Material & Colour Legend, and Digital Sample Board: Compelation of all exterior materials and colours contemplated; the number of packages will vary to ensure adherence to the Model Repetition / Façade Variety criterion of the applicable City-approved Architectural Control Guidelines. Material notations on elevation drawings should correspond to the selection on the Material Colour Legend. The accompanying digital sample board shall depict sample images of the intended material; where precedent images are provided in lieu, accuracy of design intent is important.

F. Exterior Building Material and Colour Key Plan: Plan which diagrammatically shows all lots within the Plan of Subdivision; indicate the lot number and the model, elevation type, and colour package selected.

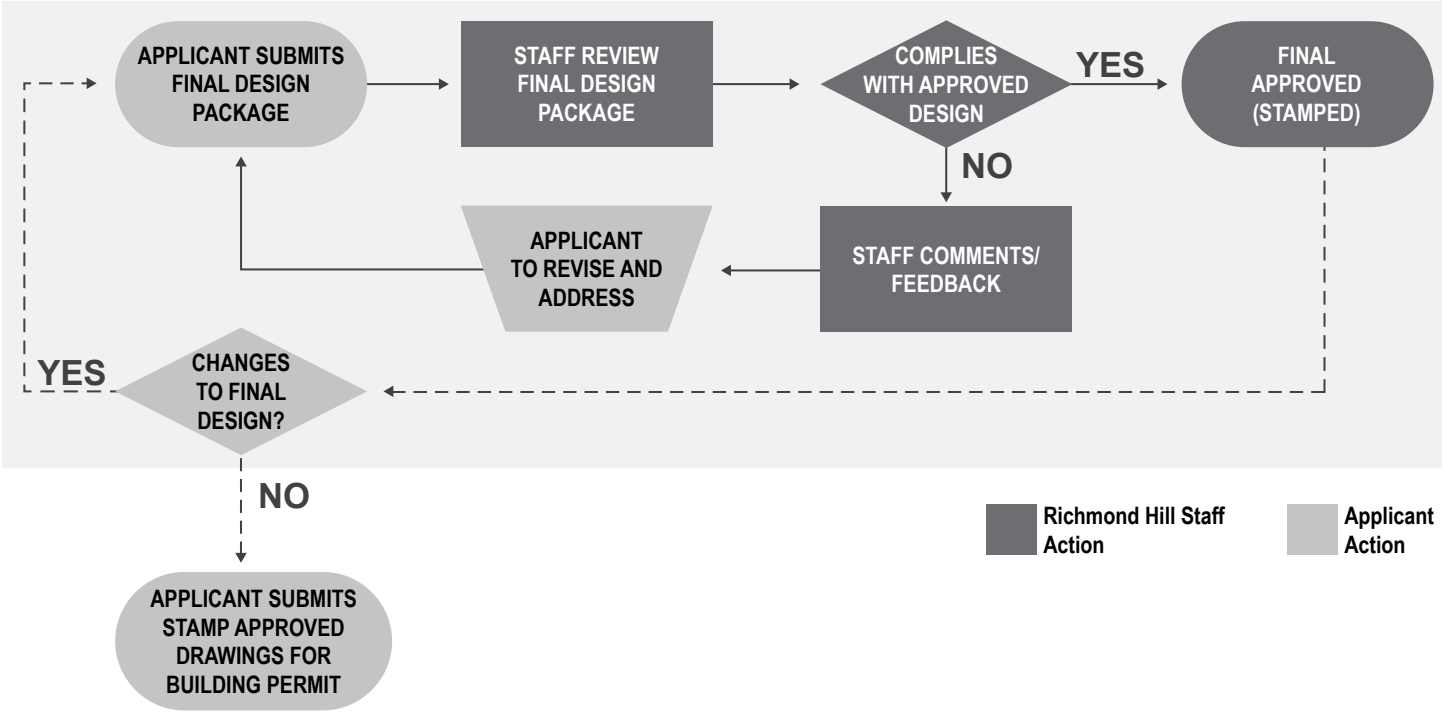
Stage 1: Architectural Control Guidelines Review



Stage 2: Preliminary Design Review



Stage 3: Final Design Review



Appendix A. Master Sheet of Elevations

Sample

It is the builder's complete responsibility to ensure that all plans submitted for approval fully comply with the applicable City-approved Architectural Control Guidelines and all applicable regulations and requirements. The Control Architect is not responsible in any way for examining or approving site (lotting) plans or working drawings with respect to any zoning or building code or permit matter or that any building can be properly built or located on its lot.

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Model C Elevation '1'



Model C Elevation '2'



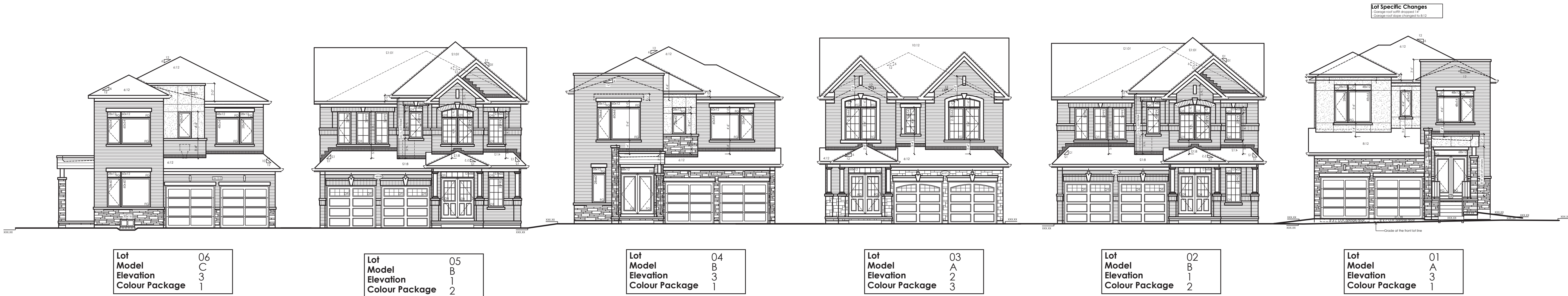
Model C Elevation '3'

Appendix B. Streetscape Elevations

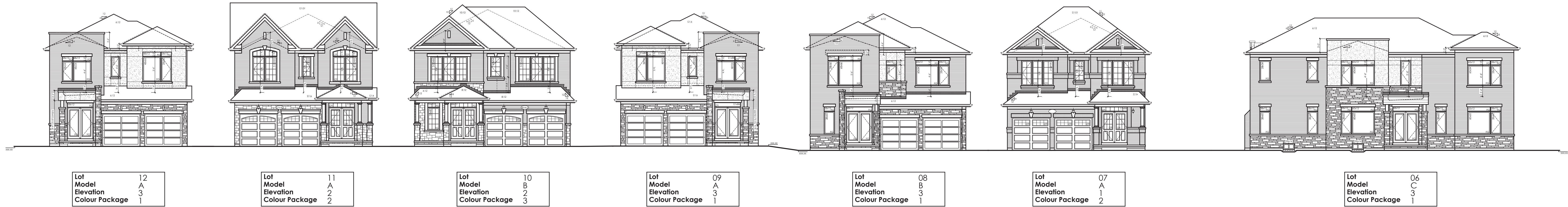
Sample

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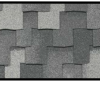


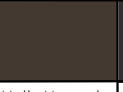













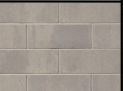


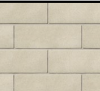











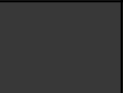

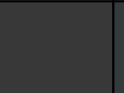
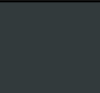






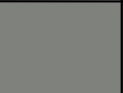
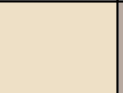

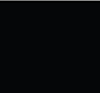










Street A



Street B

Exterior Material & Colour Legend

Sample

EXTERIOR COLOR SELECTION	MANUFACTURER	1	2	3	4	5
ROOF SHINGLES	CRC					
		Dual Black	Charcoal Grey	Dual Brown	Weatherwood	Charcoal Grey
	IKO					
		Shadow Slate	Glacier	Taupe Slate	Taupe Slate	Greystone
METAL ROOFING	Western States Metal Roofing					
		Matte Black	Matte Patina	Matte Mansard Brown	Matte Dark Bronze	Matte Dark Bronze
CLAY BRICK	Brampton Brick (Main)					
		Westville	Venetian	Wyndham Gray	Raven	Royal Gray
	Meridian Brick (Alt.)					
		Cavendish	Wellington	Adelaide	Dunkerron Matt	Portland
STONE VENEER	Brampton Brick (Main)					
		Nickel (Contempo)	Cloudburst (Bonneville)	Polar White (Contempo)	Sandbar (Contempo)	Polar White (Bonneville)
	Arriscraft (Urban Ledge Stone) (Alt.)					
		Shadow Stone	Shadow Stone	Tacoma	Avalanche	Avalanche
STUCCO	Durock					
		4295 Parchment	4295 Parchment	4440 Alabaster	4295 Parchment	4440 Alabaster
SOFFIT, FASCIA, GUTTER	Herman					
		Antique Brown	Black	Linen	Black	Ironstone
FRONT DOOR	Sherwin Paints					
		Seal Skin SW 7675	Seal Skin SW 7675	Hickory Smoke SW 7027	Web Gray SW 7068	Black Magic SW 6991
GARAGE DOOR	Wayne Dalton					
		Grey	Grey	Almond	Taupe	Black
WINDOW FRAMES	Newmar					
		Black	Black	Black	Black	Black
RAILING	Custom Railing					
		Black	Black	Black	Black	Black

Exterior Material & Colour Key Plan

Sample



ADC Phase 1



NOT TO SCALE

Key Plan for Illustrative Purposes Only