

# Urban Design Brief

## Terms of Reference

### 1. Description

An Urban Design Brief is intended to illustrate how a development proposal represents high-quality and context-sensitive design that implements policies of the Official Plan, relevant secondary plans, and Council approved plans and guidelines. The Urban Design Brief is intended to be a highly graphic document.

The purpose of this Terms of Reference is to assist the applicant to in preparing and organizing the contents of an Urban Design Brief.

### 2. Authority To Request / When Required

The Planning Act sections 22, 34, 41 and 51 authorize municipalities to require that an applicant provide any information or material it may need to evaluate and make a decision on a planning application, provided the Official Plan contains provisions relating such requirements.

Section 11.8 of the City's Official Plan identifies that the City can request information and materials, as deemed necessary, to review a Planning Act application.

In accordance with the following Terms of Reference, an Urban Design Brief is required for Official Plan Amendment and Zoning By-law Amendment, where an increase in height and/or density is proposed for mid- and high-rise developments, and Plan of Subdivision applications that include mid- and high-rise blocks. Generally, an Urban Design Brief is not required for low-rise development applications or Site Plan Control applications unless they are subject to Urban Design Review Panel.

An Urban Design Brief is required for all applications subject to Urban Design Review Panel including Site Plan Control Applications.

### 3. Content

#### 3.1 Standard Content

- a. Cover page with a rendering of the proposal.
- b. Photographs of existing site conditions and surrounding area, including a numbered map pinpointing where each photo is taken. Correspond these



numbers with the site photos and include arrows illustrating the direction of the photograph.

- c. Design evolution. This may include previous iterations of the proposal and/or Master Plan that were shared with Staff at pre-consultation, or previous development approvals on the property.
- d. Street cross sections that show the building wall to building wall conditions of the adjacent streets or proposed streets.
- e. Massing of the proposed development in the existing context, shown from at least two perspectives.
- f. Massing of the proposed development in the planned context, shown from at least two perspectives. The planned context may be represented by the current zoning permissions OR policy criteria if zoning is not in keeping with Official Plan direction.

### **3.2 Additional High-rise Content**

- a. Built form transition diagrams when a proposed development abuts properties designated Neighbourhood within the Official Plan.

### **3.3 Additional Content Required according to Site Context and Conditions**

- a. View analysis, when a development is affected by protected view corridors outlined in Schedules C6A, C6B, and C6C of the City of Ottawa Official Plan and/or applicable Secondary Plans.
- b. Design approach to heritage conservation when there are built heritage resources on or adjacent to the site.
- c. Design approach as it relates to an identified natural heritage feature(s) as noted on Schedules C11A, C11B, C11C, C12 and C15 of the City of Ottawa Official Plan on the site or in the immediate area.
- d. A Master Plan when a development proposes to create multiple street blocks, a public or private road network, park blocks, and/or other public facilities.
- e. Building Sections that demonstrate the building's grade relationship with the public realm.

### **3.4 Additional Contents required for Urban Design Review Panel (UDRP) review (if applicable in accordance with UDRP Procedure Manual)**



- a. Project statistics, including gross floor area, the breakdown of floor area for different uses, total number and detailed breakdown of units, total number and detailed breakdown of vehicle and bike parking, building heights, lot coverage, etc. Project statistics should be illustrated in a table.
- b. Mobility Network Map, including information on transit stations, street networks, cycling facilities, pedestrian routes and connections, and parking.
- c. Key uses, destinations, and spatial elements in the surrounding area such as focal points/nodes, gateways, parks/open spaces, and public art. If applicable, this material should be illustrated with a key map and associated images on one page.
- d. Site Plan
- e. Landscape Plan. Conceptual drawings may suffice in support of a Zoning By-law and/or Official Plan Amendment.
- f. Building elevation(s) of the proposed building(s). Conceptual drawings may suffice in support of a Zoning By-law and/or Official Plan Amendment.
- g. Floor Plan(s) of the proposed building(s). Conceptual drawings may suffice in support of a Zoning By-law and/or Official Plan Amendment
- h. Sustainability Strategy

#### **4. Roles and Responsibilities / Qualifications**

The Urban Design Brief is required to be signed by a member holding a professional membership with the OAA, OALA, OPPI, and/or CIP, or equivalent professional organization; and should include materials prepared by urban designer(s), licensed architect(s), licensed landscape architect(s), and registered planner(s).

#### **5. Submission Requirements**

- 8.5x11 or 11x17 package (landscape orientation required)
- Electronic copies of all required studies and plans must be supplied in Adobe .PDF format and are to be unlocked and flattened.

