



# FAIRWINDS

COMMUNITY & RESORT

## ARCHITECTURAL GUIDELINES

PHASE 7C

May 22, 2002

## **1.0 INTRODUCTION**

Fairwinds Community is a 1,300 acre, multi-phased residential development situated at Nanoose Bay on Vancouver Island, British Columbia, being developed by 3536696 Canada Inc. ("Fairwinds"). This phase of the development, Phase 7C, consists of 26 lots located on approximately 4.2 ha.. near the site of the proposed Fairwinds Recreation Centre.

Fairwinds Community is a residential and recreational community planned in accordance with the natural beauty of the Nanoose Bay area. In keeping with the philosophy of working with and enhancing the existing topography, houses in Fairwinds Community should be designed by taking into consideration the unique characteristics and natural contours of the particular lots.

The Architectural guidelines, a legally enforceable set of restrictions and regulations, contribute to the establishment and protection of a consistently high level of quality design in Fairwinds Community.

These Architectural Guidelines (which may be amended from time to time by Fairwinds) must be read in conjunction with the Building Scheme set out in the Disclosure Statement and any amendments thereof for Phase 7C (the "Building Scheme") which contains additional legally enforceable restrictions and regulations. In the event of conflict between the provisions of the Building Scheme and the Architectural Guidelines, the provisions of the Building Scheme shall prevail.

Fairwinds may in its sole and absolute discretion grant relief from or approve plans at a minor variance with one or more of the restrictions set out in the Building Scheme or the Architectural Guidelines. However, Fairwinds must be satisfied that the design of the proposed house of building has architectural merit and is aesthetically appealing in relation to the lot on which it is to be situated as well as its neighbouring lots. Such relief shall not be considered as a waiver of the requirement of approval by Fairwinds of any restrictions and requirements set out in the Building Scheme or these Architectural Guidelines.

## **2.0 DESIGN REVIEW PROCESS**

In addition to the requirements outlined in the Land Use and Subdivision Bylaw 500 of the Regional District of Nanaimo ("RDN"), a supplementary design review process has been developed using the Building Scheme and the Architectural Guidelines to encourage all houses and ancillary buildings (for convenience, collectively referred to in these Architectural Guidelines as the "House") within Fairwinds Community to conform with the Fairwinds subdivision planning objectives of effective quality standards, interesting streetscape and house design, and design continuity. This approach offers variety and choice in the design of individual houses while ensuring that each House contributes to the overall community.

No work may be commenced on a lot (for convenience, referred to in these Architectural Guidelines as a "Lot") prior to Fairwinds granting written approval to the owner of the proposed

Building Plans. The Design Review Process is as follows:

- (a) The owner should review the Building Scheme and the Architectural Guidelines with his or her Architect or designer. It is recommended that an initial proposal of the type and design of House being contemplated for the Lot be submitted to Fairwinds for a preliminary consultation. This consultation will allow Fairwinds to advise the owner of any design considerations that are particular to the Lot.
- (b) The owner shall then submit to Fairwinds a completed Application for Building Plan Approval along with **three** copies of the following plans (collectively referred to as the "Building Plans"):
  - **Drawings of the proposed House** (draw at 1:50 or 1/4"=1'-0") including floor plans, elevations and cross-sections showing for example details of types of building materials, exterior finish materials and the colour scheme;
  - **Site Plan** of the Lot (drawn at 1:100 or 1/8"=1'0") showing the information listed on the Application or Building Plan Approval;
  - **Landscape Plan** of the Lot (drawn at 1:100 or 1/8"=1'0") showing existing and proposed lot grades, for elevations, setbacks, House location, type and slope of driveway, plant materials, landscape lighting, retaining walls, walkways, and sidewalks. In the event of excavation or fill on the Lot, the Building Plans must clearly indicate the type, location and quantity of materials excavated or used; and
  - any other information Fairwinds may reasonably require to ensure compliance with the Building Scheme.

A copy of the Application for Building Plan Approval form is attached to these Architectural Guidelines is Appendix "B". This form is also available from Fairwinds.
- (c) Fairwinds shall review the submission and either approve or reject the application based upon adherence of the Building Plans to the Building Scheme and these Architectural Guidelines. Fairwinds may also recommend or require changes to the submitted Building Plans. Upon acceptance by an owner of these changes, an approval of the application may be granted by Fairwinds. The original application form and two sets of marked Building Plans will be kept by Fairwinds for future reference. The third set of similarly marked prints will be returned to the owner.
- (d) Prior to the owner receiving approval of the submitted Building Plans:
  - **no** landfill or other substance may be placed on the Lot;
  - **no** excavation, blasting, removal of fill or ground cover, falling of trees, clearing or removal of brush or other natural vegetation may be commenced on the Lot; and
  - **no** House may be commenced, placed, erected, constructed or altered in any way on the Lot.

- (e) If an owner receives approval of the submitted Building Plans, the owner may then make an application to the RDN for a Building Permit. The owner must receive written approval from Fairwinds for any changes to the approved Building Plans, including changes required by the RDN, prior to the changes being constructed.
- (f) If an owner receives approval of the submitted Building Plans, unless otherwise noted on the approved Building Plans which are returned to the owner, it is deemed that Fairwinds has approved the cutting down, destruction or removal of any trees, brush or other natural vegetation from within the Building Envelope of the Lot. The owner may not however, without the prior written approval of Fairwinds, cut down, destroy or remove any trees, brush or other natural vegetation from outside the boundary of the Building Envelope.

The "Building Envelope" refers to the setback requirement from all property lines of the Lot within which the proposed House and any ancillary building must be placed and from which the House and ancillary building must not project beyond. The Building Envelope setbacks are as set out by the RDN.

- (g) Fairwinds may carry out on-site inspections during construction to ensure compliance by the owner with the approved Building Plans, Building Scheme and Architectural Guidelines.
- (h) The approval of the Building Plans granted by Fairwinds shall expire one year from the date of such approval being granted. Once construction on any Lot has commenced, construction must be continuous and the external appearance of the House, including finished painting, must be completed within six months from the date of the commencement of the construction.
- (i) Landscaping must be completed within three months from the date of completion of the external appearance of the House, including finished painting (unless such date falls in the period between November 1st and May 1st of the year in which case landscaping shall be completed by the following June 1st).

### **3.0 SECURITY DEPOSIT**

#### **3.1 PAYMENT OF SECURITY DEPOSIT**

To ensure compliance with the Building Scheme and the Architectural Guidelines, a refundable security deposit in the amount of \$3,000 (the "Security Deposit") is payable to Fairwinds by the owner of the Lot at the time of the completion of the sale of the Lot from Fairwinds. The Security Deposit is required to offset the cost of damage to municipal services on the Lot or neighbouring lots (or both), prior to or during construction on the Lot.

The Security Deposit is not refundable to an owner until completion of the House and landscaping on the Lot in accordance with the approved Building Plans and, as noted below, a site inspection report has been conducted by Fairwinds to its satisfaction. However, in the event that the initial Security Deposit has been returned to the owner, Fairwinds may, at its discretion, require an

additional Security Deposit be paid by the owner of the Lot prior to commencement of any construction, excavation or any other work on the Lot.

### **3.2 REFUND OF SECURITY DEPOSIT**

Upon completion of the House and the landscaping on the Lot in accordance with the approved Building Plans, the owner shall request a final inspection from Fairwinds by completing and submitting to Fairwinds a "Request for Security Deposit" form.. Following receipt of such completed "Request for Security Deposit" form, Fairwinds shall inspect the project and prepare a site inspection report. The Security Deposit shall be refunded to the owner if the site inspection report indicates that the following conditions have been satisfied:

- (a) the provisions of the Building Scheme and Architectural Guidelines have been fully satisfied;
- (b) a final Occupancy Permit has been issued by the RDN;
- (c) all subdivision services and municipal works on and bordering the Lot and neighbouring lots are free from damage and
- (d) curbs, sidewalks, street and lots adjacent to the Lot and neighbouring lots are free from construction debris and damage.

If the site inspection report indicates that any of the above conditions have not been met, Fairwinds may, in its own discretion, either:

- (e) use the Security Deposit, or a portion thereof, to rectify any deficiencies; or
- (f) provide the owner with a list of deficiencies which must be completed prior to Fairwinds refunding the Security Deposit.

Failure by an owner to obtain Fairwinds' approval of Building Plans, failure to obtain Fairwinds' approval of any changes to the House from the approved Building Plans, cutting down, damaging or removing any trees, brush or natural vegetation on any Lot except in compliance with the requirements of the Building Scheme, or failure to complete the Landscaping may result in the Security Deposit being absolutely forfeited to Fairwinds.

## **4.0 DESIGN GUIDELINES**

### **4.1 ARCHITECTURAL THEME**

The general architectural theme encouraged at Fairwinds Community is a traditional heritage style. Log homes shall not be permitted. Houses in Fairwinds Community should be designed taking into consideration the unique characteristics and natural contours of the particular lots.

### **4.2 SITING & SETBACKS**

The siting of each House shall take into consideration the natural contours and characteristics of the particular Lot, existing tree cover and the relationship to the street and neighbouring houses. House designs which would result in over-shadowing of other houses shall be discouraged.

It is the owner's responsibility to identify the location of easements and right-of-ways and to comply with both the setback requirements established by the RDN and other government authorities and the setback requirements established by Fairwinds. The Building Envelope is defined in paragraph 2.0(f) above.

### **4.3 MASSING & AREA**

The massing of Houses in the development shall be limited to a maximum of two storeys or 6 metres (20 feet), including above ground basements. Houses with vertical wall faces of more than two storeys (including above ground basements) 6 metres are not permitted. In the case of a two storey house built on a basement which is more than 0.61 metres (2 feet) above grade on any side, the second storey must either step back so that a transition in height is achieved, or must be encompassed within the sloped roof portion of the structure.

The height of a House shall not be greater than 8 metres (26 feet) and shall be measured as the vertical distance the House extends, at any complete vertical section of the House, above a straight line connecting any two intersections of the existing grade and the outermost exterior House walls or supports. Design elements such as fascia boards, sundecks, lattice works, trim boards, planters and landscaping shall be incorporated into the design of a House to reduce the visual impact of vertical wall faces.

Neighbouring houses are to have a consistency of apparent volume, such that smaller houses directly beside larger houses should be compatible in terms of details so as to allude to a consistency of size and design continuity (i.e., the common use of lattice work on both houses).

In the case of a single storey house, the minimum finished main floor area (excluding the area of the garage) shall be 119 square metres (1,600 square feet). In the case of a two storey house, the minimum finished main floor area (excluding the area of the garage) shall be 112 square metres (1,200 square feet).

### **4.4 REPETITION**

Houses with substantially the same Building Plans and exterior elevations shall not be located within five Lots of each other on the same side of the street, or within four Lots of the Lot directly across the street, if on opposite side of the street.

### **4.5 COLOURS**

All exterior colour schemes must be approved by Fairwinds. Houses with pure white, garish or bright colour schemes are not acceptable. Only the following natural colour tones are acceptable:

**Natural Low Contrast:** naturally-coloured wood stain (solid or semi-transparent) with blending trim colour.

**Natural High Contrast:** naturally-coloured wood stain (solid or semi-transparent) with contrasting trim colour.

**"Heritage" Colours:** pastel colours with contrasting trim and shutters on traditional house designs such as Cape Cod.

Stucco shall be in a natural colour tone such as off-white, bone, cream or beige. Darker colour tones may be considered but will require a colour sample to be submitted.

#### **4.6 EXTERIOR FINISHES**

**Exterior siding** shall be a natural material such as horizontal or vertical cedar, even toned brick or natural coloured fine textured stucco. All brick is to be standard or metric size with grey mortar. Stucco Houses may require additional wood or brick trim depending on house massing and style. Fairwinds may, in its sole discretion, approve other types of external finishes.

Swirled or other obvious patterned stucco finishes, vinyl and aluminum siding, multi-coloured stone work and jumbo and dual brick are not permitted as exterior finishes.

**Fascia boards** shall be painted a colour complementary to the siding.

**Accent veneers**, if used, must be continued on the adjoining wall for at least four feet or meet the chimney. Subject to the approval of Fairwinds in its sole discretion, vinyl and aluminum may be permitted as an accent veneer.

**Window and Door trim boards** on all elevations are to have minimum 4 inch nominal trim boards, painted or stained to match the House trim colour.

**Houses on Lots abutting more than one street** are to have full elevation treatments on all sides of the Houses which face streets.

**Foundation walls** are to be limited to a maximum exposed height of 0.46 metres (18 inches).

**Electrical meters** shall be enclosed and as inconspicuous as possible.

**Areas beneath sundecks** which exceed 0.91 metres (36 inches) in height (and which will not be used as a separate deck area) should be enclosed with lattice and painted a colour complementary to the siding colour. Areas beneath sundecks which are less than 0.91 metres (36 inches) in height should be enclosed with a solid wood skirt.

#### **4.7 ROOF MATERIALS**

The intent is to provide an overall site composition of sloped roofs while allowing for an expression

of uniqueness for individual residences and the internal function of each House. Roof slopes should be designed to reduce the apparent mass of both the uphill and the downhill sides of Houses.

Roofs shall be constructed of cedar shakes, cedar shingles, clay tiles or concrete tiles. No duroid shingles and standard straight line metal roofing shall be permitted. Other types of roofing materials may be permitted by Fairwinds in its sole discretion. Samples of proposed roofing materials must be submitted to Fairwinds for approval.

All roof stacks, flashings, etc., are to be painted to match, or be complementary to, the roof colour, and eaves troughs are recommended to be concealed behind fascia boards ("Hidden Gutters"). Eaves troughs not concealed behind fascia boards ("External Gutters") shall be constructed of continuous aluminum and shall be attached to a minimum 8 inch fascia board painted in the same trim colour used elsewhere on the House.

Rainwater leaders and soffits shall either be painted to match the selected trim colour or be a compatible colour if prefinished.

#### **4.8 CHIMNEYS**

Roof vents and chimneys (for venting of gas, oil, wood or other fuel burning appliances) shall be constructed of brick, stone, stucco or siding to match the House. Chimneys shall not be constructed of concrete block or jumbo brick. The chimney finish shall be the same as any accent veneers.

#### **4.9 GARAGES AND ANCILLARY BUILDINGS**

All houses shall have a minimum of a single garage although a double garage is preferred. The design and exterior finish materials of garages shall be similar to those of the House. Garage doors are to be painted or stained in colours complementary to the exterior siding colour. One piece aluminum or steel doors are not acceptable, however, Fairwinds may in its discretion approve sectional metal doors. Detached garages may be acceptable, at the discretion of Fairwinds, provided such detached garages fit within the Building Envelope and are compatible with the physical constraints and provide such detached garages fit within the Building Envelope and are compatible with the physical constraints and topography of the property. Carports are not acceptable.

An ancillary building, such as a garden or storage shed, shall be located within the rear yard of the Building Envelope and be designed to compliment the House on the Lot. No ancillary building shall be constructed on the Lot without the prior written approval of the design and the location by Fairwinds. Only one ancillary building shall be permitted per Lot.

#### **4.10 DRIVEWAYS**

Driveways should be designed and situated to take advantage of grade and street orientation and should be compatible with driveways of neighbouring properties. The layout of the driveway must provide for at least two additional cars to be parked on the Lot, in addition to parking in the garage.



Driveways shall be constructed of concrete pavers (in a colour compatible to the colour scheme of the House), or concrete. Front entry sidewalks shall be constructed of the same material as the driveway.

#### **4.11 LANDSCAPING**

Landscaping shall be of a type and design approved in writing by Fairwinds. Landscaping of the front yards (and the side yards on corner lots) should enhance individual Houses and accentuate the natural environment and characteristics such as existing rock outcroppings. Landscaping using native species of plant material is encouraged and some examples including Kinnikinnick (*Arctostaphylos uva ursi*), Salal (*Gaultheria shallon*), Douglas Fir (*Pseudotsuga menziesii*), Arbutus (*Arbutus Menziesii*), and Gary Oak (*Quercus Garryana*).

Landscaping as noted on the approved Landscape Plan which is part of the Building Plans, must be completed within three months from the date of completion of the external appearance of the House, including finished painting, unless such date falls in the period between November 1st and May 1st of any year in which case landscaping shall be completed by the following June 1st.

**Lot grading** shall follow the natural slope of the land. Individual Houses shall be designed to suit the natural contours of the Lot, and Lot slopes shall be absorbed within the massing of the House (i.e., stepped foundations and floor levels) to minimize the need for grades steeper than 3:1.

**Retaining walls** which are required in the front yard or front driveway area are to be constructed using natural stone or coloured or textured concrete (i.e., board-formed concrete with either an exposed aggregate or stone facing) and the vertical face of retaining walls shall not be greater than 1.2 metres (4 feet) in height. Wood retaining walls shall only be permitted within side and rear yards. All retaining walls and their foundations shall be within the property lines of the Lot.

**Ground cover, trees, brush and other natural vegetation** on any Lot shall not be removed or altered in any way prior to the owner receiving written approval by Fairwinds of the Building Plans. Once an owner has received this approval, unless noted to the contrary on the approved Building Plans, the owner may remove any ground cover, trees, brush or other natural vegetation solely from within the Building Envelope. The owner must however obtain written approval from Fairwinds prior to removal of ground cover, trees, brush or other natural vegetation from outside the boundary of the Building Envelope for the Lot.

In the event that a person cuts down, causes deterioration to, destroys or otherwise removes any trees, brush or other natural vegetation from any Lot without Fairwinds' approval, that person may be required to replace such trees, brush, or other natural vegetation, or Fairwinds may require the owner to pay damages to Fairwinds in the amount of the Security Deposit.

Thinning and shaping branches or complete tree removal is recommended over topping. A topped tree generally grows back to its original height faster than a properly pruned tree and results in a truncated, unsightly shape.

Fencing must meet the following standards:

No fencing which exceeds 1.8 metres (5.9 feet) in height shall be permitted on any Lot.

**Front Yard Fencing:** No fencing is permitted in the front yard except ornamental fencing to a maximum height of 1.0 metre (3.3 feet) when such fencing has been approved by Fairwinds and is constructed in accordance with the design of the House. In the case of a corner Lot, the front yard includes the area forward of the rear of the house on the flanking street side of the Lot.

**Side and Rear Yard Fencing:** Fencing in the rear and side yards shall not exceed 1.85m (6 feet). The side yard shall start no closer than 2m (6.5 feet) behind the front face of the home facing the street on either side of the building.

Approval in writing must be obtained from Fairwinds for the design, detail, and location of any fencing on the Lot. Among other prohibited designs, chain link and electric fences are unacceptable.

No grading, excavation, construction or other work shall be carried out upon a Lot which would interfere with, or alter in any way, the natural or established drainage systems of the Lot or adjoining Lots. Individual site grading (including drainage swales and retaining walls) must be handled within individual Lot property lines and must not change existing drainage swales. In cases of sloped topography, special precautions related to ground and surface runoff must be adhered to both during and after construction.

No grading, excavation, construction or other work shall be carried out upon a Lot which would undermine the stability of any roadway base unless appropriate temporary and/or permanent earth retention is constructed by the owner to the satisfaction of Fairwinds, in its sole discretion.

#### **4.12 APPEARANCE DURING CONSTRUCTION**

The owner shall maintain the Lot on an ongoing basis in a neat and tidy manner notwithstanding that the owner may decide not to proceed with construction on the Lot. Owners shall keep the Lot and adjoining sidewalks and lots free of debris throughout construction. Where possible, Fairwinds may identify a location available for owners to dispose of debris from the Lot. Owners negligent in keeping their Lot clean will be charged for clean-up and maintenance of the Lot carried out by Fairwinds on their behalf. Burning of garbage is not permitted.

#### **4.13 SIGNAGE**

All signage, including "For Sale" signs, are to be of the standard format approved by Fairwinds. Both temporary and permanent signs will be coordinated and approved by Fairwinds which will provide details of the signage policy.

#### **4.14 MISCELLANEOUS**

All swimming pools are to be inground, fenced and located in rear yards only. Hot tubs shall be located in rear yards only.

Tennis courts are not permitted.

## **5.0 LEGAL MATTERS**

### **5.01 COMPLIANCE**

The Developer reserves the right, in its sole and absolute discretion, to require an Owner to provide, at the cost of the Owner, a certificate from a British Columbia Land Surveyor certifying that a House is constructed or is being constructed in compliance with the Building Scheme and these Architectural Guidelines. All construction on the Lot shall cease until the Developer is provided with such surveyor's certificate and the Developer, acting reasonably, is satisfied that the construction on the Lot complies with the Building Scheme and these Architectural Guidelines.

### **5.02 SUBDIVISION**

No Lot shall be partitioned or subdivided into two or more lots nor any Lots consolidated into one or more lots unless and until the plan or plans thereof shall have been submitted to and approved in writing by the Developer who shall give such approval only where in its sole and absolute discretion such use is deemed to be for the general benefit of all the Lots, and each and every Lot so created shall be deemed to be one Lot.

### **5.03 REMEDIES**

The provisions hereof have been instituted for the general benefit of all Owners of all of the Lots, and all such Owners, in agreeing to buy an Lot, acknowledge such general benefit and a personal benefit attaching to that part of or interest in the Lot purchased by them and each of such Owners agrees that his or her being in violation of the restrictions of this Building Scheme will constitute an injury and damage to all of the Owners which is impossible to measure monetarily, and as a result, any or all of the other Owners shall, in addition to all of the other remedies in law and in equity (including the right to damages), be entitled on their own behalf to enforce the provisions of the Building Scheme and these Architectural Guidelines to obtain an order restraining or enjoining any breach of any of the provisions of the Building Scheme and these Architectural Guidelines to obtain an order restraining or enjoining any breach of any of the provisions of the Building Scheme or these Architectural Guidelines and any Owner in breach of any such provision and named in the application for such an order shall not plead in defence that damages would be an adequate remedy.

### **5.04 CHARGE**

The Building Scheme and these Architectural Guidelines constitutes a charge on the Lots which shall run with and bind all of the Lots and every part thereof, and render the Owner, each purchaser, Lessee, sublessee and occupant of any Lot or any part thereof, and each successor in title, future purchaser, lessee, sublessee and occupant of any Lot or any part thereof subject to the restrictions therein and herein set out and confer on them the benefits therein and herein set out.

## **5.05 APPROVALS**

Neither the Developer nor any of its agents, servants or employees shall be liable for any losses, costs, liabilities, claims, damages or injury to any person arising out of:

- (a) the approval or deemed disapproval of any Building Plans;
- (b) a failure to enforce any of the provisions contained in this Building Scheme; or
- (c) the non-compliance with or non-fulfilment of any of the covenants, conditions or restrictions contained herein by the Owner of any Lot,

whether caused by the negligence or wilful act of the Developer, or any of its agents, servants, employees or otherwise (herein collectively called the "Liabilities"). In agreeing to purchase their Lots each of the Owners of the Lots releases the Developer, and each of its respective agents, servants and employees, in respect of the Liabilities.

## **5.06 SEVERABILITY**

If any provision of the Building Scheme or these Architectural Guidelines is declared or found by any Court of competent jurisdiction to be illegal, invalid or unenforceable then such provision shall be severable from the Building Scheme and these Architectural Guidelines to the extent of such illegality, invalidity or unenforceability and the remainder of the Building Scheme and these Architectural Guidelines shall be construed as if such illegal, invalid, or unenforceable provision had been deleted.

## **5.07 COSTS**

Any and all reasonable legal fees and disbursements incurred by the Developer for the enforcement of, or the restraint of an anticipated or actual violation of, the Building Scheme, these Architectural Guidelines or any provision of the Building Scheme or these Architectural Guidelines shall, upon demand by the Developer, be paid and reimbursed to the Developer by the Owner or Owners of the Lot or Lots in respect of which the Developer incurs such legal fees and disbursements for the enforcement of, or the restraint of an anticipated or actual violation of, the Building Scheme or these Architectural Guidelines.

## **5.08 WAIVER**

No condoning, excusing or waiver by any person of any default, breach or non-observance by any other person at any time or times in respect of any provision herein contained shall operate as a waiver in respect of any continuing or subsequent default, breach or non-observance, or so as to defeat or affect in any way the rights of any person in respect of such continuing default, breach or non-observance, and no waiver shall be inferred or implied by anything done or omitted to be done by the person having such rights.

### **5.09 LIMITATION**

No person who is or has been an Owner of any Lot is liable for a breach of any of the provisions hereof if such breach arises after such person has ceased to be an Owner of such Lot in connection with which the breach has occurred.

### **5.10 EFFECTIVE DATE**

The Building Scheme and these Architectural Guidelines and all of the restrictions set out in therein and herein shall be effective from and after the date of registration of this Building Scheme in the appropriate land title office.



# FAIRWINDS

COMMUNITY & RESORT

## APPENDIX A: APPLICATION FOR BUILDING PLAN APPROVAL

### APPLICANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lot #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

### HOUSING DESIGN

Type: House Type: \_\_\_\_\_ Model: \_\_\_\_\_

Ground Floor Area: \_\_\_\_\_ m<sup>2</sup> \_\_\_\_\_ Sq. Ft.

2<sup>nd</sup> Floor Area: \_\_\_\_\_ m<sup>2</sup> \_\_\_\_\_ Sq. Ft.

From: Roof Style: \_\_\_\_\_ Roof Pitch/Slope: \_\_\_\_\_

Roof Material/Colour: \_\_\_\_\_

Detail: Wall Material/Colour: \_\_\_\_\_

Trim Material/Colour: \_\_\_\_\_

Garage Door Material/Colour: \_\_\_\_\_

Chimney Material/Colour: \_\_\_\_\_

Soffit Material/Colour: \_\_\_\_\_

Driveway Material: \_\_\_\_\_

### SITING

Conformance to setback requirements are the responsibility of the contractor.

Setback: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left Side: \_\_\_\_\_

Right Side: \_\_\_\_\_ Height: \_\_\_\_\_

Grading Min. Basement Elevation: \_\_\_\_\_ Fin. 1<sup>st</sup> Floor: \_\_\_\_\_

### BUILDING PLANS

The Building Plans with the following information must be provided. (The owner is responsible to confirm on site that the information submitted and reviewed matches the actual site conditions before starting construction.)

#### A) SITE PLAN REQUIREMENTS

- a) Dimensions of lot
- b) Dimensions of building
- c) Location of building on lot
- d) Dimensions of property lines
- e) Proposed and existing elevation at each corner of house, garage slab, basement slab, and finished main floor
- f) Location, slope and type of driveway

- g) Location of retaining wall
- h) Location of drainage swales
- i) Location of underground water, sanitary and Hydro/Tel lines
- j) Lot elevation (grades) including contour intervals
- k) Type and location of Shoreline Treatment

#### B) LANDSCAPE PLAN REQUIREMENTS

- a) Location of building on lot
- b) Location and type of plant materials
- c) Location, slope and type of driveway

- d) Location of retaining walls (if any)
- e) Location and type of sidewalks
- f) Location and type of patios

#### C) HOUSE PLAN REQUIREMENTS

- a) Floor plan indicating dimension of house
- b) Front, rear and 2 side exterior elevations showing finished grades

- c) Typical cross section
- d) Details of types of building materials

**USE OF BUILDING PLAN APPROVAL SERVICES**

The owner acknowledges that the Building Plan approval is provided as a service and that Fairwinds, the Administrator and their agents, servants and employees assume no responsibility for the accuracy of the information provided, or for any losses or damages resulting from the use thereof.

The owner further acknowledges that he will hold Fairwinds, the Administrator and their agents, servants and employees harmless from any action, claim or loss resulting from the use of this information.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**CONDITIONS OF APPROVAL**

Finish grade to be in accordance with the site plan. The owner is responsible for proper drainage of Lot based on subdivision design.

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**APPROVAL**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_  
Recommended for Approval: \_\_\_\_\_ By: \_\_\_\_\_

Approved: \_\_\_\_\_ *FAIRWINDS*

**ACKNOWLEDGEMENT OF CONDITIONS OF APPROVAL**

The owner acknowledges that he has been advised by Fairwinds of the conditions to the approval to his application for Building Plan approval at Fairwinds and further acknowledges that compliance with both the Building Scheme registered against the Lot and these Architectural Guidelines is the continuing obligation of the owner, notwithstanding this approval of the Building Plans.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_