



## ARCHITECTURAL DESIGN CONTROL Review Process & Submission Requirements

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### 1. PRELIMINARY REVIEW PROCESS

#### A. Preliminary Building Design Review

The Applicant is required to submit to the Town for review and approval preliminary building design sketches which are in conformity with Architectural Control Guidelines and demonstrate sufficient design quality, variety and the use of appropriate exterior materials. The material presented for preliminary review need not be highly detailed, but should sufficiently represent the design merits of the proposed project to ensure all design items outlined in the guidelines are addressed. This procedure will limit the possibility of design issues arising at the detailed drawings/final review stage.

The Town requires three (3) sets of each of the following:

1. Building Elevations of all publicly exposed elevations;
2. Master Sheet of Elevations (compilation of all proposed models);
3. Floor Plans (provided for information only and as a guide in assessing the exterior treatment); and,
4. Exterior Building Material and Colour Schedule and Sample boards.

Satisfactory Elevations and Material and Colour Schedules will be stamped "Preliminary Approved".

Preliminary approval of building elevations and exterior building 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 guideline requirements.

The Builder is responsible for the pick-up and delivery of all material to and from the Town as necessary.

#### B. Preliminary Site Plan & Streetscape Drawing Review

After preliminary building design approval has been given, preliminary site plans and related streetscape drawings may be submitted for review.

Prior to submitting site plans to the engineering consultant for grading review, the drawings listed below should be submitted to the Town for preliminary review to ensure compliance with the Architectural Control Guidelines.



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The Town requires three (3) sets of each of the following:

1. Preliminary Site Plans, showing the following information:
  - Proposed building location (including setbacks) ;
  - House model and elevation selected;
  - Driveway location and dimension width;
  - Landscaping if integral to the lot and/or dwelling design;
  - Any adjacent or on-site hard landscaping such as entry features, piers, walls, columns, privacy (corner lot), acoustic and decorative fencing; and,
2. Preliminary Streetscape Drawings (to illustrate the proposed elevations in a row, including any upgraded elevation treatment and grading conditions, typically shown at 1:100 scale);
3. Exterior Colour Package Selections for the individual lots/blocks.

Satisfactory Site Plans and Streetscapes will be stamped "Preliminary Approved".  
Satisfactory Exterior Package Colour Selections will be stamped "Approved".

### **2. FINAL REVIEW AND APPROVAL**

#### **A. Working Drawings**

Working Drawings should be submitted to the Town for review and final approval, and must depict exactly what the builder intends to construct. All exterior details and materials must be clearly shown on the drawings.

The Town requires three (3) sets of each of the following:

1. Floor Plans; and,
2. Exterior Elevations.

Satisfactory Working Drawings will be stamped "Final Approval".

#### **B. Master Sheet of Elevations**

Three (3) copies of the Master Sheet of Elevations should be submitted showing all publicly exposed model elevations (front, flankage and rear elevations, if applicable) to the Town for review and final approval. This should be on one sheet for each dwelling type, and are to be arranged by lot size and unit type.

Satisfactory Master Sheets will be stamped "Final Approval".



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### C. Site Plans

After approval of the Working Drawings and Master Sheet of Elevations, Final Site Plans should be submitted to the Town for review and final approval.

The Town requires three (3) copies of the engineered certified site plans at a minimum scale of 1:250. These may be submitted on single 8.5"x14" sheets.

In addition to the required grading details, the proposed siting of each unit must clearly show the following:

- Model and elevation type;
- Setback dimensions;
- Driveway location;
- Walkways and steps;
- Any required fencing or landscape features;
- A special note indicating a dropped garage condition, where applicable (greater than 450mm (1'-6") drop from location approved on working drawings);
- A special note indicating rear or side upgrades, where applicable; and,
- Location of utility meters.

Satisfactory Site Plans will be stamped "Final Approval".

### D. Streetscape Drawings

Streetscape Drawings should be submitted to the Town for review and final approval at the time Final Site Plans are submitted.

The Town requires three (3) copies of a blackline streetscape drawing for siting approval. Streetscape drawings are to accurately represent the proposed dwellings in correct relation to each other and to the proposed finished grade. In the review of streetscapes, minor elevational changes may be required. The onus is on the Builder to ensure that these required changes are implemented in the construction of the dwellings.

Satisfactory Streetscape Drawings will be stamped "Final Approval".



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### **3. REVISIONS TO APPROVED DRAWINGS**

Any minor redline revisions made by the Town to site plans, working drawings, streetscapes and colour schedules must be incorporated on the originals by the Builder's Design Architect.

Any revision to an existing approval requested by the Builder will be considered on the merits and if acceptable will be subject to re-approval by the Town.

### **4. BUILDING PERMIT**

All working drawings, streetscapes and colour packages must be submitted for review and approval by the Town prior to submission for building permit approval. Site plans will be approved by the Project Engineer.

Building permit applications will not be accepted by the Town unless all plans bear the required Final Approval stamp of the Town.