



windsor  
pointe

Fort Saskatchewan

## **Stage 1**

**Single Family & Laned Lots**

# **Architectural Design Guidelines**



*March 2017  
Revised December 2017*

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## DIRECTORY

### Developer:

#### **Landrex Inc.**

#220, 190 Boudreau Road  
Edmonton, Alberta T8N 6B9  
Phone: (780) 459-5263  
Fax: (780) 459-1220

### Engineers:

#### **WSP/MMM Group**

#1200, 10090 Jasper Ave  
Edmonton, Alberta, T5J 3L9  
Phone: (780) 466-6555  
Fax: (780) 466-8200

### Architectural Applications:

#### **Windward Landtec Inc.**

12128 - 121 A Street  
Edmonton, Alberta T5L 0A4  
Phone: (780) 454-6799  
Fax: (780) 454-6896  
Website: [www.windwardlandtec.com](http://www.windwardlandtec.com)

### Surveyor:

#### **Pals Geomatics Corp**

10704 - 176 Street  
Edmonton, Alberta T5S 1G7  
Phone: (780) 455-3177  
Fax: (780) 481-1301

### Solicitor:

#### **Garry G. Wetsch**

#220, 190 Boudreau Road  
St. Albert, Alberta T8N 6B9  
Phone : (780) 459-5263  
Fax : (780) 459-1220

### Geotechnical Consultants:

#### **J.R Paine & Associates Ltd 17505 - 106 Avenue**

Edmonton, Alberta T5S 1E7  
Phone: (780) 489-0700  
Fax: (780) 489-0800

## **1.0 OBJECTIVE**

These Architectural Guidelines have been compiled to assist you in building homes in the Fort Saskatchewan subdivision of Windsor Pointe. We have taken into consideration all aspects of design and construction to minimize problems before, during and after construction.

## **2.0 CONCEPT**

The Architectural Guidelines are designed to provide visual control for the building massing, siting, style and colour, and to obtain the best possible streetscape appearance. Alternate exterior treatments may be requested to reinforce the streetscape. Emphasis will be concentrated on trying to create a strong "Curb Appeal" to each house through attention to detail on the front elevation. In addition, the landscaping requirements will form a strong complement to the proposed tree lined boulevards. Minimum landscaping requirements for the front yard will be enforced to ensure a mature streetscape for the neighbourhood.

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The Architectural Design Guidelines are a guide and the Developer and its designated Consultant make no warranties or representations as to the accuracy or completeness of these guidelines. Purchasers shall be fully and solely responsible that all designs meet the guidelines and for the conformance to the appropriate building codes. The guidelines may be altered, amended or varied by the Developer at its sole and absolute discretion. Should any questions or disputes result from individual concerns; the Developers decision will be final.

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Because of a wide variety and individual taste in house types in any development, care must be taken to incorporate these unique values into our development, giving special attention to each house's relationship with neighboring properties.

To achieve the highest possible standard of visual appeal, a requirement for architectural detailing and continuity will apply to all houses. Permitted architectural styles will be Heritage, Prairie, Tudor and Craftsman themed homes. These architectural themes provide elements that can be incorporated in a diverse range of styles, and in a variety of applications. Samples of each style are attached for your reference.

### **4.1 House Size**

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Houses on corner lots require special design consideration. Flanking side and the rear elevations should carry details consistent with the front elevation, and avoid large expanses of blank wall space. House should have roof lines predominately sloped towards both streets and wrap to carry the detail to the rear of the house. Bungalows and side splits are recommended on corner lots however, all model types will be considered within the foregoing criteria

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For lots with a more dramatic change in terrain such as walk-out basement lots, there may be a requirement for special terracing and/or retaining walls. The purchaser shall be responsible for the design and construction of such retaining structures and must ensure design grades and lot drainage is not compromised.

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- Brick or stone, a minimum of 100 sq. ft., will be required on all home built on a 30' pocket and smaller. A minimum of 150 sq. ft. of brick or stone will be required on all homes built on a 32' pocket or larger. Brick/stone work shall return 24" around corners. No false fronts will be permitted.
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- Wooden verandas/porches/steps must be skirted to grade with closed risers. All exposed wood is to be stained to match the wall or trim colour. Treated wood is not acceptable as a finish.
- Precast front steps are highly encouraged.
- Acceptable siding materials include:
  - Double 4/5 beveled, cover or traditional vinyl siding in horizontal application. Premium colours are preferred.
  - Brick/stone/shale in stacked application.
  - Hardboard siding, pre-finished (long life), horizontal application.
  - Stucco of sand float finish in darker palette, upon consultant's review.
- In addition, detailing on all home must incorporate two of the following; columns, louvers, brick/stone, scales, rafters, porches/verandas, keystones, bay/boxed windows, dentils, fan windows.

### **5.1 Parging**

- Maximum height of parging on side and back elevations shall be 2'0" above grade and 1'0" above grade at the front of the house.

### **5.2 Exterior Colours**

#### Objectives

- To promote a controlled variety of colours that complement each house and fit within the context of the block and the neighbourhood.

#### Controls

- Overly bright or fluorescent colours are not permitted.
- Pastel colours are not permitted.
- Colours will not be duplicated on adjacent lots or lots directly across.
- Facade - Maximum 75% of any one colour, secondary colour maximum 20%
- The use of a third accent colour encouraged – maximum 5% of facade.
- Front facade will be limited to 4 colours.
- Percentages are a guideline only. Alternative arrangements may be considered subject to the Design Consultants Approval.
- Exterior colour schemes will be reviewed on a lot by lot basis. The Architectural Design Consultant reserves the right to approve or disapprove any colour scheme

### **5.3 Roofing**

#### Objectives

- To encourage simple, functional and well-proportioned roof lines that are well suited to the house and which enhance the overall design of the facade.

## Controls

- Roofs must utilize one of the materials and approved colours as listed in the attached Roofing Appendix.
- Roof pitches are to be a minimum of 5/12. The roof pitch of a bungalow may be increased to ensure acceptable streetscape.
- Minimum roof overhangs are to be 18"
- Terra cotta and clay tile roofs are not permitted.
- Domes, Turrets, or spires are not permitted.
- All eaves, soffits, and fascia must be a minimum of 8" and complement the roof and the overall facade of the house.
- Fascia and soffit must be prefinished metal or Hardi/smart board. Soffit may be sealed wood.
- Chimneys and flues must be contained within a corbelled chase and finished in a style consistent the house.
- Other roof pitches/designs may be considered should they meet the intent of the style, subject to the Architectural Design Consultant's approval.

## 5.4 Garage/Driveway/Walkway

### Front Driveways/Garage/walkway

- Must be located in accordance to the approved location plan.
- Attached double front garages are required.
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- Garage doors are to be the same colour as the siding or the trim.
- Maximum distance between top of garage door and garage eave line should not be more than 18". Where the design exceeds the requirement the use of additional architectural detailing to reduce impact will be required. Sunburst patterns will not be allowed,
- Driveways are to be plain concrete, exposed aggregate or stamped concrete.
- The front walkway must be a minimum of poured concrete in broom finish. Individual patio blocks will not be permitted.

### Rear Lane Driveways/Garage/Walkway

- Garages at the rear lane are to be located in accordance to the approved location plan and City of Fort Saskatchewan standards.
- Rear garages are to be finished in similar design and materials to the house. Roof slopes are to reflect those on the main house. Garage doors are recommended to represent the proposed modern theme of clean, simple lines. White flush doors will be permitted.
- All houses must include a minimum 12' by 20' concrete pad off the rear access lane concurrent with house construction. A power pedestal complete with an energized outlet must be provided at the pad location.
- The approach to the lane may be paved with asphalt or concrete.
- A single or double detached garage should be constructed within 18 months of possession.
- The setback and development of all future garage or accessory buildings will be in conformance to the City of Fort Saskatchewan Land Use Bylaw

- All houses must also include a poured concrete sidewalk with broom finish minimum 3" wide from the house to the rear garage pad. Individual patio blocks may be permitted in lieu of the poured sidewalk (at the rear of the house) but they must be placed on a prepared gravel base and placed continuously to represent a monolithic walk.

### **5.5 House Address Identification**

House address identification must be graphically complementary in scale, colour and material to the overall design of the front facade.

## **6.0 LANDSCAPING / FENCING / OTHER**

### **6.1 Landscaping Requirements**

Lots with Front Driveway

- At minimum, the landscape design must include a MINIMUM of ONE TREE and a prepared shrub bed containing at least 6 shrubs, and FULL SOD ON FRONT YARD TO THE BACK OF WALK OR THE BACK OF CURB AT ROAD (if no walk). The trees shall be at least 4.5cm (2") caliper for deciduous trees and at least 2m (6 ft.) in height for evergreen trees. Shrubs shall be a minimum of 18" in height or spread. A prepared bed is defined by edging (landscaping vinyl, brick, concrete, etc.) with wood chip mulch or ground cover.

Laned Lots

- At minimum, the landscape design must include a MINIMUM of TWO TREES and a prepared shrub bed containing at least 6 shrubs, and FULL SOD ON FRONT YARD TO THE BACK OF WALK OR THE BACK OF CURB AT ROAD (if no walk). The trees shall be at least 4.5cm (2") caliper for deciduous trees and at least 2m (6 ft.) in height for evergreen trees. Shrubs shall be a minimum of 18" in height or spread. A prepared bed is defined by edging (landscaping vinyl, brick, concrete, etc.) with wood chip mulch or ground cover.

All landscaping must be completed, in accordance with the requirements, within 12 months of occupancy. Extensions may be considered and are at the sole discretion of the Developer.

Completion of the landscaping forms part of the final acceptance requirements.

### **6.2 Fencing**

Fencing shall be consistent in design and colour with the fencing styles established for the subdivision. A copy of the fencing specs is attached. Any fencing that is installed by the Developer is located inside of the lot property lines and is the responsibility of the owner of the lot.

### **6.3 Accessory Buildings**

The side wall elevations of all ancillary buildings and garden sheds shall not extend higher than adjacent fencing. Where visible from a public adjacency (i.e. all perimeter lots and



corner lots), accessory buildings must be consistent in style, finish and colour, with the house. Roof style and materials are to match the materials used on the roof of the house.

#### **6.4 Downspouts**

Must be directed away from the house to the streets or the rear drainage structures. Storm water must not be directed onto adjacent lots.

#### **6.5 Dog Runs**

Dog runs and other enclosures must be properly screened and otherwise hidden from view by prescribed wood fencing.

### **7.0 SITING**

#### **7.1 Consultant**

Check with the Architectural Consultant for all applicable drawings, and any special conditions.

#### **7.2 City Regulations**

Ensure that city regulations are met and note relevant plans regarding utilities and rights of way.

#### **7.3 Grading**

Check Building Grade Plans and conform to them. Do not grade to existing vacant lots or unfinished lanes, but to elevations provided.

#### **7.4 Plot Plans**

Plot plans and stakeout must be carried out by the designated surveyor only. Plot plans must include the following:

- Scale 1:300 metric.
- North arrow
- Municipal address.
- Legal description of property
- All property lines designated and dimensioned.
- Size and location of proposed buildings(s) dimensioned to property lines, existing buildings and other structures where applicable.
- All cantilevers (including floor, bay windows, fireplaces, eaves, etc.).
- Abutting streets, avenues, reserves, etc. Easements and utility right-of-way labeled and dimensioned, accurately figured, explicit and complete.
- Spot elevations around building and drainage directions.
- Dimensions from property line to sidewalk and face of curbs.

## 8.0 SUBDIVISION APPEARANCE

### 8.1 Signage

All signage will be supplied by the Developer, ie: directional signs and general information signs. The only signage to be supplied by the Builders will be on lots owned or sold by that Builder. Excessive abuse of signage, including sandwich boards, may necessitate removal of ALL Builder's and Realtor's signs.

### 8.2 Excavation Material

All Builders must ensure that all excavation is kept within the confines of their lot. Any spillage on a road, land, sidewalk or neighboring lot must be removed immediately or the Developer will arrange for its removal and invoice for expenses.

### 8.3 Clean-Up

Builders should encourage timely removal by all sub-trades of litter on building sites. Failure to comply will result in a clean-up bill being charged to the lot. **Supply and use of waste management bins by the Builder is mandatory.** Any general clean-up of the subdivision implemented by the Developer can and will be charged pro-rata to all Builders.

## 9.0 LOT INSPECTION REPORT

The Builder/Property Owner will be responsible for damages to infrastructure servicing and amenities on and surrounding the lot. Accordingly, each Builder/Property Owner shall inspect the condition of curbs, sidewalks, street lights, services, etc. on their lot and must submit written notice of any damages to the Developer within 48 hours of taking possession of the lot, otherwise costs for repairing any damages become the sole responsibility of the Builder/Property Owner. The inspection should include the following items;

- Curb slope – water valve
- Asphalt, sidewalks, curbs and gutters
- Boulevard landscaping/trees
- Rear gutter and walkways
- Servicing boxes
- Light standards
- Fire hydrants
- Cathodic protection points
- Grading and drainage swales
- Fencing
- Entrance Features

If no damage report is received by the Developer within the time specified above, any damages assessed to the lot will be charged to the Builder.

## 10.0 APPROVAL PROCESS

At possession, the Purchaser inspects the lot and all services. All discrepancies or damages shall be reported in writing, to the Developer, as set out in item 9.0.

Before applying to the City for a development permit, the applicant shall submit plans for approval of WINDWARD LANDTEC INC. Application shall include the following:

- One complete set of house plans; 1/4" or 3/16" to 1; scale.
- Two copies of the Plot Plan, prepared by Pals Geomatics, showing lot house grades and drainage pattern, floor and garage elevations.
- Completed application form.
- Material and colour samples, as required.

Windward Landtec Inc. will review the plan and recommend approval, modification, or rejection of the application based on the adherence of the plans to these guidelines. Should disputes arise, the Developer shall make the final decision on the acceptability of plans.

Once approved, Windward Landtec Inc. will send a copy of the application indicating any changes to the applicant. After approval, the plans may not be altered without prior approval of Windward Landtec Inc. Windward Landtec Inc. will keep an up-to-date record of plans showing house types, colour, rooflines and grades, to advise the applicants of how their proposed house will best fit into the existing situation.

No stakeout will be granted until approved by Windward Landtec Inc.

## 11.0 SECURITY DEPOSIT

A security deposit or Letter of Credit in the amount of \$5,000.00 per lot is due at possession date. The deposit will be retained by the developer, without interest, to cover any deficiencies or infractions relating to architectural adherence, landscaping adherence and subdivision damages.

The security deposit can be applied to, but not limited to, the following:

- Non-conformance of architectural objectives, including landscaping.
- Damages to:
  - Curb stop – water valve
  - Asphalt, sidewalks, curbs and gutters
  - Boulevard landscaping and trees
  - Rear gutters and walkways
  - Light standards
  - Fire hydrants
  - Cathodic protection points
  - Grading and drainage swales

- Entry features
- Fencing

## **12.0 INSPECTION APPROVAL PROCEDURE**

The Applicant is responsible for notifying Windward Landtec Inc. that the house is complete and ready for inspection. To initiate an inspection and return of the security deposit the following must be completed:

- Exterior completed in accordance with these guidelines and as approved by Windward Landtec Inc.
- Landscaping completed in accordance with these guidelines.
- Rough or Final Grade Certificate and Municipal approval of same.
- Water valve exposed and marked.
- Sidewalks, street, lane, gutters and curbs cleaned.
- **Application made to Windward Landtec Inc. by the Builder/Property owner.**

Once the final inspection is complete, a report will be sent to the Developer and the Applicant. Any deficiencies must be corrected and the re-inspected. If the inspection repeatedly fails and more than one re-inspection is required, the inspection fees will be the responsibility of the home owner/builder.

## **13.0 SECURITY DEPOSIT RETURN**

Security deposits will only be released to the person(s) listed on the Purchase Sale Agreement. Builders may assign security deposit release to their customers by providing a letter of authorization to the Developer.

Security deposits will not be returned until both the Inspection by Windward Landtec Inc. has passed and Final Acceptance Certificate (FAC) from the municipality is granted to the Developer. Typically, FAC is granted by the municipality 2 years after the installation of asphalt within the subdivision area.

Prior to FAC of all municipal services by the municipality, an inspection is conducted. Any damages to improvements listed in Section 11.0 caused by third parties will be noted and repaired at the cost of the property owner, unless otherwise noted on the required Lot Inspection Report. Refer to Section 9.0.

If the Lot Inspection Report was not completed at time of possession, the damage will be deemed the Property Owners responsibility, and the cost will be deducted from the security deposit. Property Owners are responsible for any damages on their lot from date of possession. This date is set out in the Purchase Sale Agreement for the lot.

#### **14.0 CAUTION ON SALES PRIOR TO FINAL APPROVAL**

Sales are not to be presented as final to a prospective buyer until the Final Approval of the plans, elevations, lot siting and colour scheme have been given by the Developer and their designated Consultant. The house builder and/or House owner shall be fully and solely responsible for such representations.

## APPENDIX A

### Roofing Materials and Colours

Certainteed	Landmark TL	Moire Black
GAF	Timberline HD	Charcoal
GAF	Grand Sequoia	Charcoal
IKO	Cambridge 30 Driftwood	Dual Black, Harvard Slate
BP	Harmony 30 Vintage Selection	Twilight Grey, Brown Stone Shadow Black

Additional Colours and Manufacturers as approved by the Designated Consultant

**APPENDIX B**



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## **Stage 2**

Single Family Attached, Laned Detached & Duplex

# **Architectural Design Guidelines**



*July 2018*



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10704 - 176 Street  
Edmonton, Alberta T5S 1G7  
Phone: (780) 455-3177  
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**Solicitor:**

**Jason White**

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- Precast front steps are highly encouraged.
- Acceptable siding materials include:
  - Double 4/5 beveled, cover or traditional vinyl siding in horizontal application. Premium colours are preferred.
  - Brick/stone/shale in stacked application.
  - Hardboard siding, pre-finished (long life), horizontal application.
  - Stucco of sand float finish in darker palette, upon consultant's review.
- In addition, detailing on all home must incorporate two of the following; columns, louvers, brick/stone, scales, rafters, porches/verandas, keystones, bay/boxed windows, dentils, fan windows.

### **5.1 Parging**

- Maximum height of parging on side and back elevations shall be 2'0" above grade and 1'0" above grade at the front of the house.

### **5.2 Exterior Colours**

#### Objectives

- To promote a controlled variety of colours that complement each house and fit within the context of the block and the neighbourhood.

#### Controls

- Overly bright or fluorescent colours are not permitted.
- Pastel colours are not permitted.
- Colours will not be duplicated on adjacent lots or lots directly across.
- Facade - Maximum 75% of any one colour, secondary colour maximum 20%
- The use of a third accent colour encouraged – maximum 5% of facade.
- Front facade will be limited to 4 colours.
- Percentages are a guideline only. Alternative arrangements may be considered subject to the Design Consultants Approval.
- Exterior colour schemes will be reviewed on a lot by lot basis. The Architectural Design Consultant reserves the right to approve or disapprove any colour scheme

### **5.3 Roofing**

#### Objectives

- To encourage simple, functional and well-proportioned roof lines that are well suited to the house and which enhance the overall design of the facade.

## Controls

- Roofs must utilize one of the materials and approved colours as listed in the attached Roofing Appendix.
- Roof pitches are to be a minimum of 5/12. The roof pitch of a bungalow may be increased to ensure acceptable streetscape.
- Minimum roof overhangs are to be 18"
- Terra cotta and clay tile roofs are not permitted.
- Domes, Turrets, or spires are not permitted.
- All eaves, soffits, and fascia must be a minimum of 8" and complement the roof and the overall facade of the house.
- Fascia and soffit must be prefinished metal or Hardi/smart board. Soffit may be sealed wood.
- Chimneys and flues must be contained within a corbelled chase and finished in a style consistent the house.
- Other roof pitches/designs may be considered should they meet the intent of the style, subject to the Architectural Design Consultant's approval.

## 5.4 Garage/Driveway/Walkway

### Front Driveways/Garage/walkway

- Must be located in accordance to the approved location plan.
- Attached double front garages are required.
- Attached double front garages are required.
- Garage doors are to be the same colour as the siding or the trim.
- Maximum distance between top of garage door and garage eave line should not be more than 18". Where the design exceeds the requirement the use of additional architectural detailing to reduce impact will be required. Sunburst patterns will not be allowed,
- Driveways are to be plain concrete, exposed aggregate or stamped concrete.
- The front walkway must be a minimum of poured concrete in broom finish. Individual patio blocks will not be permitted.

### Rear Lane Driveways/Garage/Walkway

- Garages at the rear lane are to be located in accordance to the approved location plan and City of Fort Saskatchewan standards.
- Rear garages are to be finished in similar design and materials to the house. Roof slopes are to reflect those on the main house. Garage doors are recommended to represent the proposed modern theme of clean, simple lines. White flush doors will be permitted.
- All houses must include a minimum 12' by 20' concrete pad off the rear access lane concurrent with house construction. A power pedestal complete with an energized outlet must be provided at the pad location.
- The approach to the lane may be paved with asphalt or concrete.
- A single or double detached garage should be constructed within 18 months of possession.
- The setback and development of all future garage or accessory buildings will be in conformance to the City of Fort Saskatchewan Land Use Bylaw

- All houses must also include a poured concrete sidewalk with broom finish minimum 3" wide from the house to the rear garage pad. Individual patio blocks may be permitted in lieu of the poured sidewalk (at the rear of the house) but they must be placed on a prepared gravel base and placed continuously to represent a monolithic walk.

### **5.5 House Address Identification**

House address identification must be graphically complementary in scale, colour and material to the overall design of the front facade.

## **6.0 LANDSCAPING / FENCING / OTHER**

### **6.1 Landscaping Requirements**

Lots with Front Driveway

- At minimum, the landscape design must include a MINIMUM of ONE TREE and a prepared shrub bed containing at least 6 shrubs, and FULL SOD ON FRONT YARD TO THE BACK OF WALK OR THE BACK OF CURB AT ROAD (if no walk). The trees shall be at least 4.5cm (2") caliper for deciduous trees and at least 2m (6 ft.) in height for evergreen trees. Shrubs shall be a minimum of 18" in height or spread. A prepared bed is defined by edging (landscaping vinyl, brick, concrete, etc.) with wood chip mulch or ground cover.

Laned Lots

- At minimum, the landscape design must include a MINIMUM of TWO TREES and a prepared shrub bed containing at least 6 shrubs, and FULL SOD ON FRONT YARD TO THE BACK OF WALK OR THE BACK OF CURB AT ROAD (if no walk). The trees shall be at least 4.5cm (2") caliper for deciduous trees and at least 2m (6 ft.) in height for evergreen trees. Shrubs shall be a minimum of 18" in height or spread. A prepared bed is defined by edging (landscaping vinyl, brick, concrete, etc.) with wood chip mulch or ground cover.

All landscaping must be completed, in accordance with the requirements, within 12 months of occupancy. Extensions may be considered and are at the sole discretion of the Developer.

Completion of the landscaping forms part of the final acceptance requirements.

### **6.2 Fencing**

Fencing shall be consistent in design and colour with the fencing styles established for the subdivision. A copy of the fencing specs is attached. Any fencing that is installed by the Developer is located inside of the lot property lines and is the responsibility of the owner of the lot.

### **6.3 Accessory Buildings**

The side wall elevations of all ancillary buildings and garden sheds shall not extend higher than adjacent fencing. Where visible from a public adjacency (i.e. all perimeter lots and

corner lots), accessory buildings must be consistent in style, finish and colour, with the house. Roof style and materials are to match the materials used on the roof of the house.

#### **6.4 Downspouts**

Must be directed away from the house to the streets or the rear drainage structures. Storm water must not be directed onto adjacent lots.

#### **6.5 Dog Runs**

Dog runs and other enclosures must be properly screened and otherwise hidden from view by prescribed wood fencing.

### **7.0 SITING**

#### **7.1 Consultant**

Check with the Architectural Consultant for all applicable drawings, and any special conditions.

#### **7.2 City Regulations**

Ensure that city regulations are met and note relevant plans regarding utilities and rights of way.

#### **7.3 Grading**

Check Building Grade Plans and conform to them. Do not grade to existing vacant lots or unfinished lanes, but to elevations provided.

#### **7.4 Plot Plans**

Plot plans and stakeout must be carried out by the designated surveyor only. Plot plans must include the following:

- Scale 1:300 metric.
- North arrow
- Municipal address.
- Legal description of property
- All property lines designated and dimensioned.
- Size and location of proposed buildings(s) dimensioned to property lines, existing buildings and other structures where applicable.
- All cantilevers (including floor, bay windows, fireplaces, eaves, etc.).
- Abutting streets, avenues, reserves, etc. Easements and utility right-of-way labeled and dimensioned, accurately figured, explicit and complete.
- Spot elevations around building and drainage directions.
- Dimensions from property line to sidewalk and face of curbs.



## 8.0 SUBDIVISION APPEARANCE

### 8.1 Signage

All signage will be supplied by the Developer, ie: directional signs and general information signs. The only signage to be supplied by the Builders will be on lots owned or sold by that Builder. Excessive abuse of signage, including sandwich boards, may necessitate removal of ALL Builder's and Realtor's signs.

### 8.2 Excavation Material

All Builders must ensure that all excavation is kept within the confines of their lot. Any spillage on a road, land, sidewalk or neighboring lot must be removed immediately or the Developer will arrange for its removal and invoice for expenses.

### 8.3 Clean-Up

Builders should encourage timely removal by all sub-trades of litter on building sites. Failure to comply will result in a clean-up bill being charged to the lot. **Supply and use of waste management bins by the Builder is mandatory.** Any general clean-up of the subdivision implemented by the Developer can and will be charged pro-rata to all Builders.

## 9.0 LOT INSPECTION REPORT

The Builder/Property Owner will be responsible for damages to infrastructure servicing and amenities on and surrounding the lot. Accordingly, each Builder/Property Owner shall inspect the condition of curbs, sidewalks, street lights, services, etc. on their lot and must submit written notice of any damages to the Developer within 48 hours of taking possession of the lot, otherwise costs for repairing any damages become the sole responsibility of the Builder/Property Owner. The inspection should include the following items;

- Curb slope – water valve
- Asphalt, sidewalks, curbs and gutters
- Boulevard landscaping/trees
- Rear gutter and walkways
- Servicing boxes
- Light standards
- Fire hydrants
- Cathodic protection points
- Grading and drainage swales
- Fencing
- Entrance Features

If no damage report is received by the Developer within the time specified above, any damages assessed to the lot will be charged to the Builder.

## 10.0 APPROVAL PROCESS

At possession, the Purchaser inspects the lot and all services. All discrepancies or damages shall be reported in writing, to the Developer, as set out in item 9.0.

Before applying to the City for a development permit, the applicant shall submit plans for approval of WINDWARD LANDTEC INC. Application shall include the following:

- One complete set of house plans; 1/4" or 3/16" to 1; scale.
- Two copies of the Plot Plan, prepared by Pals Geomatics, showing lot house grades and drainage pattern, floor and garage elevations.
- Completed application form.
- Material and colour samples, as required.

Windward Landtec Inc. will review the plan and recommend approval, modification, or rejection of the application based on the adherence of the plans to these guidelines. Should disputes arise, the Developer shall make the final decision on the acceptability of plans.

Once approved, Windward Landtec Inc. will send a copy of the application indicating any changes to the applicant. After approval, the plans may not be altered without prior approval of Windward Landtec Inc. Windward Landtec Inc. will keep an up-to-date record of plans showing house types, colour, rooflines and grades, to advise the applicants of how their proposed house will best fit into the existing situation.

No stakeout will be granted until approved by Windward Landtec Inc.

## 11.0 SECURITY DEPOSIT

A security deposit or Letter of Credit in the amount of \$5,000.00 per lot is due at possession date. The deposit will be retained by the developer, without interest, to cover any deficiencies or infractions relating to architectural adherence, landscaping adherence and subdivision damages.

The security deposit can be applied to, but not limited to, the following:

- Non-conformance of architectural objectives, including landscaping.
- Damages to:
  - Curb stop – water valve
  - Asphalt, sidewalks, curbs and gutters
  - Boulevard landscaping and trees
  - Rear gutters and walkways
  - Light standards
  - Fire hydrants
  - Cathodic protection points
  - Grading and drainage swales

- Entry features
- Fencing

## **12.0 INSPECTION APPROVAL PROCEDURE**

The Applicant is responsible for notifying Windward Landtec Inc. that the house is complete and ready for inspection. To initiate an inspection and return of the security deposit the following must be completed:

- Exterior completed in accordance with these guidelines and as approved by Windward Landtec Inc.
- Landscaping completed in accordance with these guidelines.
- Rough or Final Grade Certificate and Municipal approval of same.
- Water valve exposed and marked.
- Sidewalks, street, lane, gutters and curbs cleaned.
- **Application made to Windward Landtec Inc. by the Builder/Property owner.**

Once the final inspection is complete, a report will be sent to the Developer and the Applicant. Any deficiencies must be corrected and the re-inspected. If the inspection repeatedly fails and more than one re-inspection is required, the inspection fees will be the responsibility of the home owner/builder.

## **13.0 SECURITY DEPOSIT RETURN**

Security deposits will only be released to the person(s) listed on the Purchase Sale Agreement. Builders may assign security deposit release to their customers by providing a letter of authorization to the Developer.

Security deposits will not be returned until both the Inspection by Windward Landtec Inc. has passed and Final Acceptance Certificate (FAC) from the municipality is granted to the Developer. Typically, FAC is granted by the municipality 2 years after the installation of asphalt within the subdivision area.

Prior to FAC of all municipal services by the municipality, an inspection is conducted. Any damages to improvements listed in Section 11.0 caused by third parties will be noted and repaired at the cost of the property owner, unless otherwise noted on the required Lot Inspection Report. Refer to Section 9.0.

If the Lot Inspection Report was not completed at time of possession, the damage will be deemed the Property Owners responsibility, and the cost will be deducted from the security deposit. Property Owners are responsible for any damages on their lot from date of possession. This date is set out in the Purchase Sale Agreement for the lot.

#### **14.0 CAUTION ON SALES PRIOR TO FINAL APPROVAL**

Sales are not to be presented as final to a prospective buyer until the Final Approval of the plans, elevations, lot siting and colour scheme have been given by the Developer and their designated Consultant. The house builder and/or House owner shall be fully and solely responsible for such representations.

## APPENDIX A

### Roofing Materials and Colours

Certainteed	Landmark TL	Moire Black
GAF	Timberline HD	Charcoal
GAF	Grand Sequoia	Charcoal
IKO	Cambridge 30 Driftwood	Dual Black, Harvard Slate
BP	Harmony 30 Vintage Selection	Twilight Grey, Brown Stone Shadow Black

Additional Colours and Manufacturers as approved by the Designated Consultant

APPENDIX B

