

NORTHRIDGE ESTATES

DESIGN GUIDELINES

These Design Guidelines have been prepared by 0953484 B.C. Ltd. (the “Developer”) and may be amended from time to time by the Developer in its sole discretion.

Section 2 of the Building Scheme states that no work shall be commenced on a Lot without having first received the approval of the Design Approval Officer authorizing the proposed work on the Lot as provided for in these Design Guidelines.

Unless the context otherwise requires, the words and phrases contained herein shall have the meanings provided for in Section 1 of the Schedule of Restrictions to the Building Scheme.

A. STATEMENT OF INTENT

It is the intention of the Developer that all Dwellings, other Buildings and all other Improvements to a Lot, including fencing and landscaping, are to be controlled as to design, siting, height, setbacks, types of roof and exterior finishing materials and exterior colour schemes. For greater certainty, it is the intention of the Developer to ensure a compatible variety in Dwelling types to be built on the Lots and to ensure that a Dwelling, other Buildings and all other Improvements are suited to the particular Lot on which they are to be located.

Design objectives and elements shall include the following matters to be considered by the Design Approval Officer in reviewing the Building Plans of an Owner for a Lot in the Development:

- (1) that any Dwelling, any other Buildings and all other Improvements constructed on a Lot must comply with the Approved Building Plans;
- (2) that any Dwelling, any other Buildings and all other Improvements constructed on a Lot are consistent with the scale of the Lot and are compatible with the topography of the Lot;
- (3) that any Dwelling constructed on a Lot has a degree of distinctiveness and diversity through architectural style, exterior finishes and colour schemes relative to the other Dwellings constructed on the other Lots in the Development that are in close proximity to the Lot; and
- (4) that any Dwelling and any other Buildings and all other Improvements constructed on a Lot incorporate an overall high end quality.

B. APPLICATION FOR APPROVAL

Each Owner of a Lot is responsible for obtaining the written approval of the Design Approval Officer authorizing any proposed Work on the Lot of the Owner PRIOR TO making application to the City of Courtenay for a Building Permit and prior to commencing any such Work on the Lot, as provided for in the Building Scheme and in these Design Guidelines.

Application for Approval of any Work shall be made by an Owner of a Lot to the Design Approval Officer of the Developer, Josh Fayerman, in writing and delivered to 101 - 5170 Dunster Road, Suite 100, Nanaimo, BC V9T 6M4, Email: josh@milestonecontracting.com or to such other person designated from time to time by 0953484 B.C. Ltd. as its Design Approval Officer;

The Application must include the following:

1. A completed **Application Form** (see Schedule A);
2. A current title search print for the Lot issued by the Victoria Land Title Office;
3. A non-refundable review fee payable to Josh Fayerman (or as otherwise directed by the Developer) in the sum of \$250.00 (\$250.00 fee plus 5% GST), or such other sum as determined by the Developer;
4. A refundable compliance and security deposit payable to 0953484 B.C. Ltd. in the sum of \$4,500.00, or such other sum as determined by the Developer, to assure full compliance by the Applicant of the Work approved by the Design Approval Officer and further to ensure that any damage to the adjacent roadway, sidewalks, curbs, boulevard landscaping, street lights or otherwise has been fully repaired to the satisfaction of the Developer; and
5. **Two (2) complete sets** of the following plans, documents and specifications, with all plans at a scale of 1:100 (metric) or 1/8":1'0" (imperial), including:
 - (a) a Site Plan or Building Location Certificate prepared by a British Columbia Land Surveyor illustrating the proposed location of the Dwelling and any other Buildings and any other Improvements to be constructed on the Lot, including an illustration of the front, rear and side yard setbacks and together with the location of the driveway, sidewalks, any other walkways, any Fence, any Landscaping and any statutory right-of-way, easement or covenant areas;
 - (b) architectural or construction plans for the Dwelling, any other Buildings and any other Improvements to be constructed on the Lot;

- (c) elevation plans illustrating the front, side and rear elevations of the Dwelling, any other Buildings or any other Improvements to be constructed on the Lot, including the height of any such structure from grade level from the front, rear and side elevations of any such structure.
- (d) a lot grading plan, together with the proposed and existing grades at each corner of the Dwelling and any other Buildings, main floor elevation, the top of foundation elevation and the ridge elevation;

The grade of a Lot on the date of purchase of the Lot by the Owner shall not be altered without the prior written approval of the Design Approval Officer. Any change in the grade of the Lot may require the Owner to install concrete retaining walls or other means of retention as determined by the Design Approval Officer.

- (e) landscape plans illustrating the proposed plantings, layout and ground cover, together with any landscaping features including the size and species of all proposed planting materials;
- (f) a complete list of building materials and colour schemes for the Dwelling, any other Building or any other Improvements proposed to be constructed on the Lot;
- (g) samples of exterior finishing materials for the Dwelling, any other Buildings and any other Improvements as may be required by the Design Approval Officer; and
- (h) any other material or information required by the Design Approval Officer,

(hereinafter collectively called the “**Building Plans**”).

C. APPROVAL PROCESS

Following receipt of an Application for Approval of Building Plans by the Design Approval Officer from an Owner:

- (1) A letter of Approval or a letter outlining modifications to be made to the Building Plans shall be issued by the Design Approval Officer to an Owner within **fourteen (14) calendar days** after receipt of the Building Plans of an Owner. One (1) complete set of Building Plans will be returned to the Owner with the Letter of

Approval or with the letter requesting modifications, illustrating any modifications that may be required by the Design Approval Officer. The remaining set of Building Plans will be retained by the Design Approval Officer as a record of compliance.

- (2) The Design Approval Officer shall be deemed to have approved the Building Plans of the Owner if the Design Approval Officer has not, within **twenty-one (21) calendar days**, after the date of receipt of the Building Plans of an Owner, either requested additional specifications, plans or other material or has delivered a letter of rejection to the Owner, with reasons in writing.
- (3) If the Design Approval Officer requires additional specifications, plans, materials or otherwise and this information has been delivered by the Owner to the Design Approval Officer then, if the Design Approval Officer does not either approve the Building Plans, including such additional specifications, plans or material, or refuses Approval thereof with reasons in writing, within **fourteen (14) calendar days** after the date of receipt of such additional specifications, plans and material, then the Design Approval Officer shall be deemed to have approved the Building Plans including such additional specifications, plans and material.
- (4) Approval by the Design Approval Officer of the Building Plans of an Owner shall expire **six (6) months** from the date of such Approval unless in the meantime the Owner has received a building permit and has commenced construction of the Work authorized by the Approval of the Design Approval Officer for the Lot and authorized by the building permit.
- (5) Refusal or failure by the Design Approval Officer to give such Approval shall not be actionable by an Owner under any circumstances, it being within the sole discretion of the Design Approval Officer to give or withhold such Approval.
- (6) Any rejection of a request for Approval or any Approval being granted herein, shall be final and binding and shall not be open to question by an Owner of any Lot, and failure of the Design Approval Officer to enforce this approval process or to exercise its power in a judicial manner shall not render it liable in damages or to any claims or demands whatsoever.
- (7) Any consent or Approval required herein shall be given by the Design Approval Officer in writing.

D. DESIGN GUIDELINES

The Developer has determined that all Building Plans submitted for Approval must comply with the following design guidelines, save and except where any of these design guidelines have been changed with the prior written approval of the Design Approval Officer:

- (1) any single storey Dwelling (rancher) must have a minimum Habitable Area of 1,350 ft²;
- (2) any basement entry, split-level or two storey Dwelling must have a minimum Habitable Area on the main floor of 1,250 ft²;
- (3) a Dwelling or any other Buildings constructed on a Lot must not have a Roof overhang of less than fifteen (15") inches measured from the exterior wall of the Building to the outside of the Roof fascia board; no roof to have a roof pitch of less than 8/12;
- (4) a Dwelling or any other Buildings constructed on a Lot having a Roof finish other than:
 - a thirty (30) year or better layered fiberglass shingles with any roof vents installed on the rear roof slope so as to be least visible from any adjacent street. The owner must submit information concerning the manufacturer, shingle pattern, colour of shingles and ridge caps as part of the owner's Application for Approval of building plans;
- (5) a Dwelling or any other Buildings on a Lot having not more than nor less than two (2) of the following exterior finishes, save and except for fascia, soffits and trim:
 - (a) hardiboard (hardi-plank);
 - (b) cedar siding which has an approved fire protection rating;
 - (c) brick;
 - (d) natural or cultured stone;
 - (e) stone veneers;
 - (f) no vinyl siding to be used on any Dwelling or any other Building constructed on a Lot; and
 - (g) the colour and pattern of any brick or stone and/or stone veneers must be a standard or metric size and must blend with the siding. The brick or stone shall be neutral and even toned. Strong reds, blacks and white shall not be approved.
- (6) there shall be no carports permitted on a Lot;
- (7) there shall be no single vehicle garages permitted on a Lot;
- (8) a Dwelling constructed on a Lot having a garage with a minimum width of less than **eighteen (18') feet**, together with an adjacent driveway having a minimum width of

less than **twenty (20') feet** that will accommodate parking for not less than **two (2)** motor vehicles;

- (9) A driveway or any sidewalks having a finished surface other than exposed aggregate concrete. All driveways must extend to the curb line. Driveways must be completed prior to occupancy of any Dwelling constructed on a Lot;
- (10) any Fence between adjoining Lots and along the side or rear of a Lot that does not have all of the following characteristics:
 - (a) vertical stain grade cedar boards, with a solid stain;
 - (b) no lattice top;
 - (c) the top and bottom of all fencing shall be parallel and horizontal and all posts are to be true vertical, and
 - (d) in the case of sloping Lots, all fencing shall be steeped at appropriate intervals;
- (11) any Fence or privacy hedges between adjoining Lots and at the rear of a Lot having a maximum height greater than 6.5 feet;
- (12) a Dwelling or any other building having an exposed concrete foundation greater than two (2) feet in height measured from the finished grade of the Lot to the underside of the siding, except for stepped foundations to accommodate the finished grade of the Lot;
- (13) any overhead wiring;
- (14) allow any building plan for a Dwelling to be repeated more often than every third Dwelling on either side of the road. While similar plans and forms may occur along a section of the road in response to similar site conditions, modification will be undertaken to ensure Roof slope and orientation as well as door and window locations are varied. Window locations must be varied. No window frames other than beige in colour will be permitted. Trim boards used around window frames and doorways shall be finished in a complementary colour. All gutters and downspouts and soffits are to be finished in a compatible colour. The facade of any building constructed on a Lot must be clean and uncluttered;
- (15) In general, the appearance of quality in the development will be maintained by not using bright garish colours. Only the use of natural colour tones with complementary trim will be accepted and approved. Repetition of colour schemes within a three Lot radius of either side of the street will be rejected;

NORTHRIDGE ESTATES

Application for Approval of Building Plans

Design Approval Officer:

Josh Fayerman

1930 Island Diesel Way

Nanaimo, BC V9S 5W8

Tel: (250) 951-6369

Email: josh@milestonecontracting.com

To be completed by Applicant:

Date of Application: _____

Lot # _____ Civic Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone: _____

Builder's Name: _____

Builder's Address: _____

Builder's Phone: _____

Builder's Email: _____

House Description: _____

Square footage: Main _____ Second _____ Basement _____

Total _____

Exterior Finish Materials and Colour Scheme: _____

Trim Materials and Colour: _____

Roof Material and Colour: _____

Driveway Materials: _____

Estimated Date of Commencement of Construction: _____

Estimated Date of Completion of Construction: _____