

Design Approval Process

Timber Landing Subdivision, Fernie, BC

Introduction to the Design Review Process

General:

The following document details the Design Review Process (“DRP”) and is intended to guide an owner of a lot (“Owner”) and the Owner’s design team through the DRP.

The DRP contains a number of required approvals, all of which are necessary prior to construction within the Timber Landing Subdivision at Fernie Alpine Resort, BC.

Note that Resorts of the Canadian Rockies (the “Developer”) maintains the right to grant variances to the Section 219 Build Covenant (“Covenant”) based on a design that is considered superior while remaining in character with the Timber Landing Subdivision. Variances may also be granted based on site specific topographic or geotechnical reasonings. Granted variances will not provide a precedent for future designs.

Regional District of East Kootenay:

While the Developer has oversight over the character and form of the proposed construction, the Regional District of East Kootenay (“RDEK”) holds the land use bylaw(s) for these lands. Consequently, and as a minimum, all development must comply with:

Regional District of East Kootenay, Elk Valley Zoning Bylaw Number 829, 1990

And

Regional District of East Kootenay, Building Regulation Bylaw Number 1735, 2004

For clarity see:

https://www.rdek.bc.ca/bylaws/ocp_zoning_landuse/zoningbylaws/elkvalleyzoning/

<http://www.rdek.bc.ca/web/pdf/buildingfiles/1735-BuildingRegulationBylaw.pdf>

http://www.rdek.bc.ca/web/planningbylaws/far/BL2363_Fernie_Alpine_Resort_OCPConsolidation_November_2015.pdf

All construction permitting, inspection and compliance will be governed as required under each of these documents.

Step One: Pre-design meeting

A pre-design meeting will be held with the DRP Team Lead and the Owner’s design team to review the requirements of the DRP. This meeting is intended as review of the Covenant, assistance with bylaw interpretation and the DRP. Preliminary concept sketches and layouts are required.

Step Two: Preliminary Concept Review

The preliminary concept review ensures that the intended design is in general conformance with the Covenant.

The Preliminary Concept Review Form must be submitted at this time.

The DRP Team Lead will provide a letter complete with the Preliminary Concept Approval Form, which will indicate approval in principal or conditional approval in principal, outlining any necessary changes to the design prior to a detailed design review.

Step Three: Detailed Architectural Submission

Under Step Three the Owner's design team will submit their final detailed architectural and site plans, complete with the design summary form.

The review process will include:

Design Submission Review – the DRP Team Lead will review all architectural plans, designs, and other information to ensure all the required information has been submitted. Any shortfalls will be identified to the Owner's design team.

Detailed Design Review - the DRP Team Lead will review all architectural plans, designs, and other information to ensure the design, materials and site plans meet the criteria detailed in the Covenant.

If the submission does not meet these criteria, the DRP Team Lead will provide comments in writing to the Owner's design team to facilitate any necessary revisions.

Design Approval – Once the Detailed Design Review is complete, the DRP Team Lead will provide written approval to the Owner's design team. Note that the Design Approval may be conditional on the Owner completing identified and required modifications.

On receipt of the Developer's Design Approval the Owner may then apply for a development permit from RDEK.

Step Four: Final Construction and Landscaping Review

The Final Construction and Landscaping Review will be conducted at the request of the Owner. Prior to this review, all construction and landscaping must be complete as per the Design Approval issued by the DRP Team Lead.

The Final Construction and Landscaping Review will ensure that the home and landscaping complies with the Design Approval and the Covenant. This review may identify deficiencies that will be the Owner's responsibility to resolve.

On successful review, the DRP Team Lead will issue a letter of Final Completed Construction and authorize the release of the Security Deposit. Note that RCR retains the

right to utilize the Security Deposit, or a portion of the same for any required site cleanup or remediation not completed by the Owner.

Terms of Approval

Compliance: The Owner is solely responsible for complying with and meeting specific criteria of the Covenant and DRP. In addition, British Columbia's Building Code ("Code"), RDEK bylaws and building permit requirements contain design standards and conditions that need to be fully understood and incorporated into a design.

Approvals: Final approval of home design, site layouts and landscaping plans are at the sole discretion of the DRP Team Lead and Developer.

Amendments: The DRP may be amended or revised at the sole discretion of the Developer.

Variations: The DRP Team Lead, on request of the owner will consider design and build variations for structures that are considered in the DRP Team Lead's opinion to be both superior while maintaining the overall theme and character of the Timber Landing Subdivision. Owners considering non-conforming designs are encouraged to review their intent in detail at the time of the Pre Design meeting. Note that preexisting nonconforming designs in the area will not be considered as a precedent for future designs or applications.

Liability: The Developer and its Officers, Directors, Employees, or agents shall not be liable for damages in any form resulting from the review and approval of any submitted designs, plans and layouts by reason of mistake or negligence arising out of or in connection with the approval, disapproval or failure to approve of any designs, plans or specifications provided by an Owner or Owner's design team. Every Owner or Owner's design team who submits any designs, plans or specifications agrees that they will not bring any action or suit against the Developer, its Officers, Directors, Employees, or agents to recover any damages.

Other Conditions: Approval of designs, plans and layouts under the DRP does not constitute compliance with any building codes, zoning, safety, health, fire codes or requirements of any other governing authority, and compliance with each shall remain the sole responsibility of the Owner. Approvals under the DRP does not waive the requirement to obtain relevant building permits from RDEK or other permits that may be required by other agencies or governing authority from time to time. The Developer takes no responsibility for design and plan conformance to any criteria other than the Covenant and DRP.

Disclaimer: All reasonable efforts have been made by the Developer to ensure the accuracy and content of the Covenant and the DRP. The Developer cannot be responsible for errors, omissions or inaccuracy contained herein. The Developer, its Officers, Directors, Employees, or agents assume no responsibility or liability whatsoever associated with the use of the Covenant and DRP contained herein and no representation is made to the accuracy or completeness of the Covenant and DRP.

I / We fully understand the above and with my / our signature(s) agree to all terms here of.

Dated at _____ this _____ day of _____, 20__.

Witness

Owner
(Print Name)_____

Witness

Owner
(Print Name)_____

Acknowledged this _____ day of _____, 20__.

DRP Team Lead

Preliminary Concept Review Form

Lot Number: _____.

Lot Owner: _____.

Mailing Address: _____.

Phone: _____ .Cell: _____.

Email: _____.

Applicant
(if other than owner) _____.

Mailing Address: _____.

Phone: _____ .Cellular: _____.

Email: _____.

The Owner acknowledges that the DRP is provided as a service and that the Developer assumes no responsibility for the accuracy of the information provided, or for any losses or damages resulting from use thereof. This DRP does not guarantee approval for Building Permit by RDEK.

Owner Signature: _____ Date: _____.

Design Summary Form

The Design Summary Form must be completed by the Owner or Applicant and submitted with all other required materials under the DRP.

Lot Number: _____.

Lot Owner: _____.

Mailing Address: _____.

_____.

Phone: _____ Cell: _____.

Email: _____.

Applicant
(if other than owner) _____.

Mailing Address: _____.

_____.

Phone: _____ .Cell: _____.

Email: _____.

Design Summary Form – cont.

Submission Requirements

All drawings submitted for review must be clear, legible and to scale. It is recommended that all drawings be prepared by a professional. Applications (with plans and other documentation required for submission) may be submitted as hard copy or by email as PDF documents (JPEG, TIFF and other file formats are not acceptable). If submitting hard copies the following number of each are required. If submitting by email, submit one copy of each plan.

Description of Item	Preferred Drawing Scale	# of Copies
<p>Site Plan The site plan must illustrate the location of the Building Envelope; proposed building and other structures; driveway; walkways; parking areas; patios; retaining walls and locations of all proposed services; site grading; and, existing trees and major shrubs to be retained and/or removed.</p>	1:200 metric, (1/16"=1'0")	2
<p>Floor Plans and Roof Plan Floor plans should clearly define the foundation location; wall sections; split levels or second story configurations; fireplace, chimney; and exterior door and window sizes. Roof plan must Indicate roof slope and all roof mounted mechanical systems</p>	1:50 metric, (1/4"=1'0")	2
<p>Exterior Building Elevations and Sections. Exterior elevations of all sides or the building, and sections. Drawn through the entire lot, front to back and side-to-side. These shall be at the same scale as the floor plans, with both existing and proposed grade lines shown. All exterior materials and colors must be clearly indicated.</p>	1:50 metric, (1/4"=1'0")	2
<p>Landscape Plan. Landscape Plan at the same scale as the site plan. Landscape plan shall indicate the locations and sizes of all existing trees as well as all proposed landscape planting, It shall also Indicate all retaining wall locations, materials and sections; surface treatments; Imported rocks; site finishing and structures.</p>	1:200 metric, (1/16"=1'0")	2
<p>Site Drainage Plan. A site drainage plan is required that indicates the locations of all roof drainage and indicates how all site drainage s being addressed.</p>	1:200 metric, (1/16"=1'0")	2
<p>Exterior Lighting Plan. A plan Indicating the locations or all exterior lighting (on buildings and within landscape). Include fixture schedule with catalogue clips for site and building exterior lighting fixtures and street identification.</p>	1:200 metric, (1/16"=1'0")	3
<p>Colour Board. Colour/Samples mounted on an 9'x 12' (max.) colour sample board, Identified with the manufacturer's name, colour and/or number, of all exterior materials and colours including window manufacturer and glass specification. Colour board shall be clearly marked with the Owner's name, filing date, and lot number. Manufacturer's catalogue cuts of all exterior lighting fixtures are to be provided as part of the colour sample board.</p>	no larger than 9"x12"	1

Design Summary Form – cont.

Building Summary

Description of item

Ground Floor Area (gross Floor Area): _____ m² _____ . ft²

Second Floor Area (gross Floor Area): _____ m² _____ . ft²

Basement Floor Area (gross floor area): _____ m² _____ . ft²

Garage Floor Area (gross floor area): _____ m² _____ . ft²

Gross floor area shall include all finished living space measured from the outside of the exterior walls.

Building Height _____ m² _____ . ft²

Roof Pitch (i.e. 6:12) _____ m² Pitch of Primary roof only

Building Siding

Setback from Property Lines

Front Yard: _____ m² _____ . ft²

Rear Yard: _____ m² _____ . ft²

Side Yard (left): _____ m² _____ . ft²

Side Yard (right): _____ m² _____ . ft²

Indicate distance from property line to edge of foundation wall

Design Summary Form – cont.

Building Materials

List all proposed exterior cladding materials. Provide material type, manufacturer and colour.

Description of Item	Material (Description/ Manufacturer)	Colour
Foundation Cladding	_____	_____
Walls- Primary Cladding	_____	_____
Walls- Other Cladding	_____	_____
Walls- Other Cladding	_____	_____
Walls- Other Cladding	_____	_____
Roof	_____	_____
Grade Ends	_____	_____
Soffit	_____	_____
Fascia	_____	_____
Eavestrough	_____	_____
Windows and Door Trim	_____	_____
Windows	_____	_____
Front Entrance Door	_____	_____
Other doors	_____	_____
Garage Door	_____	_____
Chimney	_____	_____
Porch Railings	_____	_____
Other	_____	_____

Landscape Materials

List all proposed landscape materials. Provide material type, manufacture and colour.

Description of Item	Material (Description/ Manufacturer)	Colour
Driveway	<hr/>	<hr/>
Front Walkways	<hr/>	<hr/>
Other Walkways	<hr/>	<hr/>
Patio/ Porch	<hr/>	<hr/>
Retaining Walls	<hr/>	<hr/>
	<hr/>	<hr/>
	<hr/>	<hr/>