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## PHASE 2

BUILDING DESIGN  
GUIDELINES AND  
RESTRICTIONS



# West Ridge Trails Phase 2 Building Design Guidelines and Restrictions

## 1. Introduction

West Ridge Trails is a single-family residential development located in the District of Sooke. These Guidelines pertain specifically to Phase 2 Lots 1 through 29.

This document outlines a set of comprehensive guidelines for West Ridge Trails – Phase 2, which will direct homebuyers, designers and builders towards aesthetically pleasing and appropriate building forms and details. It is the intention of (the “Developer”) to maintain a reasonable standard of exterior architectural appearance throughout the development. The following guidelines are set up to protect the interest of both the Developer and the Owner which includes the builder, the party purchasing the property and the registered Owner of the property (the “Owner”) and to ensure and protect their investment in the project. As each home presents a unique design situation, certain aspects of these guidelines may not always apply. Some digression will be accepted, subject, however, to the discretion of the Developer. **Approval must be in writing.**

All building plans must be approved by the Developer before they will be accepted by the Sooke Building Department for building permit application. The Developer shall have the right and power to approve or arbitrarily reject such plans and specifications.

All plans submitted for approval shall conform to the District of Sooke bylaws in effect from time to time and to the National Building Code of Canada and the British Columbia Building Code in effect at that time.

## 2. General Information

It is the Developer’s intention to provide homeowners with adequate design control and guidelines to complement their landscape, neighborhood appearance, and to respect their privacy and potential views.

The Developer or his authorized agent will be available for consultation and every effort will be made to have your house and site plan approved as quickly as possible.

## 3. Construction Requirements

A Damage Deposit of **Seven Thousand Five Hundred Dollars (\$7500.00)** for each house to be constructed shall be submitted to the Developer upon plan approval and prior to construction on any lot. This ensures compliance with approved plans, to repair any damage to adjacent properties, of District of Sooke services (roads, curbs, lights, etc.) and to carry out any street and sidewalk cleaning required as a result of the house construction. This deposit shall be held until such time as all work, pursuant to site and architectural requirements, has been adhered to including the issuance of a final inspection of the construction on the lot by the District of Sooke (the “Occupancy Permit”), as well as yard landscaping. Upon satisfaction of the aforementioned, the Developer shall inspect the home, lot and adjoining District of Sooke property, and a refund of the deposit, or such portion of the deposit remaining, in the event the Developer has had to remedy or take measures to effect compliance of these restrictions, shall be issued.

## 4. Construction Scheduling

**Construction shall commence within three (3) months of the date of granting approval for plans; otherwise such approval may be null and void at the option of the Developer. In which event, the Owner must resubmit his plans.**



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**The Owner must commence and proceed continuously and with diligence with the approved dwelling until completed and an Occupancy Permit obtained. This shall be not longer than twelve (12) months from commencement of construction.**

## 5. Siting and Plot Plans

Each home shall be designed to take maximum advantage of the natural characteristics of the lot; for example, views, existing topography and relationship to the street, neighbors or creek.

All drawings and dimensions shall respect the District of Sooke Bylaw setbacks with respect to foundations, posts, front yards, rear yards, side yard and corner lot requirements.

## 6. Site Coverage, Dwelling Size and Building Types

Maximum site coverage and density will conform to those requirements established by the District of Sooke zoning bylaws.

Special design elements such as verandas and front porches, complete with wood railings, painted to match the trim colour of the house are encouraged in all of the styles of homes mentioned. However, second storey sun decks facing the street are not allowed.

## 7. Lot Grading

Lot grading for the building lot has been conducted by the Developer in accordance with the Drainage Policies as established by the District of Sooke. The existing lot grading provides for sheet flow storm drainage, existing and proposed drainage swales and the locations of any existing or proposed lawn basins, as indicated on the Lot Grading Plan. A copy of the Lot Grading Plan is available from the Developer for house siting purposes. It is incumbent upon the builder to preserve the integrity of the overall storm design and to maintain the lawn basins and drainage swales in proper working order for temporary and/or final occupancy to be granted.

Lot grading is to follow the natural slope of the landform. Lot slopes should be absorbed within the building massing as much as possible (i.e., stepped foundations and floor levels). House excavation or construction shall not be allowed to undermine the slope stability of any roadway base without appropriate temporary and/or permanent earth retention. No changes to the Approved Grading Plan will be allowed, without written consent of the Developer and the District of Sooke. In this regard, the lot is to be graded to meet the finished elevations, as indicated utilizing some or all of the material excavated from the foundation area of the proposed building. Should there be any excess excavated material resulting from the foundation excavation, it shall be hauled off-site at the cost of the Builder. If any additional fill is required to meet design grades, it shall be supplied and placed at the sole expense of the Builder.

Terracing is preferred, using rock or brick as well as concrete walls faced with cultured stone or exposed aggregate to match and complement the exterior of the home.

Note: The property owner of the higher level lot is responsible for supply and installation of any retaining walls.



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## 8. Sediment and Erosion Control

The lot owner is responsible for control of sediment during construction. If sediment control is not properly maintained, the Developer will correct the sediment control at the individual owner's expense. Under no circumstances shall the lot owners deposit earth fill material, garbage, grass clippings or any other deleterious material over the top of any slope nor shall the lot owners undercut the toe of any slope without the written permission of the Developer and the District of Sooke. Such sediment control methods that shall be employed include, but are not limited to the following:

- Silt fencing and drainage swales around the building site in combination with crushed rock or hay bales for filtering purposes. Swales can, in turn, flow into sediment traps.
- Anchoring of poly tarps over non-gravel stockpiles on the building site.
- Placement of a 20 ft. by 15 ft. gravel access pad on the lots.
- Street maintenance including daily sweeping of loose dirt, etc. from the fronting roadway. Flushing will not be permitted.

## 9. Elevations

The following elevation guidelines must be adhered to and will be enforced. Basement or floor elevations must have prior approval before commencing with excavation and conform to approved civil engineering plans provided. With certain lots, the elevation of some foundation walls and floor elevations will be set at the time of plan approval and must be followed to ensure this development's overall design. Final lot grading must be completed in such a manner so as to accommodate the neighbor's finished grade: there must be a smooth transition from lot to lot. Any change in building elevations must be approved by both the Developer and the District of Sooke.

## 10. Gas Appliance Requirements

Each home must contain a min. of 4 individual gas appliances such as heating furnace, cooktop range, fireplace, hot water heating, BBQ outlet, or clothes dryer.

## 11. Architectural Theme and Requirements

All homes in West Ridge Trails will be built to reflect **Arts & Crafts Style, Modern Farmhouse, and / or Transitional Theme (see examples following)**. Special design elements to animate the building facades are encouraged on all elevations fronting onto the main roads. Special design elements are required on corner side elevations and elevations fronting or facing interior green spaces. Front porches and special design elements should be included in all home plans. The Front Entry must be designed to include a roof or porch structure. In general, the front entry must be visible from the street.

The architectural design must be to the Developer's satisfaction in all respects. The Developer will assist the Owner in home plans and/or setbacks to preserve views as much as possible. Some repetition of floor plans will be allowed, provided that some attempt is made to alter the external appearance of the homes.



# West Ridge Trails Phase 2 Building Design Guidelines and Restrictions

## Example 1. Arts and Crafts Theme

- Gable and hip roof styles
- Horizontal siding, decorative bracing, 4" window and corner trim (typical), mullioned window detail
- Blast or field stone accents, natural stone preferred







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## Example 2. Transitional Theme

- Hip and flat roofs, low slope
- Interesting mix use of exterior finishes, narrower trim detail
- Linear profile stone, ledge or ashlar





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## Example 3. Modern Farmhouse

- Mix of gable and shed style roofs
- Interesting mix use of exterior finishes, natural wood, metals
- Clean and simple color palette





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## 12. Repetition

The same house plan with approximately the same front elevations shall not be repeated within three (3) lots or across the street. While similar house plans and forms may occur along a section of the street in response to similar site conditions, modifications such as changing the direction of roof slopes, size and location of windows and doors, etc. will be encouraged. House plans must reflect the actual site conditions, for example, stepping the house to the slope of the lot.

## 13. Massing

Vast expanses of blank walls are not acceptable. Designers are encouraged to provide balanced proportional and pleasing facades.

## 14. Exterior Finishes (Material and Colour Schemes)

- a) Siding is to be applied in a horizontal direction only, unless specifically approved by the Developer or its authorized agent. wood, conc. fiber horizontal (James Hardie) siding, panel or shingle and cedar shingle siding are acceptable. All colors of exterior finishes are to be approved by the Developer or its authorized agent. Siding must be used in combination with additional door, window, corner and fascia/baseboard wood trim elements.
- b) Vertical board and batten siding to be spaced at a min. of 12" o/c with 2" x 2" narrow battens or 16" o/c with 1" x 3" trim or 24" o/c with 1" x 4" trim boards.
- c) Vinyl siding is not permitted.
- d) Stucco may be used as an accent feature only and to be approved by the Developer or its authorized agent.
- e) Brick or stone veneer elements are to be a min. of 42" in height, to be used in combination with other exterior finishes, and to be capped with sloped wood or conc. masonry material. Minimum 24" return is required on corners.
- f) All exterior colour schemes must be approved in writing by the Developer. Paint colour chips and brick or stone samples must be submitted with each application, as well as roof shingle samples, in a digital format. Colors should provide interest and be in keeping with an Arts & Crafts Style, Modern Farmhouse and / or Transitional Theme. **Note: Color schemes must be different than adjacent and neighbouring properties.**
- g) Exterior support columns facing the street must be clad with appropriate finish material and be a min. of 8" x 8" finished dimension with 10" x 10" preferred. Capitals and bases are encouraged. Stone veneer columns must be a min. of 20" x 20" square and 42" in height.
- h) Soffits shall be either wood or aluminum and earth tone in colour. Vinyl soffits are permitted where approved by the administrator.
- i) The Developer will be assisted with colour schemes to avoid repetition of colour. All windows must be trimmed in a colour to either contrast or complement windows or doors and be compatible with the exterior veneer and as approved by the Developer.

**The damage deposit will not be refunded until color scheme is submitted and approved.**





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## 15. Windows

- a) Vinyl and/or wood frame windows are recommended. The Developer must approve any other type of windows. Sloped wood window sills are required below windows. The use of round, diamond or octagonal shaped signature windows is not permitted unless approved by the Developer or its authorized agent.

## 16. Exterior Trims

Vinyl and wood frame windows must be trimmed with window brick molding supplied by the window manufacturer. The Developer encourages that a minimum of 1" x 3" or 1"x4" wood trim be used around all window and door openings and at the corners of the building. Barge board will be a minimum of 2"x 8" but 2" x 10" with shadow accent trims are encouraged. Trim or Belly bands are required to delineate between storeys of each home, or as approved. The Developer must approve all trim.

## 17. Garages

A minimum of a two (2) doors or double door, fully enclosed garage is required. Detached garages require special approval by the Developer. Architecturally appealing garage doors and two (2) door garages are encouraged. Each residence must maintain 2 inside parking spaces. Garage space must not be for any purpose (i.e. storage, workshop), that even temporarily reduces the parking available inside the garage to less than 2 full size spaces for licensed and insured vehicles.

## 18. Front Entries

The Front Entry must be designed to include a roof or porch structure supported with columns or bracing. In general, the front entry must be visible and attractive from street side.

## 19. Roof and Eaves

Minimum pitch shall be 7/12" for Arts and Crafts or Modern Farmhouse Design or 5/12" for Transitional Design of main roof with lesser pitches approved by the Developer on a discretionary basis.

Roofing materials permitted are layered fiberglass shingles (minimum of 30 Year warranty). Roofs should create architectural interest and balance. Dual pitched roofs must be architecturally appropriate with "eye appeal". Metal roofing may be used as an accent feature with the colour and placement to be approved by the Developer or its authorized agent.

## 20. Chimneys

Brick, native or cultured stone is recommended for exposed chimneys. No concrete block chimneys will be permitted. Metal "A" or "B" vents for heaters or fireplaces shall be enclosed in a framed chimney chase which can be finished to match the exterior finish of the home or located to the rear of the house where it is not visible to the street. Chimneys are to be capped with pre. finished metal chimney cap.



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## 21. Exterior Lighting

Front exterior lighting is to be metal trim coach lamps and/or recessed soffit pot lights. Landscape lighting (moon lights) will be permitted. House numbering to be a minimum of 6" in height, and to be provided by the developer.

## 22. Driveways

Residences must have exposed aggregate concrete driveways only. **Driveways can not exceed 20' maximum width at curb or sidewalk.** Gravel or asphalt, brick pavers, stamped concrete or other driveway materials shall not be permitted. **No gravel parking surfaces are allowed.** Each lot must contain 3 off-street parking spaces unless otherwise approved by the Developer. And conform to the District of Sooke parking bylaws.

No parking pads with gravel are permitted in boulevard areas or elsewhere. Boulevard areas must be seeded with grass and contain a tree where required.

## 23. Fencing

All fencing will be in compliance with the style and standard selected by the Developer and the municipal bylaw. No front yard fencing is permitted on any lot (except for Lot 19 and Lot 20, see note below). On corner lots, no fencing shall be installed closer than the distance equal to the required side yard from the flanking street property line. Fencing is to be approved in conjunction with house approval.

Fencing requirements:

- Fencing materials must be of typical wood fence panel only.
- Solid board panels or chain link fence are not allowed.
- Step to allow for grade changes
- Stained (include color specification with application)
- Be neighbor friendly – no visible backer rails or posts to either face of fence

### **Note: LOTS 19 and 20, only**

As per PLA Guidelines from the Sooke Regional District, a fence must be constructed along the entire property lot line between Lots 19 and 20 for the common walkway corridor to Proposed Park Area

## 24. Landscaping

At least 30% of the front yard must be landscaped. Indication of the landscaping coverage must be noted and submitted with the House and Landscape Approval Application.

- **Street Tree Planting**

Street trees shall be planted in boulevards as described on drawing "L1-R1, Landscape Street Tree Plan" which has been approved by the District of Sooke.

The location and species of the Boulevard tree must be denoted on site plan when submitted with the House Design and Landscape Application.



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The home owner / house builder shall adhere to the specifications for: tree species, tree size, topsoil, planting, staking, mulching and applications of deer repellent.

Trees shall be planted in positions as shown on the plan, or if modifications are required due to site conditions, maintain distances from water meter, street light poles and underground utilities as noted on the Plan.

The home owner shall be responsible for watering and tree health until acceptance by the District of Sooke.

- **Grass boulevards**

The home owner / house builder shall replace the native soil previously placed by Farrell Estates Ltd with 150mm firmed depth of imported topsoil for grass, (to meet Type 2L as described in the BC Landscape Standard, specification is included in Appendix A), over which shall be placed Turfgrass Quality No. 1 Premium sod or grass seed, Evergro "Show Case Lawn Seed" or similar.

The grass boulevard adjacent to the lot shall be maintained by the homeowner in perpetuity. No parking pads with gravel are allowed in boulevard. Boulevard is to be seeded with grass and contain a tree. Please refer to landscape schematic for general placement of boulevard tree. Note that security deposit will not be returned until this complies with guidelines and has been completed

- **Front Yards**

Front yards shall be landscaped with a combination of lawn and plantings within 6 months of occupancy. A minimum of 30% of the front yard area shall be planted with a mix of tree / shrub / perennial plants in an attractive arrangement.

A front side yard landscape strip of a minimum of 2' fee shall be included in the garden plan, so that two adjoining lots have a 4' wide planted buffer between driveways and laws.

- **Irrigation**

An automatic underground irrigation system is not a requirement but is strongly recommended.

- **Landscape Plant Selection and Recommendations**

Plant selection is the homeowners choice, refer to Appendix B for a list of garden plants which are suitable for the local climate and are less attractive to deer.



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## APPENDIX A

TOPSOIL SPECIFICATION FOR STREET PLANTING PITS & GRASS BOULEVARD	
	2L - TREE PLANTING, PLANTING & LOW TRAFFIC LAWN AREAS % OF DRY WEIGHT OF TOTAL GROWING MEDIUM
COARSE GRAVEL	0 - 1%
ALL GRAVEL	0 - 5%
	% OF DRY WEIGHT OF GROWING MEDIUM EXCLUDING GRAVEL
SAND	50 - 70%
SILT	10 - 25%
CLAY	0 - 25%
CLAY & SILT COMBINED	MAX 35%
ORGANIC CONTENT	3 - 10%
ACIDITY (pH)	6 TO 7
DRAINAGE	PERCOLATION SHALL BE SUCH THAT NO STANDING WATER IS VISIBLE 60 MINUTES AFTER AT LEAST 10 MINUTES OF MODERATE TO HEAVY RAIN OR IRRIGATION

Soil tests can be obtained from Pacific Soil Analysis Inc. 5 - 11720 Voyageur Way, Richmond, BC, V6X 3G9, tel. 1-604-273-8226

## APPENDIX B

Selection of garden plant species.

	BOTANICAL NAME	COMMON NAME	COMMENTS
<b>Trees</b>	<b>Deciduous</b>		
	Betula papyrifera	Paperbark birch	Native species



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BOTANICAL NAME	COMMON NAME	COMMENTS
Parrotia perisca	Ironwood tree	Drought tolerant
Quercus garryana	Garry oak	Native species & drought tolerant
Robinia pseudoacacia "Frisia"	Golden False Acacia	Drought tolerant once established
<b>Coniferous</b>		
Calocedrus decurrens	Incense cedar	Drought tolerant once established
Picea omorika	Serbian spruce	Drought tolerant once established
Pinus cembra	Swiss Stone Pine	Drought tolerant once established
<b>Shrubs</b>		
Choisya ternata	Mexican orange blossom	Evergreen
Berberis thunbergii	Barberry varieties	Drought tolerant once established
Mahonia aquifolium	Tall Oregon Grape	Native species, evergreen & drought tolerant
Pinus mugo	Mountain Pine (large shrub)	Evergreen & drought tolerant
Potentilla fruticosa	Potentilla varieties,	Drought tolerant
Prunus lusitanica	Portuguese laurel (large shrub)	Evergreen & drought tolerant once established
Ribes sanguineum	Flowering red currant	Native species & drought tolerant
Rosa rugosa varieties	Shrub rose	Drought tolerant
<b>Perennials &amp; Ground covers</b>		





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	BOTANICAL NAME	COMMON NAME	COMMENTS
	Geranium macrorrhizum	Common cranesbill	Drought tolerant
	Euphorbia characias subs. wulfenii	Mediterranean spurge	Evergreen & drought tolerant
	Lavandula spp.	Lavender, all varieties	Drought tolerant
	Knifophia uvaria	Red Hot Poker	Drought tolerant once established
	Rubus calcynoides	Creeping raspberry	Evergreen & drought tolerant once established
<b>Ornamental grasses</b>	Calamagrostis x acutiflora "Karl Foerster"	Feather reed grass	Drought tolerant once established
	Festuca glauca	Blue fescue	Drought tolerant once established
	Helictotrichon sempervirens	Blue oat grass	Drought tolerant
	Miscanthus sinensis "Gracillimus"	Maidenhair grass	Drought tolerant once established

**The damage deposit will not be refunded until landscape plan is submitted and approved.**

## 25. Retaining Walls

Should retaining walls of any sort be required to separate grades, provide for proper drainage, etc., a separate approval will be required from the Developer. In this regard, approval for any retaining wall will be dependent on the type and colour of material contemplated and the height and location for the wall. Walls in excess of two (2') feet in height will also require the approval of the Developer prior to building the wall. Walls more than four (4') feet in height will also require engineering certification.

The property owner of the higher level lot is responsible for supply and installation of any retaining walls. Terracing is preferred, using rock or brick as well as concrete walls faced with cultured stone or exposed aggregate to match and complement the exterior of the home.

All rock retaining walls must be mortared and flush. No boulder stacking allowed.



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## -26. General Requirements

- a) No dwelling shall be occupied by any person unless and until an occupancy permit has been issued by the District of Sooke.
- b) There shall not be stored, kept, nor permitted to be kept or stored, on any lot, or on any road or street adjoining any lot, junk or wrecked or partially wrecked motor vehicles or any salvage materials, or goods intended for commercial use or sale, nor shall any waste or refuse, be kept or stored upon the subdivision.
- c) A clean building site should be maintained as much as possible and storage or emission of any nuisance material is not permitted by District of Sooke Bylaw.
- d) No Owner or occupier of any lot shall keep or permit to be kept, any farm or fur bearing animals of any type or description, except for domesticated household pets, which pets shall not be permitted to run wild or uncontrolled within the subdivision.
- e) No visible clotheslines are permitted.
- f) No overhead wiring is to be run from residence to outbuildings.
- g) No granular material is to be stored on the roadways and no construction equipment other than rubber tired is allowed on roadways. All dirt must be cleared from roadways within 24 hours, or the Developer may have the cleanup done at the expense of the Owner with these costs being deducted from the \$7500.00 Damage Deposit.
- h) Satellite dishes, antennas, etc., can take away from the overall aesthetics of the development and therefore, must not be installed on any part of any lot that faces or flanks a roadway or is visible from a roadway.
- i) Prior to the issuance of a building permit, the Owner shall deliver a fully executed, written copy of his agreement to abide by all the aforementioned design guidelines and restrictions.
- j) Electrical meters are to be as inconspicuous as possible.
- k) Metal vents, should be installed on a rear roof slope or wherever least visible to public view.
- l) No trailers, commercial vehicles, recreational equipment, van conversions or vehicles exceeding 1 ton, or similar property shall be parked or stored on a lot for longer than a 24 hour loading and unloading period. Boats and RV parking are permitted on the Lot if parked, placed or situated behind the front line of the principal building or in an area screened from public view.
- m) All sheds or ancillary structures must match the house colours, finishes, and trim. They must be located in the rear yard only and only one shed or ancillary structure is permitted per lot.
- n) Composters must not be installed on any part of any lot that faces or flanks a roadway or is visible from a roadway.

## 27. Construction Practices

Development and construction activities alter the existing environment; however, elements of the natural environment such as trees, ravines, water quality and air quality are desirable in an urban setting. It is in the public interest to maximize these environmentally sound construction practices.

All construction debris shall be removed from the Development. No burning shall be permitted.

Time shall be of the essence in removing debris from the site. If not removed in a timely fashion, the Developer may remove construction debris and charge the expenses incurred to the builder.

The Owner is required to clean his lot weekly and maintain the abutting street in a clean and orderly fashion during construction and marketing. No material or debris may be stored on adjacent lots. An Owner found



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negligent will be charged for clean up carried out by the Developer.

Care must be taken to minimize the transfer of mud from the site onto the road. Excavators moving from one site to another must not be walked along the street.

The Owner shall clean the sidewalk and road in front of each lot weekly during the course of construction or more often as required.

The Owner is responsible for any damage to the road, curb and sidewalk incurred by construction equipment and delivery vehicles during construction.

## 28. Limits of Liability

In the event of any breach of one or more of the aforementioned design guidelines and restrictions, the Developer shall have the right, but shall not be obligated, to enter upon any lot and abate or cure, at the expense of the Owner of the lot who is in such breach, any such breach capable of abatement or cure, and such Owner shall pay the Developer in such abatement or cure and such costs shall constitute a charge upon such Owner's lot and may be collected by the Developer in a court competent jurisdiction. The foregoing is in addition to any other legal remedies the Developer may have to enforce compliance with this Building Scheme.

Neither the Developer, his agents, nor his employees, shall be obligated to enforce these guidelines, or be under any liability in that regard. **The Developer has absolute authority to update these guidelines from time to time at his own discretion.**

Nothing herein contained shall be construed or implied as imposing on the Developer, his agents or employees, any liability in the event of non-compliance with, or non-fulfillment of, any of the terms, restrictions and benefits set forth herein and no liability or responsibility whatsoever shall be incurred by the Developer, his agents or employees, in the performance or non-performance of their rights and obligations herein.

The Developer reserves the right to grant special approvals on house designs for specific lots which do not comply with the provisions set out in the building scheme in all respects if, in the opinion of the Developer, the design is architecturally acceptable; and upon any such approvals being given, the provisions of this building scheme shall be deemed to be modified, amended or enlarged to allow for such special approvals on such specific lots.

The restrictions set forth in this building scheme shall be in addition to and not in derogation of the bylaws, from time to time, of the District of Sooke, any development agreement between the District of Sooke and the Developer, and the obligations and liabilities imposed by statute or common law on the owners and occupiers from time to time of the lots, all of which shall be duly observed and complied with.

The Owner must make application for approval from the Developer before submitting plans to the District of Sooke for a Building Permit. To make an application, the Owner must one (1) set of construction drawings to the Design Coordinator within three months (3 months) of property purchase.

A Fee of \$750.00 plus GST/PST payable to the Design Coordinator will be used for the purpose of Plan Approval. This \$750.00 Fee allows for a one-time plan submission, a one-time plan revision and one final inspection. If, in the case that further revisions or inspections are required, an additional fee of **\$100.00** per occurrence will be charged.



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**The application must include:**

- House Plan and Landscape Approval application and Guideline Checklist
- One (1) set of construction drawings including:
  - I. Exterior specification details including elevation(s) denoting exterior finish and color scheme (Brand, color reference, and color chip) and placement
- One (1) copies of the Site/Landscape plan including:
  - i. Set backs, easement locations, property line dimensions
  - ii. Driveway, walkway, patio locations, material finish, retaining walls and lot grading
  - iii. Outbuilding locations (if any)
  - iv. Landscaping of front lot, showing areas of lawn, planting beds (30% of front yard), location of boulevard tree or others including species
  - v. Location of fences, indicating height and design and materials

The application can be submitted digitally, and once received an invoice in the amount of \$787.50 (\$750.00 plus gst) will be issued and payment can be submitted. The application, plans and documents will then be assessed and reviewed to determine if criteria has been met.

**DIGITAL SUBMISSION TO THE FOLLOWING:**

**Mike Dunsmuir, architectural design co-ordinator**  
**Ross McPhail, developer**  
**Oliver Katz, listing agent**

**info@steponedesign.ca**  
**rmcphail@farrellestates.com**  
**oliver@oliverkatz.com**

**PLEASE NOTE:** Incomplete submissions will be returned without review. The Developer will retain one copy of the approved drawing for his records.

The damage deposit will not be returned until the application guidelines are fulfilled. Please refer to House Plan Approval Checklist to verify requirements. Checklist must be signed off by authorized Design Coordinator PRIOR to commencing with any work on the purchased lot, and prior to submission for building permit. The deposit may be forfeited if any of the checklist requirements are not met.

For the purposes of these Development Guidelines, a Purchaser who has entered into an unconditional agreement for the initial purchase and sale of a lot within the Development shall be considered as an Owner.

**Commencement of construction or alteration to plans without approval from developer or failure to submit application for approval prior to commencement of construction will result in forfeit of deposit.**

**Schedule of Responsibilities**

<b><u>Function / Contact Person</u></b>	<b><u>Company / Address</u></b>	<b><u>Telephone / Email</u></b>
Engineer		T-
Surveyor		T -
Architectural Design Coordinator Mike Dunsmuir	Step One Design 817 Rogers Way Victoria, B.C. V8X 5L1	T – (778) 433-1434 info@steponedesign.ca
Landscape Design Coordinator Carole Rossell carole@smallandrossell.com	Small and Rossell Landscape Architects 3012 Manzer Road, Sooke, BC V9Z 0C9	T – (250) 642-6967



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## **HOUSE PLAN AND LANDSCAPE APPROVAL CHECKLIST**

LOT NUMBER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

LOT OWNER: \_\_\_\_\_

CONTACT (ph) INFO: \_\_\_\_\_ (email): \_\_\_\_\_

- One (1) set of construction drawings , in pdf format
- Exterior specification details including elevation(s) denoting exterior finish and color scheme (Brand, color reference, and color chip) and placement in pdf format
- One (1) copies of the Site/Landscape plan in pdf format including:
  - Set backs, easement locations, property line dimensions
  - Driveway, walkway, patio locations, retaining walls locations and lot grading, outbuilding locations
- Landscaping of front lot, showing areas of lawn, planting beds (30% of front yard), location of boulevard tree or others including species
- Location of fences, indicating height and design and materials
- Submission fee of \$787.50 (\$750.00 plus gst)

APPROVED: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_

**The damage deposit will not be returned until the application guidelines and requirements are fulfilled. and application has been approved.**