



# ARCHITECTURAL DESIGN GUIDELINES

OCTOBER 2007

## 1.0 INTRODUCTION

Forest Crowne is a unique residential resort community offering panoramic views with gracious and dramatic housing opportunities in a mountain setting. It is easily accessible from Kimberley's downtown core and all of the recreational opportunities available to this spectacular area.

Forest Crowne residential community is located on a series of treed plateaus, with regional trails and hiking trails right outside your home including the Kimberley Nature Park which abuts the perimeter of Forest Crowne. Privacy and spectacular scenery make this area the finest in residential resort living. Forest Crowne is situated close to existing and developing ski and golf resorts offering year-round activities.

## 2.0 DESIGN GUIDELINE OVERVIEW

These Design Guidelines are standards which, when followed, contribute to the highest quality of design by blending the homes with the environment and the surrounding topography. House designs should provide architectural elements that stand the test of time.

United's goal is to create an atmosphere that will protect the integrity and value of each resident's investment.

The design of your house and its site should take inspiration from Forest Crowne's natural setting and respond to it. It should optimise the lot's characteristics, slope, tree growth and its views. It should respect and respond to its neighbours and nature.

The primary objective of these guidelines is to help you design your house in the unique setting which is Forest Crowne. There are checklists of items that need attention to attain the special character that will be the Forest Crowne community in Kimberley.

United will use its best efforts to maintain the standards set out in these Design Guidelines. In working toward this, United's Architectural Coordinator will be available to the owner/builder to acquaint him with the expertise and knowledge that has been acquired during the planning and development of the Forest Crowne community.

Each owner is responsible for complying with and meeting the criteria of the Design Guidelines. These include:

- ✓ lot building envelope/contours/topography
- ✓ design elements
- ✓ Provincial building codes
- ✓ City of Kimberley bylaws (Appendix E) and codes
- ✓ BC Fire Smart Home Owners Manual

These and any other code compliances are entirely your responsibility.

United may, from time to time in its sole discretion acting reasonably or as required by any governmental authority, change, vary or modify these Design Guidelines.

### 3.0 GENERAL REQUIREMENTS

Builders/owners shall comply with the following series of general requirements:

- 3.1 The development of your single family home is required to commence within four (4) years of lot purchase.

Please note; if construction does not immediately occur, it is the lot owners' responsibility to ensure the lot is maintained and free of debris; non-complying trees/growth or any anything else that may be an eyesore to the streetscape.

Vacant lots shall not be used for storage of trailers or other such motor vehicles.

- 3.2 Design, by qualified house designers, is to be in accordance with the Site Planning Guidelines (4.0), Building Guidelines (5.0), and Landscape Guidelines (6.0) and all general notes detailed on the Building Grade Plan.

- 3.3 Construction completion of the building by a qualified builder is required within 12 months of commencement.

Construction completion of the landscape is required within 18 months of commencement. Completion in these guidelines means the completion of the building exterior, driveway and landscaping for final acceptance.

- 3.4 All costs associated with the construction of a home are full responsibility of the builder. These costs may include, but are not limited to, complying with regulatory agencies (i.e. municipal bylaws, building codes, etc), complying with these architectural guidelines, connection to municipal services, engineering requirements (i.e. sump pumps, concrete types, foundation requirements, etc), or additional upgrades within the home to improve municipal services (i.e. surge protectors, water filtration systems, etc).

- 3.5 A design coordination/review process has been established to enable the owner/builder to work with, and understand the intent of the Design Guidelines. It is a simple two (2) part process as outlined:

- 3.5.1 PART ONE (1) - PRELIMINARY CONSULTATION  
(Refer to Appendix A)

- .1 A pre-approval discussion is suggested to clarify the intent and application of the Design Guidelines, review/approval process, development procedures and scheduling. The owner/designer is to provide preliminary lot development concepts, which will be reviewed relative to the existing lot and key site factors:

- building envelope, landscape restoration area, & natural tree preservation area (NTPA)
- grade/drainage patterns
- house type, special foundation requirements
- existing vegetation (tree, shrub and ground cover) detailing compliance with Wildfire Covenant.
- aspect/orientation - wind exposure; viewing opportunities
- unique features - opportunities or constraints

.2 Submit the security deposit, as part of the Design Review Process.

A security deposit of \$5,000.00 (five thousand dollars) per single-family building is specified and due upon the commencement of the review process or upon the lot payout, whichever comes first. This deposit may be spent to remedy any non-compliance with these Design Guidelines and will not bear interest.

### 3.5.2 **PART TWO (2) - APPLICATION FOR DESIGN REVIEW** (Refer to Appendix A in addition to the following)

.1 Submit Design Review Application Form

.2 Submit 2 sets of construction drawings and support documentation, including but not limited to:

- Plot plan (Survey) (1:200 metric) (1/16");
- Roof plan and floor plans (1:50 metric)(1/4");
- Exterior elevations (4 min.)(1:50 metric)(1/4");
- Sections (2 min.) through site and building (1:100) (side PL to side PL; rear PL to front road CL);
- Slope adaptive foundation plan may be required based on the complexity of the contoured land;
- Drainage plan with proposed flow patterns (1:100);
- Alterations to the Natural Tree Preservation Area (NTPA) to comply with the Wildfire Covenant
- Construction limits - temporary fence location plan (noting access, stockpile areas, toilet, garbage bin ...);
- Sample/colour board may be required (8.5" x 11") for exterior finishes;
- A construction schedule may be required.

.3 Plan showing easements including legal description, for example: driveway (as required), tree preservation zone, etc. Site review of house location, stockpile areas, existing landscape;

.4 Receive design approval in writing and stamped drawings.

.5 Submit Request for security deposit refund.

- .6 Final inspections of exterior and grading (Appendix "B").
- .7 Approval or rejection of exterior and grading.
- .8 Refund of deposit (less damages & non-compliance).

#### 4.0 SITE PLANNING GUIDELINES

In general, site planning of your lot will be largely influenced by a major focus on the management of the Natural Tree Preservation Area (NTPA), managing the large tree growth and the delicate ground cover in accordance to the Wildfire Covenant registered against the lot. It is important to remember that the alpine landscape is fragile and it will take years to naturally mitigate any impacts to site and vegetation.

Your lot will have a defined Natural Tree Preservation Area (NTPA) and building envelope shown on the lot Information provided by United Inc.

- 4.1 A lot plan at 1:200 metric illustrating: the lot property lines, legal corner notes, adjacent lots, road right-of-way, driveway location and the NTPA, should be provided by the builder.

A building grade plan is available for establishing an appropriate house location relative to existing corner grades, existing utility drops, suggested front grade, lowest top of footing elevation and other requirements that must be considered at the time of design. Your site design will confirm driveway location, servicing connections, power boxes, geotechnical setbacks, tree preservation areas, street light standards and any other requirements noted in the general notes section of the building grade plan.

Although this lot plan is based upon an on-site survey, it is not warranted as to its absolute accuracy.

- 4.2 Each lot contains a Natural Tree Preservation Area as noted on the building grade plan. It is critical to understand that this area is to undergo as minimal disturbance as possible and shall only be altered to ensure compliance with the Wildfire Covenant. It may include a wildlife corridor or geotechnical setback. This NTPA is set aside to maintain the mature alpine character of Forest Crowne.

Side and front yard areas are to be restored to comply with Wildfire Covenant and best exemplify the natural surroundings of Forest Crowne.  
(Re: Landscape Restoration Area 4.5)

During construction the entire NTPA should be temporarily fenced to prevent any vehicles from entering, material stock piling and construction activity access that could impact surface vegetation and the soil profile are prohibited.  
(Refer: Construction Limits - 4.13)

- 4.3 The building envelope is the maximum extents within the lot in which a house can be situated. It is the area within the lot defined by the below setbacks:
- **Front yard:** Preferred setback, 8.0m from front property line to front of house. This may be reduced to 6.0m to limit clearance into the NTPA.
  - **Side yard:** Minimum of 3.0m on both sides and a minimum of 6.0m from side property line on all street corner flankage lots unless a larger setback is required for utility right of ways.
    - Lots with less than 19.72m in width as noted on the Marketing Plan, the side yards may be lessened to accommodate a 45 foot wide home. A narrower home may be required to comply with City by-laws. In such cases, the lessened side yard is recommended to be on the garage side of the lot.
  - **Rear yard:** House locations are encouraged to be situated to best limit the amount of clearance of the NTPA, as required by the Wildfire Covenant. Ideally, a 10.0 meter distance from the house to the NTPA line noted on the building grade plan.
- 4.4 The landscape restoration area is created by the actual development of your house. It is the disturbed area within and surrounding the building envelope due to construction activity. It is typically visible from adjacent properties, streets, or public spaces and must be restored to complement the adjacent Natural Area while complying with the Wildfire Covenant registered on the lot title.
- 4.5 Wildlife easements/setbacks are required to maintain the integrity of wildlife movement corridors through Forest Crowne. If a wildlife corridor affects your site it will be shown on your lot information.
- 4.6 Slope stability setbacks are sometimes required to ensure foundation stability adjacent to steep slopes. If your site is affected by a geotechnical setback, it will be shown on your lot information (building grade plan) or refer to the title of your lot for further details.
- 4.7 The siting of your home should take maximum advantage of the natural and manmade characteristics of each lot. Ensure suitable access off the street, plan with the natural grade, incorporate sun angles, views, and consider your neighbours; each home should be designed to minimize overview and/or overshadowing of your neighbours.
- 4.8 Lot grading and drainage are responsibilities of the owner/builder. Careful consideration of grading in the Landscape Restoration Area is required to ensure a natural transition into NTPA. Drainage swales and retaining walls, if required, must be carefully designed to conform to the overall site grading and drainage plan and to enhance the site's natural feeling.
- Lot grading is to generally follow the natural slope of the land. Slope adaptive housing design is a part of quality design. Specific lots throughout Forrest Crowne will require special foundation requirements based on the complexity of the land and its contours.

- Natural drainage should not be obstructed. Your residence and other improvements should be sited to avoid drainage courses. If there is no realistic alternative, natural appearing swales are permitted.
  - Surface runoff control during, or as a result of construction, will require special precautions for flow and erosion control such as straw bales and silt fences. These must be removed as construction is completed and landscape development occurs. Drainage before, during and after construction should appear to be natural.
- 4.9 Driveways are considered individual to each lot. The orientation of the doors of the garage and of the driveway is important to the quality of the mountain street character.
- Driveway entrances to the street should be a maximum of 4.0 metres (13.1 feet) wide at the carriageway edge.
  - Driveways and aprons are to be asphalt surface as a minimum.
  - All homes shall be designed to accommodate the garage locations as detailed on the building grade plan.
  - Side drive garages are required on all homes with front attached or detached garages. Only if the garage is situated in a location where the doors will not dominate the streetscape, may it be a front drive. (i.e. rear yard, setback from or flush with the front façade, etc.)
  - The owner is responsible to maintain the natural lot boulevard and road right-of-way drainage.
  - Winter salting of driveways or pathways is not permitted in order to protect wildlife, trees and vegetation.
- 4.10 Entrance walkways are to be incorporated within the driveway. Appropriate walkway materials may include stone, limestone, cast in place concrete and sidewalk patio blocks.
- 4.11 Construction limits are to be shown on the site plan illustrating the location of the temporary fencing to be installed by the builder prior to construction of the building. The fence protects the NTPA and defines the work area during construction where all activity is to be maintained. Keep the fencing upright and aligned throughout the construction process.

## 5.0 BUILDING DESIGN GUIDELINES

In general these building design guidelines are intended to assist you in realizing a design that begins to create architecture that belongs in Forest Crowne. The intent is to achieve a sensitive integration of building masses into the landscape, merging with and becoming part of it. This may be accomplished through the use of appropriate materials, colours, forms, and planning. Good design is also being a good neighbour in the planning and architecture of your residence.

Forms and masses are to conform to the existing slopes and site conditions. Roofs are to be used to aesthetically minimize the building bulk, e.g., including second floor spaces within a roof volume, lofts.

- 5.1 Building Size: Minimum of 1150 ft<sup>2</sup> for bungalows and a minimum of 800 ft<sup>2</sup> on the main floor are required for two-storey buildings. Maximums are established by required setbacks, height restrictions and good design to fit within your lot.

Good design within your building envelope will ensure a high quality environment.

- 5.2 Residential elevations cannot exceed 9.1 metres (30 feet) in vertical height. (Heights are measured in accordance with the City of Kimberley Bylaw #1850 as amended from time to time.)
- Building heights should take advantage of the view opportunities, while at the same time be sensitive to adjacent neighbours, the land slope, adjacent tree growth, and be in accordance with the City of Kimberley Bylaw as amended from time to time.
- 5.3 Roof pitches are to be a minimum pitch of 7/12. Dormers are encouraged.
- 5.4 Parking for two vehicles is mandatory on each site. A two car attached or detached garage is the minimum requirement. Particular care must be given to the design and orientation of the garage itself. Garage doors should not dominate the street face of a residence; they must be angled away from the street view unless the garage is flush or situated further back of the homes front façade. A protruding front attached or detached garage with the door facing directly on the street is not permitted. Side drive triple garages are acceptable, provided the single car garage door is offset 2'-0" from the double garage door. The wall facing the street of a side drive triple garage must be detailed to match the house. All garage locations are to be in accordance the building grade plan.
- 5.5 Privacy screen walls enclosing or screening patios and courtyards must be within the building envelope and be constructed of the same materials with complementary or the same finishes as the house itself. They must also be discontinuous in appearance, not over 4.0 metres (13 feet) in a single line or panel and 1.5 metres (5 feet) maximum in height.



5.6 Exterior finishes for the various building faces, walls and roofs, must adhere to regulations set forth in the Fire Smart Home Owners Manual and the Wildfire Covenant detailed on the lot title, in addition, designs are to incorporate the following notes but do not supersede the aforementioned documents:

- Non-reflective materials are to be used, including non-reflective glazing.
- Colour selection is intended to enable the Forest Crowne community, when viewed from the valley, to merge within its natural setting. In order to achieve this objective, colours are to be in earth related tones, ranging from weathered driftwood (a very light grey) through to mocha brown (a rich earthy brown). Forest green and warm slate blue greys and related tones may be considered, at the discretion of the design coordinator.
- Materials for roofs may be metal with non-reflective standing seam flat finish, asphalt shingles, flat concrete or rubber tile, slate or other cut stone.
- Materials for exterior walls may be stained heavy timber or logs, painted fibre-cement lap siding (ie.Hardi Plank), cultured stone and stucco.

Vinyl siding may be considered on the basis that it will conform to the Wildfire Covenant; the minimum specification to be that of "Mitten's InsulPlank" series, or similar by a competitor.

United Inc reserves the right to approve all siding profiles and colour schemes on an individual lot basis.

- Exterior lighting must be designed to enhance the rural mountain atmosphere that is Forest Crowne. It should not interfere with others enjoyment of the night time panorama of the sky and the valley below. Lighting on individual lots must be limited to a small area within the building envelope, with low intensity non-glare fixtures. Uncovered light fixtures or non-focused, non-downward lighting fixtures are not permitted.
- If any alternative materials are desired, they must be a material that complies with all Fire Smart Building Guidelines and follow the integrity of the Forest Crowne Design Guidelines.
- It is the responsibility of the builder to ensure all aspect of the home conforms to all wildfire documents.

5.7 Building accessories are those various attributes of residential living that are part of the homelike atmosphere of each residence. The following elements are often used on residences and the following suggestions are directed as to how they may be used in Forest Crowne.

- Satellite dishes may be used if 600 mm (24") diameter and screened by plantings from adjacent street, neighbouring property and walkway views. Satellite dishes must be located within the Building Envelope.

- Solar applications are encouraged when integrated into the surface in which they are mounted. “Add-on” type applications are discouraged.
- Address identification is suggested to be near the road by the driveway for emergency response purposes. Addresses must be visible from the street.
- Garbage must be managed to prevent access from wildlife as required by the City of Kimberley, for example: no garbage is to be put outside of buildings until four hours before pickup. Compost containers and bird feeders are not recommended because they can attract bears and other wildlife.
- Recreational facilities such as tennis courts and swimming pools are not recommended and shall not be constructed within the defined NTPA
- Out buildings such as a sauna or garden shed are to be developed to coordinate with the architectural motif/finish of the principal residence and or building. They are to be located within the building envelope.

5.8 Compliance with other regulations: It remains the responsibility of the owner/builder to ensure that the construction of any buildings on the site conforms with Federal, Provincial, or Municipal laws, regulations, bylaws or other enactments, and any encumbrances affecting the title to the property, including, without limitation, utility rights-of-way, easements and restrictive covenants and all requirements outlined in the grade slip and the bylaws of the City of Kimberley.

## 6.0 LANDSCAPE DESIGN GUIDELINES

A significant part of the character that is Forest Crowne is its natural setting - mountains and natural vegetation. The flora is fragile, given the extremes of our long winter and short summer growth conditions. It is also an important ingredient in the setting, the context for your residence. However, it is also critical to understand that home construction within a natural environment has its risks of wildfires as well. Therefore the BC Government has published a Home Owners Fire Smart Manual to help reduce damage to your property should a wildfire strike. This document can be obtained through the local Fire Chief’s office or online.

The goal of Forest Crowne is to maintain the existing natural environment to the fullest extent possible while conforming to The Fire Smart Home Owners Guidelines and the Wildfire Covenant registered on your lot title. These two documents shall supersede the Architectural Design Guidelines if any possible conflicts occur.

These guidelines have previously referred to Natural Areas, Building Envelopes, Landscape Restoration Areas, Construction Techniques and allowances that are necessary to protect and enhance the landscape. The following notes are further detail for your compliance.

- 6.1 The Natural Tree Preservation Area (NTPA) is the rear ten meters of your lot that has been left as is. This area is a significant part to maintaining the natural forest setting; it should only be altered to conform to the aforementioned documents.

No stockpiling of any materials is permitted in the tree protection zone.

No weed spraying is permitted in the natural areas.

- 6.2 Tree planting is encouraged as a part of your lot and house design process. They should be planted in loose groupings conforming to the aforementioned documents and be of the indigenous plant material as noted in Appendix "D". Non-native ornamental trees are not recommended. Avoid formalized lines or patterns of trees and hedges.
- 6.3 Lawn areas of typical suburban variety are permitted, however are not encouraged to dominate the entire restoration area; if created, should be planted with the Forest Crowne mowable seed mixture. No lawn areas are permitted inside the unaltered NTPA.
- 6.4 Retaining Walls are to be constructed so as to take on the appearance of the house detailing or be built of a complementary material. All such walls must be constructed completely within the building envelope and meet the following requirements:
- .1 The exposed height of wall shall be a maximum of 1.0 metre (3.28 feet).
  - .2 If more retaining height is required, then a stepped construction is necessary.
  - .3 Planting is encouraged adjacent to and within the terrace areas of the retaining wall to minimize the visual impact.
- 6.5 Fencing in any continuous form is not permitted on residential lots to avoid restrictions to wildlife movement. Chain link dog runs are permitted when constructed within the building envelope area only and shouldn't be visible from the street. Pet safety and protection should be seriously considered during design of any pet run.

## APPENDIX A

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### PART ONE

#### SUMMARY REQUIREMENTS:

#### DESIGN REVIEW REGISTRATION AND PRELIMINARY CONSULTATION

##### 1.0 PRELIMINARY CONSULTATION

- 1.1 A preliminary consultation is suggested at the start of the design review and approval process, prior to preparing any detailed drawings for the proposed improvement. In preparation for the site and building design and in turn for this meeting, the owner and/or his designer shall prepare and confirm an accurately detailed inventory of the existing site conditions. Based on the Lot Information provided by Forest Crowne, this should include grades, property lines, existing vegetation (Natural Tree Preservation Area), driveway access, visual characteristics and views, buffer requirements and unique features.

The owner and/or his designer should prepare preliminary concepts for the proposed development (site plan options illustrating how the development might orient on the site, elevations and/or sketches) and have them available as they discuss with the Design Coordinator. The concepts reflecting the proposed development can be discussed relative to the existing site conditions, the building requirements and to ensure a clear understanding of the Design Guidelines. This informal discussion can then offer guidance prior to the refinement of the design.

- 1.2 A SECURITY DEPOSIT is required to be submitted in conjunction with the lot development registration form. This will initiate the Design Review/Approval Process.

The Design Coordinator will not provide any formal review until the Lot Development Registration Form and Security Deposit is submitted.

A Security Deposit of \$5,000.00 (Five Thousand Dollars) is required per single-family lot and due upon the commencement of the review process or upon the lot payout, whichever comes first.

This amount may be spent to cover the cost of damages or any non-compliance with these design guidelines. This deposit will be held by the Developer and will not bear interest for the benefit of the purchaser. Any residual monies will be returned, less any damages, at the completion of your construction, provided you have complied with these design guidelines. Non-compliance issues, beyond the scope of the normal process, may be charged as a lump sum cost of \$250 per issue/letter.

The entire Security Deposit (\$5,000.00 [Five Thousand Dollars] referred to above) may be used to complete any exterior elements in the event that they do not comply with these Design Guidelines. United reserves the right to spend more than the entire Security Deposit (\$5,000.00 [Five Thousand Dollars]).

## APPENDIX B

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### PART TWO

#### SUMMARY REQUIREMENTS:

#### Application for Design Review

##### 1.0 SUBMIT DESIGN REVIEW APPLICATION FORM

- 1.1 The Owner and/or his Designer will complete the attached Application for Design Review and submit it in conjunction with two (2) sets of plans and relative documents for approval. The submission shall include the plans and specific documents for all the proposed improvements contemplated on the Lot, as outlined in 3.4.2 of the Design Guidelines and elaborated as follows:
  - .1 Plot Plan showing the legal layout of the proposed building relative to the legal lot description. The plan shall be prepared by a registered legal surveyor, and identify the lot area, building area, percentage coverage, proposed top of footing, proposed front grade, proposed building corner grades relative to existing grades, proposed property line setback distances, driveway access location and any registered easements. A Real Property Report may be required after construction to illustrate the actual location of the building prior to Final Acceptance and deposit refund.
  - .2 Site Plan showing the location of the Natural Tree Preservation Area; Building Envelope; proposed building (and all other structures); driveway/access road; access walkway; parking areas; patios; retaining walls; utility service facilities and routes; site grading including existing and proposed contours and topographic features (drain-age, rock outcroppings); elevations of all building floors, patios, and terraces, shown in relation to the site survey information provided by Forest Crowne. The site plan should clearly identify the limit of disturbance and the proposed temporary construction fence location.
  - .3 Roof Plan and Floor Plans should show areas of roofs and all roof-mounted equipment such as air conditioning, solar collectors or antenna. Floor plans should clearly define the foundation location; any bay or projections; wall sections; split levels or second storey configurations; fireplace chimney; exterior door and window sizes.
  - .4 Exterior Elevations of all sides of the building and Sections, drawn in conjunction with the entire lot; front to back or 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 general colours should be indicated.

Lots with complex land topography, it is imperative that all plans accommodate the site specific contours of the land; this may require atypical foundation requirements that shall be incorporated into the house design.

- .5 Drainage Plan illustrated as part of/or to complement the landscape plan; showing the necessary action to maintain the natural drainage pattern, within the Landscape Restoration Area.
  - .6 Samples may be requested identifying the manufacturer's name, colour, and/or number of all exterior materials; colours; window and glass specifications; 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 in conjunction with the sample board.
  - .7 Development Schedule indicating approximate dates for starting and completion of construction, utility hook-up, backfill, exterior finishing, completion of landscaping, and anticipated occupancy date.
- 1.2 Final Endorsement: Upon receipt of the complete Application for Design Review and corresponding drawing/document submission, the United Design Coordinator will review the package for conformance to these Design Guidelines and to any previously defined stipulations.
- 2.0 PERMITS**
- 2.1 Securing a development permit/building permit is the responsibility of the Owner and/or Builder. Upon receipt of the United final approval and grade slip, the Owner/Builder can then submit reviewed construction documents to the City of Kimberley for a Building Permit.
- 2.2 Ensure the City's requirements for inspections are adhered to.
- 3.0 CONSTRUCTION PERIOD**
- 3.1 Upon receiving a copy of the Building Permit (from the City of Kimberley), the Owner shall commence the construction pursuant to the proposed drawings. If the Owner is unable to meet his start-up schedule, it may be necessary to re-submit to United for another review. Once United has ascertained that there has been no change in circumstances, the time for such commencement will be extended in writing by Forest Crowne.
- 3.2 Construction Start Up: Construction Commencement is to be in accordance with Clause 3.1 of the Design Guidelines. Appropriate excavation material and stockpile areas (if available), haul routes, and plant/topsoil stripping relocation

areas will be defined, prior to excavation. Specific site conditions as they exist prior to commencement should be noted and a detailed photo record filed.

- 3.3 Work in Progress Inspection: United will carry out unscheduled on-site inspections during construction to ensure compliance with the endorsed plans. Modifications may be requested in writing to accommodate changes. United will give notice of non-compliance if found.

Absence of such inspection and notification during the construction period does not constitute either acceptance by United of work in progress or of compliance with these Design Guidelines and the following construction procedures.

- 3.4 Re-submission of drawings will be required in the event of a major disagreement by United of either a preliminary or a final submission. Any re-submission of drawings must follow the same procedure as the original submission.
- 3.5 Additional construction and/or exterior changes will require approval by United. Construction shall be in accordance with the final submission approved by United and the issued City of Kimberley Building Permit. Any subsequent changes before, during or after the construction by the owner/builder, from these plans and permit, must be submitted to United and endorsed in writing. These changes will be subject to a \$75 change fee, payable to United.
- 3.6 Debris and trash removal will be undertaken by the owner/builder who shall clean up all trash and debris on the construction site at the end of each day. Trash and debris shall be removed from each construction site frequently and not be permitted to accumulate. Lightweight material, packaging, and other items shall be covered or weighted down to prevent their being blown off the construction site. Builders are prohibited from dumping, burying, or burning trash anywhere within Forest Crowne. During the construction period, each construction site shall be kept neat and clean, and shall be properly policed to prevent it from becoming a public eyesore or affecting other lots or any open space. Unsightly dirt, mud, or debris resulting from activity on each construction site shall be promptly removed and the site cleaned up.
- 3.7 Sanitary facilities should be provided by the owner/builder for construction workers. Portable toilets or similar temporary toilet facilities shall only be located within the building envelope.
- 3.8 Construction vehicles can not be parked on adjacent property or open space for any reason. It is the responsibility of the lot owner/builder to ensure there are adequate parking for their construction staff.

Private and construction vehicles and machinery shall be parked only within the building envelope or in areas designated by United. All vehicles shall be parked on one side of the roadway only in order that traffic flow not is restricted. There is no overnight on-site parking or camping by construction



workers permitted. Unattended trucks or trailers are not permitted overnight or on weekends.

- 3.9 Conservation of landscape materials is a primary concern and Builders are advised that the Lots and open spaces of Forest Crowne contain delicate native plants, trees and other natural features like topsoil, rock outcrops and boulders that should always be protected.
- 3.10 Excavation Materials are to be removed and hauled to designated sites within the development, as directed and confirmed on site by United. Builder is to contact United to coordinate and confirm designated dumping sites and times. A monetary fee will be required for access to this site.

Dumping or stockpiling on non-designated or non-approved locations is strictly forbidden.

- 3.11 Blasting, if necessary, will require the approval of United. Notice should be provided far enough in advance to allow United to make such investigation, as it deems necessary to confirm that all appropriate protective measures have been taken prior to blasting. No blasting or impact digging causing seismic vibrations may be undertaken without the approval of United. Applicable government regulations and approvals concerning blasting must be observed.
- 3.12 Restoration or repair of property damages as a result of construction operations will be mandatory. Typically, damage or scarring to natural areas and other property, including but not limited to general open space, other lots, roads, driveways, and/or other improvements will not be permitted. If any such damage occurs, it must be repaired and/or restored promptly at the expense of the owner/builder.
- 3.13 All Owners will be responsible for the conduct and behaviour of their agents, representatives, builders, contractors and subcontractors while on the premises of Forest Crowne. Furthermore, the following practices are prohibited:
  - .1 Changing oil on any vehicle or equipment on the site or at any other location within Forest Crowne.
  - .2 Allowing concrete suppliers, plasterers, painters, or any other subcontractors to clean their equipment other than at locations specifically designated for that purpose by United.
  - .3 Removal of any rocks, plant material, topsoil, or similar items from any natural areas within Forest Crowne, including other construction sites. United will not be able to provide loam to the builder/owner. It is the obligation of the builder/owner to ensure that the lot is properly graded and loamed.
  - .4 Using disposal methods or units other than approved by United.

- .5 Careless disposal of cigarettes and other flammable material. At least one ten pound ABC rated dry chemical fire extinguisher shall be present and available in a conspicuous place on the construction site at all times.
  - .6 Careless treatment or removal of any plant material not previously approved for removal by United.
- 3.14 Construction access during the time a residence or other improvement is under construction will be over an approved driveway for the lot unless United approves an alternate access point. In no event shall more than one construction access be permitted onto any Lot. Utility installation shall be coordinated with lot access construction.
  - 3.15 Dust and noise control shall be the builder's responsibility.
  - 3.16 Construction signage (temporary) shall be limited to one sign of approximately six square feet of surface area. Signs shall be located within the building envelope and shall not be nailed or mounted on trees.

#### 4.0 FINAL ACCEPTANCE

- 4.1 A final inspection will be requested in writing by the owner/builder, upon completion of the exterior of the building and landscaping, or any other improvement, which United has endorsed.

Within such reasonable time as United may determine, from receipt of such written notice of completion, a final inspection will be carried out by United which will confirm conformance to the Design Guidelines and the endorsement previously granted. Upon receipt of the final inspection form, a list of deficiencies will be issued which the builder must complete prior to release of the security deposit. The builder will immediately rectify all deficiencies and request a second site inspection by United. Should inspections be required after the second visit, a fee of \$250 per inspection shall be deducted from the security deposit.

- 4.2 United will issue the final acceptance and return the security deposit, less lot damages or any other deficiency charges, when the construction complies with the endorsed building and landscape plans, and when all, if any, noted deficiencies are remedied complete.

#### APPENDIX C

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FOREST CROWNE

Construction Management Plan

The Construction Management Plan has been developed for all of the phases of Forest Crowne development in Kimberley in accordance with the City of Kimberley General Municipal Plan policies. These guidelines will apply to major construction. Major construction is defined as the initial clearing, road construction, utility installation, slash chipping or burning and construction of buildings three storeys or higher for either residential or commercial purposes. This Construction Management Plan does not preclude the design guidelines for Forest Crowne. Specific Construction Management Plans, based on the general contents of this plan, may be required by the City of Kimberley in conjunction with the development permit process on specific sites.

### **Wildlife**

1. No harassment or attraction of wildlife will be tolerated.
2. Sighting of any bears or other large carnivores should be immediately reported by the foreman to a British Columbia Environmental Protection, Fish and Wildlife.

### **Trees/Vegetation/Natural Areas**

1. Tree cutting will minimize any impact beyond the construction site perimeter. Wherever possible, trees are to be felled into the construction site, rather than outwards.
2. Soil moving and recovery will be sensitive to the existing vegetation and will be undertaken in a manner to not severely damage shrubs and trees.
3. Where required, the Contractor will protect down slope vegetation from damage during construction, in a manner satisfactory to the City of Kimberley.

### **Construction Practices**

1. Excessive noise will be minimized, such as eliminating unnecessary idling of heavy equipment and loud playing of music.
2. If pets are brought on-site during construction, they are to be leashed and controlled at all times.
3. During dry periods, dust will be controlled by means of water truck, not chemicals.
4. Staff shall be advised of the designated vehicle parking areas. Construction vehicles can only park overnight at designated parking areas.
5. Construction materials will be stored in designated areas on site.
6. Any spills of corrosive or toxic materials will be reported immediately to British Columbia Environmental Protection Pollution Control Division. The spill will be assessed by a Pollution Control investigation, and cleaned up at the full cost of the Contractor.

7. Refuelling of vehicles, oil changes and maintenance of construction equipment will be done in a controlled manner to avoid spills and all materials disposed of off site.
8. It is the intent of the overall project development criteria to minimize site grading and the disturbance of vegetation. Where surface disturbance occurs, this disturbance is to be minimized along a clearly defined perimeter of the construction site. The construction site is defined as an internal development parcel within the overall Forest Crowne Master Plan area.
9. Construction should minimize the introduction of weeds or other plant parts contained in imported topsoil. Imported topsoil is to be tested for weed seed content to confirm its compatibility for use on the site.
10. Excess concrete and other clean construction waste will be disposed of off of the site in approved and designated trade waste areas. The cost of disposal of these wastes is the responsibility of the Contractor.
11. During construction, great care will be taken to ensure that grading does not result in significant wind and water erosion.
12. Should blasting be required, using a number of smaller blasts is preferable to a few large blasts and a blasting mat shall be used for large blasts. Applicable City and Provincial government regulations and approvals concerning blasts must be observed.
13. Areas of the construction site that are damaged as a result of the construction activities will be rehabilitated and will be replanted with native species wherever possible.
14. Contractors will be advised that special natural features such as topsoil, rock outcroppings, boulders and delicate native plants and trees must always be protected.
15. Staff refusing to follow these guidelines and the direction of the foreman or construction supervisor, will be asked to leave the site and replacement staff will be requested. Contractors will be held responsible for their staff/workers.

#### **Responsibilities**

1. It is the responsibility of the property owner to monitor construction activities for major construction, and to provide daily monitoring during periods of construction. The property owner must inform the City of Kimberley of the contact person who will be responsible for the monitoring.

## APPENDIX D

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### FOREST CROWNE

#### Recommended Plant Materials - Trees, Shrubs, and Seed Mixes SEED MIX

##### Forest Crowne Seed Mix

10% Rocky Mountain Fescue  
20% Elbee Northern Wheatgrass  
25% Adanac Slender Wheatgrass  
15% Mountain Brome grass  
20% Rough Fescue (*campestris*)  
10% Mountaineer Broadglumed Wheatgrass

Mix to be applied at a rate of 80 kg/ha.

If seeds in the mix noted above are not available the current seed mix used by the Ministry of Transportation and Highways (1999) may be used as a substitute.

##### Ministry of Transportation & Highways Seed Mix (Alternate)

38% Dehonian Wild Rye  
30% Crested Wheatgrass  
20% Alfalfa  
10% Creeping Red Fescue  
2% Timothy

Mix to be applied at a rate of 80 kg/ha, plus additional 70 kg/ha of Fall Rye as a nurse crop

### CONIFEROUS TREES

Balsam Fir .....	<i>Abies balsamea</i>
Subalpine Fir .....	<i>Abies bifolia</i>
White Fir .....	<i>Abies concolor</i>
Alpine Larch .....	<i>Larix lyallii</i>
Western Larch .....	<i>Larix occidentalis</i>
Engelmann Spruce .....	<i>Picea engelmannii</i>
White Spruce .....	<i>Picea glauca</i>
Limber Pine .....	<i>Pinus flexilis</i>
Ponderosa Pine .....	<i>Pinus ponderosa</i>
Douglas Fir .....	<i>Pseudotsuga menziesii</i>

### DECIDUOUS TREES/LARGE SHRUBS

Rocky Mountain Maple ..... *Acer glabrum*

..... *var. douglasii*  
 Water Birch..... *Betula occidentalis*  
 Paper Birch/White Birch . *Betula papyrifera*  
 Trembling Aspen..... *Populus tremuloides*  
 Choke Cherry..... *Prunus virginiana*  
 Western Mountain Ash ..... *Sorbus scopulina*  
 Sitka Mountain Ash ..... *Sorbus sitchensis*

## **SHRUBS**

Saskatoon..... *Amelanchier alnifolia*  
 Common Bearberry..... *Arctostaphylos uva-ursi*  
 Rod-OSier Dogwood..... *Cornus sericea*  
 Common Juniper..... *Juniperus communis*  
 Creeping Juniper..... *Juniperus horizontalis*  
 Rocky Mountain Juniper..... *J. scopulorum*  
 Labrador Tea..... *Ledum groenlandicum*  
 Shrubby Cinquefoil..... *Potentilla fruticosa*  
 Pincherry..... *Prunus pensylvanica*  
 Squaw Currant..... *Ribes cereum*  
 Smooth Sumac..... *Rhus glabra*  
 Prairie Rose..... *Rosa woodsii*  
 Prickly rose..... *Rosa acicularis*  
 Western Yew..... *Taxus brevifolia*

*Note: Other plants native to the region will be acceptable.*

## APPENDIX E

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### CITY OF KIMBERLEY

#### Bylaw No. 1850:

#### "City of Kimberley Zoning Bylaw No. 1850, 1994"

#### Single Family Residential Zone: R-1

##### 7.03

(1) Permitted Uses

Within the R-1 zone, the following uses only are permitted:

- (a) single family dwelling;
- (b) public utility use;
- (c) park.

(2) Accessory Uses

- (a) buildings and structures accessory to a permitted use
- (b) home based business (classification 1) (Amnd. Bylaw 1862)

(3) Parcel Area and Dimensions

- (a) No parcel shall be created in the R-1 zone, which is less than 557m<sup>2</sup> (6000 ft.<sup>2</sup>) in area.
- (b) No parcel shall be created in the R-1 zone, which has a front parcel line less than 18.2m (60 ft.) in length, except that in the bulb of a cul-de-sac, the front parcel line shall be not less than 9.1m (30 ft.) in length.

(4) Density

No person shall construct or permit construction of more than one (1) single family dwelling on a parcel in the R-1 zone.

(5) Siting

- (a) No person shall site a principal building in the R-1 zone which has:
  - (i) a front yard less than 6.0m (19.6 ft.);
  - (ii) a rear yard less than 6.0m (19.6 ft.);
  - (iii) an interior side yard less than 1.5m (5 ft.) and in the case of irregular parcels, at no point shall the distance between the interior side parcel line and the outermost projection of the building be less than 1.4m (5 ft.);
  - (iv) an exterior side yard less than 3.0m (9.9 ft)
- (b) No person shall site an accessory building or structure in the R-1 zone which has zone which has:
  - (i) a front yard less than 6.0m (19.6 ft.);
  - (ii) a rear yard less than 1.5m (5 ft.), and in the case where no developed rear lane exists, the rear yard shall be not less than 0.9m (3 ft.);

- (iii) an interior side yard less than 0.9m (3 ft.)
- (iv) an exterior side yard less than 3.0m (9.9 ft.)

(6) Size and Dimensions of Buildings and Structures

- (a) No person shall construct or permit construction of a dwelling unit in the R-1 zone which has a gross floor area less than the minimum standards set forth in the current edition of the B.C. Building Code, as amended from time to time.
- (b) No person shall construct or permit construction of a principal building in the R-1 zone, which exceeds a height of 9.1m (30 ft.)
- (c) No person shall construct or permit construction of an accessory building or structure in the R-1 zone, which exceeds a height of 4.5m (15 ft.) above finished grade.
- (d) The site coverage shall not exceed 0.4.

(7) Other Regulations

- (a) No person shall use or permit the use of any portion of a parcel in the R-1 zone for the repair of vehicles or for the storage of more than one (1) derelict vehicle.
- (b) All persons carrying out a use permitted in the R-1 zone shall comply with the relevant provisions of Sections 4 (General Regulations), 5 (Parcel Area Requirements) and 6 (Parking and loading Regulations) of this Bylaw.

## Occupancy During Construction

### 4.04

- (1) Notwithstanding the requirements of Section 7 of this Bylaw concerning the number of dwelling units permitted on a parcel, during construction of a new building or reconstruction of an existing building on a parcel, one additional dwelling unit, mobile office, or one recreational vehicle may be located on the parcel and occupied, provided:
  - (a) the owner holds a building permit for construction of a new building or reconstruction of the existing building;
  - (b) the additional building conforms with all the requirements of the zone in which it is situated;
  - (c) the mobile office or recreational vehicle is sited in conformity with the regulations of the zone in which it is located;
  - (d) the owner grants to the city a 215 Covenant pursuant to the Land Title Act substantially in the form attached hereto as Schedule C.
- (2) Upon occupancy of the new building or reconstructed building, the additional dwelling unit, mobile office, or recreational vehicle shall be removed and the site thereof restored as nearly as possible to its condition prior to the construction or placement of the new building.

## Fencing, Screening and Landscaping

### 4.10 General Provisions



- (1) Barbed wire shall not be used a fencing material in any Residential zone or Public institutional zone.
  - (2) Barbed wire may be used as a fencing material in other than Residential zones for public safety and security purposes only.
  - (3) Where barbed wire is used for public safety and security purposes it shall not be located within 1.8m (6 ft.) of ground level.
  - (4) All fencing, screening and landscaping shall be maintained in good condition at all times.
- (4.1) *Electrified wire shall not be used as a fencing material in any zone (Bylaw No. 1913, amend. #12).*