



SUBMISSION REQUIREMENTS

Builders are required to submit documentation to the Design Review Consultant (DRC) to review and approve prior to making application for municipal building permits. Applications shall be prepared and submitted via on-line or by email for a formal review. The DRC reserves the right to make exceptions to these guidelines where it is considered appropriate.

If desired, Aurora Heights Management Ltd. can provide preliminary comments on the plans before the formal submission.

A security deposit for design review and compliance is made payable to the Developer prior to the Architectural Controls submittal.

SUBMISSION PROCEDURE

Online submittal:

Refer to attached document: ***Architectural Controls: Website Instructions***

PDF submittal (Optional):

You may submit by email to the Design Review Consultant team to either of the following personnel:

Tania Vasquez: tania.vasquez@stantec.com

Bruce Haviland: bruce.haviland@stantec.com

Applications are required to include the following documents:

- 1) Architectural Design Review Application Form.
 - Manufacturer and color finish of all exterior materials shall be listed on the application form.
- 2) Site Plan (Plot Plan) - must show front, rear and side setbacks as well as indicate proposed grades.
- 3) House plans outlining:
 - Exterior Building Elevations- Views of all typical building surfaces must show architectural detailing, materials, colors, finishes and any other visible features.
 - Elevations shall indicate proposed grade heights and be at a working scale.
 - Building Floor Plans - All floor plans shall show rooms, window and door locations.





Applicants will be notified of the findings / approval from the DRC within 3-4 business days after receipt of all required materials. Note: if submittal is not approved; process may be delayed depending on resubmittal from Owner/ Builder.

ARCHITECTURAL GUIDELINES COMPLIANCE

The DRC will review the application on behalf of the Developer and will recommend approval or rejection based on the compliance with the guidelines. If approved or rejected, the submission will be stamped according to the DRC review. The DRC will provide a written description of changes to be made or issues to be addressed. The Owner/ Builder are to address any noted issued items and resubmit the application for approval.

ON-SITE VERIFICATION

An on-site review of the materials used in the elevations will be undertaken by the DRC to verify conformity to the approved design. Failure to construct without conforming to the approved architectural finishes may result in the forfeit of the deposit by the Owner/Builder.

To initiate this review, the Owner/Builder shall submit written correspondence to the Developer requesting on-site design verification. The DRC will then schedule a site visit to verify adherence to the approved application.

Any deviation will be brought to the Developer, Owner's/Builder's attention along with the measures that the DRC requires to mitigate or eliminate the noted deviation.

Following the correction of any deviation, the Owner/Builder shall submit a written correspondence to the Developer indicating the date the correction was implemented as well as any relevant documentation of said correction.

DESIGN COMPLIANCE

In addition to the Aurora Heights Architectural Design Guidelines, all building designs must comply with the Town of Blackfalds Land Use Bylaws and all applicable Building Code Regulations. Conformity with the guidelines does not supersede the required approval process and construction requirements of the Town of Blackfalds.

