

LATORIA CLOSE HOME DESIGN APPROVAL PROCESS

Now that you have decided upon your lot location and are considering house plans, it's a good time to review the approval process for your new home design.

The approval process is in place to ensure conformance to our Development Guidelines; the creation of a pleasing variety of homes that will ensure the quality and continuity of your new neighbourhood.

Once you have decided on your housing requirements and the aesthetic qualities important to you, your architect/designer will create a home design.

DESIGN REVIEW:

The building plans are to be submitted to the Developer's Architectural Control Coordinator:

**Ocean Park Planning and Engineering Co. Ltd.
11-6995 Nordin Road
Sooke, B.C. V9Z 1L4**

**Cell Phone: (250) 886-7963
e-mail: oppec@telus.net.**

This design should include:

- Site location plan with appropriate details and lot grading information
- All four exterior elevations
- All exterior treatments and materials
- Window treatments, roofing materials, soffit and fascia detail, etc.

The Architectural Control Coordinator will respond indicating either approval and/or detailing specific areas of concern. To proceed with an approval:

- Complete the application form for House Plan Approval (attached).
- Submit **four (4)** sets of construction drawings including a set with colour samples of exterior finishes.
- Submit **four (4)** copies of the site 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)

Final design approval from the Architectural Control Coordinator is a requirement of the Building Permit Application. A fee of **\$750.00, plus HST, payable to Ocean Park Planning and Engineering Co. Ltd.** will be charged and used for the purposes of plan approval and inspection.

APPLICATION FOR HOUSE PLAN APPROVAL

Builder: _____
Contact Name: _____
Address: _____

Designer: _____
 Lot # _____ Phone _____ Fax _____

Type: House Type: _____ Model: _____
 Ground Floor Area: _____ 2nd Floor: _____

Form: Roof Style: _____ Roof Pitch/Slope: _____
 Roof Material/Colour: _____

Detail: Wall Material/Colour: _____
 Brick/Stonework Colour: _____
 Trim Material/Colour: _____
 Garage Door Material/Colour: _____
 Soffit Material/Colour: _____
 Driveway Material: _____
 Plan approval fee of \$750.00, plus HST, attached: _____
 (Payable to Ocean Park Planning and Engineering)
 Insurance Attached (if required): _____

SITING:
 (Conformance to setback requirements is the responsibility of the Builder).

Setbacks: Front: _____ Rear: _____
 Left Side: _____ Right Side: _____
 Height: _____

SITE PLAN REQUIREMENTS:

A site plan with the following information must be provided. The Builder is responsible to confirm on site that the information submitted and reviewed matches the actual site conditions before starting construction.

Dimensions of lot: _____
Dimensions of building: _____
Dimensions of property lines: _____
Location and slope of driveway: _____
Location of retaining walls: _____

