



# SunRidge

## Architectural Controls & Design Guidelines

Phase 3D  
February, 2011



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# SunRidge Phase 3D - Location Overview



# Schedule 'A'

This addendum forms part of the Option to Purchase Agreement dated the \_\_\_\_\_ day of \_\_\_\_\_ 20

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Municipal Address \_\_\_\_\_

Lethbridge, Alberta

The SunRidge Architectural Controls and Design Guidelines have been prepared for the interest of **Purchasers** of lots in the SunRidge subdivision. The guidelines are intended to articulate procedures and requirements applicable to the development of all property within the SunRidge subdivision.

The word '**Purchaser**' is used herein to mean the lot Owner or party having possession of the lot, or a Contractor or anyone acting on behalf of the lot Owner.

The term '**Developer**' used in this document refers to the City of Lethbridge or its successors.

Any **Purchaser** requiring clarification of these Guidelines should contact the Guideline Review Consultant:

Goss Architectural Design Group  
#1, 321A - 6 Street South  
Lethbridge, AB T1J 2C7  
Tel: 403-329-1695 fax: 403-329-1699 e-mail: [gadg@bellnet.ca](mailto:gadg@bellnet.ca)

Compliance with the SunRidge Architectural Controls and Design Guidelines is mandatory in accordance with the Terms and Conditions of each Option to Purchase Agreement. Any deviation from the procedures and requirements detailed herein must be authorized in writing by Goss Architectural Design Group. The **Purchaser** acknowledges that the **Purchaser** is fully responsible for any costs associated with the same and the Purchaser shall indemnify and save the Developer and Goss Architectural Design Group harmless of any costs or damages.

Conformity with these Guidelines does not supersede the required approval process of the City of Lethbridge, nor requirements in all applicable municipal or provincial building codes, by-laws and standards.

**Notwithstanding any statement or drawing in these Guidelines, the Developer reserves the right of final approval of the exterior design and site work of all houses in SunRidge, and to alter these Guidelines without notice.**

I HEREBY ACKNOWLEDGE receipt of a copy of the 'SunRidge Architectural Controls and Design Guidelines' and agree to abide by them, and I hereby charge the herein described lands with the said Option to Purchase Agreement and these Guidelines.

\_\_\_\_\_  
PURCHASER

\_\_\_\_\_  
WITNESS

# INTRODUCTION

The City of Lethbridge, Real Estate and Land Development Department is pleased to introduce a new community to West Lethbridge, SunRidge. SunRidge is a unique blend of low and medium density housing combining community and neighbourhood amenities, functional transportation networks, and accessible open and green spaces. The underlying concept for SunRidge is to provide opportunity for discerning homebuyers to be part of the environmentally responsible philosophy that will govern the neighbourhood's character.

SunRidge encourages the use of environmentally friendly products and smart growth ideas by utilizing the BuiltGreen Alberta Bronze level as a minimum building standard in the community. SunRidge represents the City's and the Home Builders' collaborative commitment to the environment and opportunities for innovation in energy efficiency and sustainable growth. Working together we are helping set the bar for how neighbourhoods can be shaped in a responsive and respectful way by being the first in Lethbridge to require BuiltGreen standards throughout the community.

In order to ensure that the neighbourhood develops as a cohesive unit the developer has established a set of Architectural Controls and Design Guidelines that must be followed by each home builder and property owner within SunRidge. Architectural controls help to develop and protect a sense of integrity within a development, as well as aid in the maintenance of property values and neighbourhood aesthetics.

Within SunRidge Phase 3D, three (3) distinct lot types have been identified, having their own unique set of design criteria. This area is defined by distinctive parameters such as lot size, adjacent land use, lane access, etc. The lot types are:

**The Pinnacle Lots**

**The Summit Lots**

**The Cascade Lots**

All requirements are subject to review by the Guideline Review Consultant and ultimately remain at the discretion of the Developer, being a representative of the City of Lethbridge, Real Estate and Land Development.

# Pinnacle Lots: Lots 29-39, Block 10

## 1.0 Green Building Standards

All builders are required to follow and implement as many elements as possible from the **Built Green Canada program in order to achieve a minimum Bronze level** (see Appendix 'A').

Builders who wish to include additional innovative and sustainable green principles (beyond Built Green levels) within the home and surrounding landscape are strongly encouraged. These additions however, must be presented to the Guideline Review Consultant for endorsement before construction commences. The Architectural Controls and Design Guidelines are the minimum required conditions that must be met when designing and building a home in SunRidge in order to ensure continuity within the neighbourhood while ensuring the exploration and promotion of innovation.

## 2.0 Dwelling Type / Aesthetics

Lots have been specifically subdivided to accommodate single family dwellings. No semi-detached dwelling development, further subdivision or consolidation of these lots is permitted.

Acceptable exterior finishes are:

- Wood siding and battens with stone and/or brick
- Cement Fiber siding or panels with stone and/or brick
- Prefinished metal siding with stone and/or brick
- Stucco with stone and/or brick
- Vinyl siding with stone and/or brick

Stone or brick shall be used as a complimentary finish, and shall comprise a minimum 30% and blend in to create a uniform look of the main elevation and wrap around each side elevation to the next 'wall offset' or to a minimum of two (2') feet (610 mm).

Alternatively, innovative exterior finish products outside of brick and stone are encouraged but are subject to review of the Guideline Review Consultant to ensure continuity within the community. These additions however, must be presented to the Guideline Review Consultant for endorsement before construction commences.

Acceptable colours are natural earth hues and muted pastels of brown, red, green, grey, blue or purple for the main body of the house. No bright colours will be approved.

Dwelling units which have the same or similar exterior (siding / trim / shingles) colour combination shall have a minimum spacing of every fourth (4<sup>th</sup>) lot on the same side of the street.

Dwelling units which have the same or similar front façade appearance shall have a minimum spacing of every fourth (4<sup>th</sup>) lot on the same side of the street.

The floor level closest in elevation to the finished front grade must be the house entry level and must not exceed 3.28 feet ( 1 meter) above the finished front grade. On a split entry house design the stair landing level may not be more than 24" (0.6 meter) above the finished front grade. Exceptions to this requirement shall be at the Guideline Review Consultants discretion.

### 3.0 Driveway / Garage

The Driveway/Garage requirement on Pinnacle lots is a front attached single or double car garage.

Driveway/Garage development must be constructed concurrently with the dwelling.

- **A front driveway without a front attached garage is not permitted.**
- **Triple door garage is not permitted.**
- **Driveway/Garage Locations, on pg. 24**

### 4.0 Paving

Driveways and pathways shall be hard surface materials such as concrete or asphalt or other alternative paving solutions that compliment green principles and permeability.

- **The use of gravel as a finished is not permitted on front driveways.**

### 5.0 Walk-Out Basements

Not applicable to Pinnacle Lots.

### 6.0 Minimum Square Footage / Building Foot Print

The minimum square footage for a single detached bungalow, bi-level, or split level dwelling, (not including garage) shall be 112 m<sup>2</sup> (1,200 ft<sup>2</sup>) above grade. The minimum size for a two-story dwelling shall be 140 m<sup>2</sup> (1,500 ft<sup>2</sup>) above grade.

### 7.0 Landscaping

Front yard landscaping shall be completed by the builder or homeowner within eighteen (18) months from the date on the Option to Purchase. In lieu of traditional landscaping, Xeriscaping is strongly encouraged and all plans shall be submitted to the Guideline Review Consultant for approval.

#### **Traditional Landscaping**

If traditional landscaping is preferred, then the following guideline requirements are to be met:

- Sod requirements: all front yards to the front corners of the house must have six (6") inches (150 mm) of topsoil and fully grass sod. Rear yards must have a minimum of six (6") inches (150 mm) of topsoil.
- Front yard trees: one (1) tree meeting the specific requirements stipulated as follows must be planted in the front yard:  
One (1) deciduous tree of a one and one-half (1.5") inch (38 mm) caliper measured at a height of twelve (12") inches (300 mm) above the finished grade,  
OR  
One (1) coniferous tree of a five (5') foot (1500 mm) height.
- Shrubs: a variety of shrubs may be substituted if trees are not desired. At the discretion of the Guideline Review Consultant the exchange ratio is; five (5) shrubs in a two (2) gallon containers per tree.

## **Xeriscape Landscaping**

Xeriscaping landscaping for the purpose of the Guideline, is landscaping with the provision of drought tolerant plant material, mulches and the conservative use of water. Xeriscaping is creative landscape design and includes a variety of landscape options as follows:

- ground cover options include non-irrigated drought tolerant grass, and inorganic ground covers such as: rip-rap, landscape gravel, limestone chips, lava rock etc. Inorganic ground covers shall not cover more than 25% of the landscape area
- drought tolerant varieties of trees and shrubs, with drip irrigation.
- accent materials such as flowers, perennials, wood mulch, and large rocks.

The City of Lethbridge, Real Estate and Land Development is committed to the environment and strongly encourages builders to take advantage of xeriscaping in our semi-arid climate.

## **8.0 Fences**

Side and rear yard fencing is the responsibility of the Purchaser and must be built in conformance with the general principles of the development guidelines.

Fence heights shall be as set out by the City of Lethbridge Land Use By-law.

Acceptable Building Material include:

- Cedar
- Pressure Treated Wood
- Decorative Block or Brick
- Wrought Iron and Stone/Brick pillars

# Summit Lots: Lots 14-28, Block 10

## -Lot 10, Lots 27-35 & Lots 17-26, Block 11

The guidelines and requirements for these lots will provide for a reasonable transition between the Pinnacle Lots and the Cascade Lots, as well ensuring compatibility with the existing housing types.

### 1.0 Green Building Standards

All builders are required to follow and implement as many elements as possible from the **Built Green Canada program in order to achieve a minimum Bronze level** (see Appendix 'A').

Builders who wish to include additional innovative and sustainable green principles (beyond Built Green) within the home and surrounding landscape are strongly encouraged. These additions however, must be presented to the Guideline Review Consultant for endorsement before construction commences. The Architectural Controls and Design Guidelines are the minimum required conditions that must be met when designing and building a home in SunRidge in order to ensure continuity within the neighbourhood while ensuring the exploration and promotion of innovation.

### 2.0 Dwelling Type / Aesthetics

The Summit area contains single detached dwelling lots. No semi-detached dwelling development, further subdivision or consolidation of these lots is permitted.

Acceptable exterior finishes are:

- Wood siding and battens with stone and/or brick
- Cement fibre siding with stone and/or brick
- Prefinished metal siding with stone and/or brick
- Stucco with stone and/or brick
- Vinyl siding with stone and/or brick

Stone or brick shall be used as a complimentary finish, and shall comprise a minimum 25% and blend in to create a uniform look of the main elevation and wrap each side elevation a minimum of two (2') feet (610 mm).

Alternatively, innovative exterior finish products outside of brick and stone are encouraged but are subject to review of the Guideline Review Consultant to ensure continuity within the community. These additions however, must be presented to the Guideline Review Consultant for endorsement before construction commences.

Acceptable colours are natural earth hues and muted pastels of brown, red, green, grey, blue or purple for the main body of the house. No bright colours will be approved.

Dwelling units which have the same or similar exterior (siding / trim / shingles) colour combination shall have a minimum spacing of every fourth (4<sup>th</sup>) lot on the same side of the street.

Dwelling units which have the same or similar front façade appearance shall have a minimum spacing of every fourth (4<sup>th</sup>) lot on the same side of the street.

The floor level closest in elevation to the finished front grade must be the house entry level and must not exceed 3.28 feet ( 1 meter) above the finished front grade. On a split entry house design the stair landing level may not be more than 24" (0.6 meter) above the finished front

grade. Exceptions to this requirement shall be at the Guideline Review Consultants discretion.

### **3.0 Driveway / Garage**

The general requirement on Summit lots is a front attached, single or double car garage, however the size and location of these lots allows for various combinations of Driveway/Garage development. On some lots two (2) garages are permitted, on other lots the minimum requirement is a rear hard surface (asphalt or concrete) pad.

Driveway/Garage development must be constructed with the dwelling.

- **Front driveway without a front garage is not permitted.**
- **Side yard driveway access is not permitted.**
- **Triple door garage is not permitted.**
- **Driveway/Garage Locations, on pg. 24**

Note:

- Lots 16-28, Block 10 the requirement is a front attached garage.
- Lots 17&18 and Lots 33, 34 & 35 Block 11 the requirement is a front attached garage.
- Lots 14&15, Block 10 the minimum requirement is a rear hard surface parking pad.
  - Options:
    - a front attached garage including a rear hard surface parking pad
    - a rear attached or detached garage, with no front garage
    - two (2) garages are permitted, however the second rear garage must be detached
- Lots 19-25, Block 11 the minimum requirement is a rear hard surface parking pad.
  - Options:
    - a front attached garage including a rear hard surface parking pad
    - a rear attached or detached garage, with no front garage
    - two (2) garages are permitted, however the second rear garage must be detached
- Lot 10 and Lots 28-32, Block 11 the requirement is a front attached garage.
  - Options:
    - two (2) garages are permitted, however the second rear garage must be detached
    - a rear hard surface parking pad in lieu of the second garage
- Lots 26 & 27, Block 11 the requirement is a front attached garage.
  - Option:
    - a rear hard surface parking pad (two garages on these lots is not permitted)

### **4.0 Paving**

If traditional driveways and pathways are desired then hard surface materials such as concrete or asphalt or other alternative paving solutions that compliment green principles and permeability shall be utilized.

- **The use of gravel as a finished surface is not permitted on front or rear driveways.**

### **5.0 Walk-Out Basements**

Not applicable to Summit Lots.

## 6.0 Minimum Square Footage & Building Footprint

The minimum square footage for a single detached bungalow, bi-level, or split level dwelling (not including garage) shall be 93 m<sup>2</sup> (1,000 ft<sup>2</sup>) above grade. The minimum size for a two-story dwelling shall be 125 m<sup>2</sup> (1,350 ft<sup>2</sup>) above grade.

**Corner Lots:** Appearance of the dwelling from both frontage streets should suggest that either is the 'front' of the house, to the satisfaction of the Guideline Review Consultant.

## 7.0 Landscaping

Front yard landscaping shall be completed by the builder or homeowner within eighteen (18) months from the date on the Option to Purchase. In lieu of traditional landscaping, Xeriscaping is strongly encouraged and all plans shall be submitted to the Guideline Review Consultant for approval.

### Tradition Landscaping

- Sod requirements: all front yards to the front corners of the house must be fully grass sod. Rear yards must have a minimum of six (6") inches (150 mm) of topsoil.
- Front yard trees: one (1) tree meeting the specific requirements stipulated as follows must be planted in the front yard:  
  
One (1) deciduous tree of a one and one-half (1.5") inch (38 mm) caliper measured at a height of twelve (12") inches (300 mm) above the finished grade,  
OR  
One (1) coniferous tree of a five (5') foot (1500 mm) height.
- Shrubs: a variety of shrubs may be substituted if trees are not desired. At the discretion of the Guideline Review Consultant the exchange ratio is; five (5) shrubs in a two (2) gallon containers per tree.

### Xeriscape Landscaping

Xeriscape landscaping for the purpose of the Guideline, is landscaping with the provision of drought tolerant plant material, mulches and the conservative use of water. Xeriscaping is creative landscape design and includes a variety of landscape options as follows.

- ground cover options include non-irrigated drought tolerant grass and inorganic ground covers such as: rip-rap, landscape gravel, limestone chips, lava rock etc. Inorganic ground covers shall not cover more than 25% of the landscape area at the discretion of the Guideline Review Consultant.
- drought tolerant varieties of trees and shrubs, with drip irrigation, and
- accent materials such as flowers, perennials, wood mulch, and large rocks.

The City of Lethbridge, Real Estate and Land Development is committed to the environment and strongly encourages builders to take advantage of Xeriscaping in our semi-arid climate.

## **8.0 Fences**

Side and rear yard fencing is the responsibility of the Purchaser and must be built in conformance with the general principles of the development guidelines.

Fence heights shall be as set out by the City of Lethbridge Land Use By-law.

Acceptable Building Material include:

- Cedar
- Pressure Treated Wood
- Decorative Block or Brick
- Wrought Iron and Stone/Brick pillars

# Cascade Lot: Lots 2-13, Block 10 Lots 11-16, Block 11

## 1.0 Green Building Standards

All builders are required to follow and implement as many elements as possible from the **Built Green Canada program in order to achieve a minimum Bronze level** (see Appendix 'A').

Builders who wish to include additional innovative and sustainable green principles (beyond Built Green levels) within the home and surrounding landscape are strongly encouraged. These additions however, must be presented to the Guideline Review Consultant for endorsement before construction commences. The Architectural Controls and Design Guidelines are the minimum required conditions that must be met when designing and building a home in SunRidge in order to ensure continuity within the neighbourhood while ensuring the exploration and promotion of innovation.

## 2.0 Dwelling Type / Aesthetics

The Cascade Lot shall accommodate a single family dwelling. No semi-detached dwelling development, further subdivision or consolidation of this lot shall be permitted.

Acceptable exterior finishes are:

- Wood siding and battens with stone and/or brick
- Pre-finished metal siding with stone and/or brick
- Stucco with stone and/or brick
- Vinyl siding with stone and/or brick
- Fibre-cement siding with stone and/or brick

Stone or brick shall be used as a complimentary finish, and shall comprise a minimum 20% and blend in to create a uniform look of the main elevation and wrap each side elevation a minimum of two (2') feet (610 mm).

Alternatively, innovative exterior finish products outside of brick and stone are encouraged but are subject to review of the Guideline Review Consultant to ensure continuity within the community. These additions however, must be presented to the Guideline Review Consultant for endorsement before construction commences.

Acceptable colours are natural earth hues and muted pastels of brown, red, green, grey, blue or purple for the main body of the house. No bright colours will be approved.

Dwelling units which have the same or similar exterior (siding / trim / shingles) colour combination shall have a minimum spacing of every fourth (4<sup>th</sup>) lot on the same side of the street.

Dwelling units which have the same or similar front façade appearance shall have a minimum spacing of every fourth (4<sup>th</sup>) lot on the same side of the street.

The floor level closest in elevation to the finished front grade must be the house entry level and must not exceed 3.28 feet ( 1 meter) above the finished front grade. On a split entry house design the stair landing level may not be more than 24" (0.6 meter) above the finished front grade. Exceptions to this requirement shall be at the Guideline Review Consultants discretion.

### **3.0 Driveway / Garage**

The Driveway/Garage development on Cascade Lots is optional. As a minimum requirement, a hard surface (concrete or asphalt) parking pad/driveway shall be developed at the rear of the lot. If a garage is developed it shall be a rear attached or detached, single or double car garage with access only to the lane.

Driveway/Garage development must be constructed concurrently with the dwelling.

- **Side yard driveway access is not permitted.**
- **Triple door garage is not permitted.**
- **Driveway/Garage Locations plan, on pg. 24**

### **4.0 Paving**

Alternative paving solutions that complement green principles and permeability will be favourably viewed. Driveways and pathways shall be hard surface materials such as concrete or asphalt or other alternative paving solutions that compliment green principles and permeability.

- **The use of gravel as a finished surface is not permitted on rear driveways.**

### **5.0 Walk-Out Basements**

There are two (2) walk-out lots and one (1) partial walk-out lot.

- Lot 14, Block 11, is a partial walk-out lot
- Lots 15 &16, Block 11, are full walk-out lots

### **6.0 Minimum Square Footage & Building Footprint**

The minimum square footage for a single detached bungalow, bi-level, or split level dwelling (not including garage) shall be 79 m<sup>2</sup> (850 ft<sup>2</sup>) above grade. The minimum size for a two-story dwelling shall be 112 m<sup>2</sup> (1,200 ft<sup>2</sup>) above grade.

**Corner Lot:** Appearance of the dwelling from both frontage streets should suggest that either is the 'front' of the house, to the satisfaction of the Guideline Review Consultant.

## 7.0 Landscaping

Front yard landscaping shall be completed by the builder or homeowner within eighteen (18) months from the day of purchase. In lieu of traditional landscaping, Xeriscaping is strongly encouraged and all plans shall be submitted to the Guideline Review Consultant for approval.

### Traditional Landscaping

- Sod requirements: all front yards to the front corners of the house must be fully grass sodded. Rear yards must have a minimum of six (6") inches (150 mm) of topsoil.
- Front yard trees: one (1) tree meeting the specific requirements stipulated as follows must be planted in the front yard:  
One (1) deciduous tree of a one and one-half (1.5") inch (38 mm) caliper measured at a height of twelve (12") inches (300 mm) above the finished grade, OR,  
One (1) coniferous tree of a five (5') foot (1500 mm) height.
- Shrubs: a variety of shrubs may be substituted if trees are not desired. At the discretion of the Guideline Review Consultant the exchange ratio is; five (5) shrubs in a two (2) gallon containers per tree.

### Xeriscape Landscaping

Xeriscape landscaping for the purpose of the Guideline, is property enhancement with the provision of drought tolerant plant material, mulches and the conscientious use of water. Xeriscaping is creative landscape design and uses a variety of landscape options as follows:

- ground cover options include non-irrigated drought tolerant grass, and inorganic materials such as: rip-rap, landscape gravel, limestone chips, lava rock etc. Inorganic ground covers shall not cover more than 25% of the landscape area at the discretion of the Guideline Review Consultant,
- drought tolerant varieties of trees and shrubs, with drip irrigation, and
- accent materials such as flowers, perennials, wood mulch, and large rocks.

The City of Lethbridge, Real Estate and Land Development is committed to the environment and strongly encourages builders to take advantage of Xeriscaping in our semi-arid climate.

## 8.0 Fences

Side and rear yard fencing is the responsibility of the Purchaser and must be built in conformance with the general principles of the development guidelines.

Fence heights shall be as set out by the City of Lethbridge Land Use By-law.

Acceptable Building Material include:

- Cedar
- Pressure Treated Wood
- Decorative Block or Brick
- Wrought Iron and Stone/Brick pillars

# General Requirements

## Landscape Elements

All custom project fencing provided by Real Estate and Land Development shall not be removed or changed from the original design or colour. The Purchaser of a lot upon which a project fence is located shall maintain the fence in good condition.

All landscape works provided by the Real Estate and Land Development shall not be removed or changed, and the Purchaser shall maintain all adjacent boulevard landscaping in good condition.

## Exterior Finishes

The exterior finishes of any dwelling shall not be changed for a period of three (3) years after the date of release of the security deposit.

## Building Commitment

Construction of the home must be started within one (1) year of the closing date on the Option to Purchase Agreement from the City of Lethbridge, Real Estate and Land Development.

Front yard landscaping must be completed within eighteen (18) months of the closing date on the Option to Purchase Agreement from the City of Lethbridge, Real Estate and Land Development.

## Zoning

SunRidge homes will be required to conform to the guidelines for single family residential as contained within this document and the appropriate regulations set out by the most current version of the City of Lethbridge Land Use By-law (R-L).

# Approval Process

These Guidelines are the mechanism to assure a high level of quality design in SunRidge. The Guidelines summarize design philosophy and direction for the community of SunRidge. The intent is to ensure an affordable and quality living environment with a consistent and identifiable image, yet one which also offers variety and choice to the individual home buyer.

Applicants may provide alternative details to those outlined in these Guidelines, however, they must demonstrate that the conformity to the overall community objectives for the quality of the community are satisfied. Any changes by applicants from the guidelines must be reviewed and approved in writing by the Guideline Review Consultant. **Notwithstanding any statement or drawing in this document, the Developer reserves the right to alter these guidelines without notice.**

## Security Deposit

The City of Lethbridge, Real Estate and Land Development shall retain a security deposit of \$2,500 at the time of lot purchase, all or part of which may be applied to remedy deficiencies as a result of non-conformance with the guidelines. Interest will not be paid on this deposit. If the Purchaser does not comply with the requirements as specified herein, the Real Estate and Land Development may correct any deficiencies and recover the costs of these deficiencies from the Purchaser.

The deposit will be held by Real Estate and Land Development until such time as a final inspection has been carried out and adherence to the Guidelines established.

## Submission Requirements

All plans will be submitted to the Guideline Review Consultant for approval prior to commencement for the application of a Building Permit. The format for submitting material and approval forms will be as follows:

- **Completed application form**
- Three (3) 11x17 sets of scalable construction plans, complete with floor plans, all building elevations, one full building cross-section showing floor/floor heights and site plan complete with fence materials. If plans are not scalable they will be refused and must be resubmitted.
  - One set, plan size retained by the Guideline Review Consultant
  - One set to be retained by the Purchaser
  - One set forwarded by the Purchaser to the City of Lethbridge Inspection and License Department.
- One (1) CAD file (.dwg or compatible format) of all the plans and drawings e-mailed to **Goss Architectural Design Group** ([gadg@bellnet.ca](mailto:gadg@bellnet.ca)). The digital file will ensure accurate measurements required during the review process.
- When the exterior finishes and landscaping are completed, please call the Guideline Review Consultant for placement of your name on the inspection list. Please e-mail ([gadg@bellnet.ca](mailto:gadg@bellnet.ca)) a photograph of the front elevation of the home (the picture should capture the stone on the front of the building & the landscaping elements i.e. tree & sod).
- It is important to clearly identify in the e-mail the subdivision & phase, municipal address, lot & block of the home (legal description)

### Notes:

*-if the Guideline Review Consultant comes to the home for the final inspection and the home is not ready to be inspected, any and all subsequent inspections shall be billed directly to the owner/builder.*

*-if the final inspection results in a non-conformance letter the applicant has twelve (12) months from the date of the letter to correct the deficiencies and notify the Guideline Review Consultant of a subsequent inspection. If the deficiencies have not been corrected and approved within the twelve (12) months, the \$2,500 security deposit shall be forfeited.*

**Note:** All dimensions must be in metric and have imperial equivalent indicated.

Incomplete applications will be returned to the Purchaser. Should partial review of applications be required, the Guideline Review Consultant shall be reimbursed by the Purchaser for time and expenses as set by the Guideline Review Consultant.

### **Order of Review**

- 1) House plans and a BuiltGreen Alberta (BGA) checklist shall be submitted to the Canadian Home Builders' Association - Lethbridge Region for review and will be assigned a BGA number. Then the plans are required to be approved by a certified energy modeler to ensure BuiltGreen™ Alberta compliance.
- 2) The Guideline Review Consultant will then review the submission and approve and/or modify the design grades.
- 3) The Guideline Review Consultant will then review the submission and approve, modify or reject the application based on the adherence of the plans to the design guidelines.
- 4) Upon release of the approved plan and grade slip, the Purchaser can make submission to the City of Lethbridge Development Services Department for a Building Permit. The Building Permit application to the City of Lethbridge Development Services Department must be accompanied by a completed and signed copy of the approval from the Guideline Review Consultant, documenting compliance with the design and grade guidelines.

Note:

- Approval of any and all house plans shall be at the sole and unfettered discretion of the Guideline Review Consultant. Any changes by builders must be submitted to the Guideline Review Consultant and must be approved in writing by both parties.

# Construction

## Survey & Building Grades

An Alberta Land Surveyor has installed iron survey pins for each lot. These are to be protected during the course of construction. If it is required to replace a missing or damaged iron pin, it must be performed by an Alberta Land Surveyor. The cost of replacement shall be at the expense of the Purchaser.

Building grades shall be set by the Guideline Review Consultant on the plot plan and will be controlled by the elevation of deep utilities and streetscape planning. Final approval of the building grades rests with the Guideline Review Consultant as the agent for the City of Lethbridge, Real Estate and Land Development. It is the responsibility of the Purchaser to ensure adequate drainage of the property. Retaining walls should be avoided whenever possible. In no case should they exceed four (4) feet (1200 mm) in height and any exposed concrete over two (2) feet (6100 mm) shall be architecturally treated.

All lots are to be graded by the Purchaser and shall conform to the Plot Plan approved by the Guideline Review Consultant. The Purchaser is responsible to ensure that the lot grading and drainage complies with the policies of the City of Lethbridge. All lot grading certificates must be prepared at the Purchaser's sole cost. Confirmation of final grade approval must be provided to the Guideline Review Consultant prior to the release of the performance and damage deposit. If there are any deviations from the designed lot grades, the responsibility to rectify the problem shall be at the sole cost of the Purchaser.

## Location of Utilities

The City of Lethbridge, Real Estate and Land Development has serviced the SunRidge subdivision with electrical, gas, telephone, water and sanitary sewers. The location of deep utilities is obtained from the Guideline Review Consultant, subject to the City of Lethbridge Infrastructure Department approval. Locations and procedures regarding shallow utilities should be confirmed with the particular utility involved.

## Prevention of Damage and Repair of Damaged Work

The Purchaser is required to take precautions to prevent damage to installed improvements:

- Protect sidewalks, curbs, gutters, etc., when it is necessary for vehicles to be driven across them.
- Keep road in front of the lot clean during construction and keep catch basins in front of lot clear of debris and in working order at all times.
- Purchasers of lots which back onto the park are responsible to ensure that no soil, silt or other construction debris is washed, thrown or blown onto the park. Purchasers will be responsible for all costs associated with repairing this type of damage.
- Record and report any damage to installed works together with the identity of the party causing the damage. Purchasers are reminded, however, that repair to damage to installed services will be at their cost if:
  - the cause of the damage is unknown
  - the identity of the party causing the damage is unknown, and/or
  - the party causing the damage does not pay for the repair for any reason.

Any damage to installed improvements noticed prior to construction must be identified to the Guideline Review Consultant at time of discovery.

# Interpretation and Enforcement of Architectural Controls and Design Guidelines

All homes must be constructed in accordance with the approved application. The Guideline Review Consultant may carry out periodic on-site inspections during construction to ensure compliance with approved plans. The Guideline Review Consultant or representative shall be allowed access to inspect each house for conformance with the approved architectural and landscape plans. A 'stop-work' order may be issued if non-compliance with the guidelines is discovered at any stage of construction. Modification may be requested in writing to accommodate changes related to actual conditions. If additional site inspections are required to resolve non-compliance issues, Real Estate and Land Development and/or the Guideline Review Consultant shall be reimbursed by the Purchaser for costs incurred to bring the house to conformance.

If the Purchaser has not achieved compliance within the timeframe of the “Building Commitment” clause stated within the **General Requirements (Page 14)**, then at the sole discretion of Real Estate and Land, the amount of the security deposit shall be forfeited to the Real Estate and Land Development who shall be at liberty to pursue legal action for any deficiencies arising from the Purchaser's non-compliance with the SunRidge Architectural Controls and Design Guidelines.

The Purchaser may appeal the decision of the Guideline Review Consultant to an Architectural Committee for variance of the approved guidelines. The Committee will consist of a Purchaser's representative, the Guideline Review Consultant and a representative of the City of Lethbridge, Real Estate and Land Development.

The Purchaser acknowledges that the house plan approval is provided as a service and that Real Estate and Land Development and its designated Guideline Review Consultant assume no responsibility for the accuracy of the information provided or for any losses or damages resulting from use thereof.

**Upon compliance with the requirements of the Design and Development Guidelines, the Guidelines shall be in affect for a period of three (3) years after the release of the security deposit.**

# Contact Numbers

## **City of Lethbridge**

Real Estate and Land Development Department  
2<sup>nd</sup> Floor, 910 - 4<sup>th</sup> Avenue South  
Lethbridge, Alberta T1J 0P6

Michael Kelly, Manager  
Real Estate and Land Development

Phone: (403) 320-3194  
Fax: (403) 320-4259  
E-mail: [michael.kelly@lethbridge.ca](mailto:michael.kelly@lethbridge.ca)

## **Goss Architectural Design Group**

#1, 321A - 6 Street South  
Lethbridge, Alberta T1J 2C7

Brad Goss  
Guideline Review Consultant

Phone: 403- 329-1695  
Fax: 403- 329-1699  
E-mail: [gadg@bellnet.ca](mailto:gadg@bellnet.ca)

## **Built Green Canada**

Edmonton, Alberta

Ann Ralph, Executive Officer

Phone: 780-758-6484  
Fax: 780-758-6486  
[www.builtgreencanada.ca](http://www.builtgreencanada.ca)

## **Alberta One-Call**

Call before any site excavation, landscaping or fencing Phone: 1-800-242-3447

## **Canadian Home Builders' Association Lethbridge Region**

Phone: 403-328-2288  
[www.chbalethbridge.com](http://www.chbalethbridge.com)

# Appendix 'A'

## A Guide to Built Green Canada

The community of SunRidge is dedicated to energy efficiency through implementing sustainable/green principles within the neighbourhood wherever possible. To encourage a standard of innovation all homes shall meet Built Green Canada minimum Bronze standard. This standard and certification is only possible through a certified builder of Built Green Canada. A \$3,500 deposit is required at time of the lot purchase and will be refunded to the builder upon compliance with Built Green Canada.

Built Green Canada membership is open to any builder, or company, by meeting the conditions of membership, paying the required fees, and by actively building a minimum number of Built Green Homes each year. A builder member must demonstrate sufficient experience as a single-family home builder or a multi-family home builder.

A Built Green builder member must be the entity that has the ultimate overall responsibility (from a business and legal standpoint) for the design, creation and construction of housing, whether for sale, rental, or custom purchase or for the renovation of existing housing.

### **Membership in Built Green Canada is open to any builder who:**

- a. Is a member of a professional builders' association, as approved by the Built Green Canada Executive Committee;
- b. Takes the Built Green™ builder training course and remains current;
- c. Has a minimum of \$2 million dollars in liability insurance;
- d. Is a member of a home warranty program,;
- e. Provides evidence of a minimum of 16 hours of professional development each year;
- f. Pays the Built Green Canada membership dues; and
- g. Builds a minimum of one (1) Built Green™ certified home per year; with consideration for those builders with a longer building schedule;

### **Becoming certified is a straight forward process for builders:**

- 1) The builder must be a member of the Canadian Home Builders' Association-Lethbridge region, **or** a member of another professional builders' association. If the builder is a non CHBA member they will need to meet all the criteria listed above. CHBA membership covers c & d.
- 2) Become a member of Built Green Canada (enrollment form).
- 3) Take Built Green™ training (included in the program registration) with a focus on the Built Green™ Checklist (or retain a certified consultant).
- 4) Develop the appropriate Built Green™ achievement level from Bronze, Silver, Gold, or Platinum from the Checklist.
- 5) Evaluate the plan or plans you want to enroll in the program. You can either take the training (included in program registration but optional) or hire a certified consultant.
- 6) Register new home plan with Built Green Canada.
- 7) Build new home.
- 8) Arrange a "blower door test" prior to homeowner possession.
- 9) Receive label and official Built Green™ seal.

### **How the Built Green™ Program Works**

Builders and home buyers have the flexibility of choosing their level of participation, thereby offering broader appeal. Bronze represents the minimum of achievement level, Silver is the next level, Gold is the third level of recognition, and Platinum is the highest level of achievement in the Built Green™ program.

# Appendix 'A'



The Built Green™ Checklist provides the foundation of the program's four achievement levels criteria. This includes:

1. Rating and labelling the home through Natural Resources Canada's EnerGuide for New Houses initiative; the mandatory energy efficiency component of the Built Green™ Checklist. EnerGuide for New Houses is delivered in Alberta by EnerVision (a not-for-profit organization owned by CHBA-Alberta) and by other NRCan licensed service organizations.
2. A checklist offering a wide variety of options addressing a range of "green" items from which the builder selects a minimum number to meet a chosen achievement level. Approved supplier/manufacture products that correspond to the Built Green™ checklist are listed in the Built Green™ product catalogue.

Checklist Categories			Bronze	Silver	Gold	Platinum
Energuide for New Houses Rating - 2010			72	75	77	82
I.	Operational Systems	Min. 10/93	81 points	90 points	100 points	120 points
II	Building Materials	Min. 15/91				
III.	Ext. & Int. Finished	Min 10/66				
IV.	Indoor Air Quality	Min. 15/53				
V.	Ventilation	Min. 6/21				
VI.	Waste Management	Min. 7/32				
VII.	Water Conservation	Min. 7/48				
VIII.	Business Practices	Min. 6/31				

# Appendix 'A'

Built Green Canada members have the opportunity to submit requests for changes (additions, deletions, point value, etc.) to the Built Green™ checklist. The checklist is reviewed annually. The revised checklist is effective January 1 of each year.

The Built Green™ certified builder enrolls the new home on behalf of the purchaser/owner; (or in the name of the builder in the case of a spec or show home). Each home enrolment must include 1) the completed Home Enrolment Form, 2) the completed Checklist and 3) the HOT2000 P (for Plan) file.

To verify the energy efficiency, the builder schedules a blower door test/inspection for every home, conducted only by a trained and licensed, third-party consultant (a Certified Energy Advisor) just prior to possession. A blower door test takes about an hour to complete. Work in the home can continue while the test is underway as long as all the windows and doors are closed. The builder is responsible for ensuring the house meets the minimum requirements.

All Built Green homes are subject to a random audit. To confirm selected checklist items are being included in the homes, 5% of enrolled homes will be audited at random during different phases of construction. The audit can consist of a consultant visiting the home to confirm the Checklist items or the builder may be requested to submit documentation and/or certificates as outlined on the Checklist.

## **EnerGuide Rating**

Type of House	Rating
Older house not upgraded	0 - 50
Upgraded old house	51 - 65
Energy-efficient upgraded old house or typical new house	66 - 74
Energy-efficient new house	75 - 79
Highly energy-efficient new house (For a brand new house, a rating of 80 or higher is excellent.)	80 - 90
An "advanced house" that uses little or no purchased energy	91 - 100

Upon completion of construction and a satisfactory blower door test/inspection, the builder will receive an EnerGuide for New Houses rating label and report, together with an official Built Green™ seal for the new home. The EnerGuide label and Built Green™ seal are affixed to the furnace in the new home to provide assurance of its Built Green™ status to the new as well as future owners.

# Appendix 'A'

**Address**  
Identifies the house to which the rating applies.

**Scale**  
The low end of the scale represents a house that is built to minimum building code standards.  
100 represents a house that is very well insulated, airtight, sufficiently ventilated and that requires no purchased energy (such as solar powered home).

**Energy Efficiency Rating**  
Allows comparison of energy performance between houses of the same size. The more efficient the house the higher the rating number.

**Estimated Annual Energy Consumption for the House under Standard Operating Conditions**  
Allows comparison of the energy consumption of the house to similar houses, and helps estimate energy costs.

**File Number**  
Official EnerGuide for New Houses number assigned to homes that have been evaluated.

**Evaluated By**  
Name and telephone number of the EnerGuide for New Houses service organization.

**Date**  
The date that the energy efficiency evaluation was conducted.

**ENERGUIDE**  
**FOR NEW HOUSES**  
123 EnerGuide Street, Ottawa, ON, K1A 1A1  
**77**  
Level of energy efficiency  
65 80+ 100  
Energy Efficiency Target  
Estimated annual energy consumption  
Electricity: 9,493 kWh Gas: 4,182 cu.m  
File number: 9901P00001  
Date of construction: 2005  
Builder: ABC Construction  
Energy evaluation performed by  
Mike Smith, (613) 555-1234  
An energy report has been provided to the homeowner. Date: March 21, 2005  
egnh.gc.ca 1 800 387-2000  
Natural Resources Canada Resources naturelles Canada Canada

