

# Sunset Harbor Property Development Process

## *Development Application Checklist*

The following steps outline the expectations of Sunset Harbor Condominium Board with respect to developing a bare lot, obtaining proper permits to develop, and subsequent construction of resident dwelling.

### Step 1                      Application to Develop

Lot owner contacts Condominium Manager and will initiate process by letting Manager know that they wish to develop their lot. Manager will ensure that lot owners have a copy of the architectural controls, development checklist, etc. (development package).

### Step 2                      Home / Lot Owner Confirmation

Homeowner will confirm in writing that they have received the development package from the Sunset Harbor Condo Manager. Until there is written confirmation from lot owner that they have received the development package, the development process “stalls”. (Please see last page of checklist for sign-off)

### Step 3                      Lot Owner Proposed Development Drawings Forwarded to Condo Manager

Once Lot Owner has confirmed that he has received development package then the owner may forward:

- A preliminary design to be reviewed by the Condo Architect for preliminary approval (OPTIONAL)

Timeline: 10 days

- The completed Architectural Approval form, including all documents required in the form to Condo Manager. If drawings are complete and seem to be of a “cape cod style”, they are forwarded to Condo Architect for review.
- A request must be made in writing if the Owner wishes to obtain a relaxation from the specific architectural controls contained in the Restrictive Covenant, which will also be forwarded to the Condo Architect for review.

## Step 4 Architectural Review

Architectural Review of proposed development takes place and the reviewed drawings are approved, will be approved with modifications or are rejected. Condo Manager then forwards reviewed drawings and any comments to lot owner and Marina.

Timeline: 21 days

## Step 5a Lot Owner Review of marked up drawings and modifications. **AGREEMENT**

- If drawings are **approved**, proceed to step 7.
- If drawings are **approved with modifications**, and if the lot owner is in **AGREEMENT** with Condo Architects interpretation of drawings and modification checklist the lot owner must modify the plans, re-submit the modified plans to the Manager, and may proceed to step 7.

Timeline to modify plans: 90 days

## Step 5b Lot Owner Review of marked up drawings and modifications. **DISAGREEMENT**

If lot owner is in **DISAGREEMENT** with Condo Architects interpretation of drawings and modifications the lot owner must submit “in writing” to Condo Manager request for relaxation of controls. This request for relaxation must be detailed and reference the architectural controls issued with development package in step #1. Condo Manager then forwards request for relaxation to Condo Board Members for review. If Condo Board is willing to permit these relaxations then written permission must be forwarded to Condo Manager who in turn will forward to Lot Owner.

Timeline for Board Response: 14 days

## Step 6 Appeals

Where plans, or requested relaxations are not approved, the Owner may appeal the decision to the Marina (owner of lot 23) who will then rule on the requested relaxation. The appeal request must be given in writing to the Marina and the Condo Manager.

Timeline to submit appeal: 30 days

Marina will review the appeal and advise the owner whether the appeal has been accepted or refused.

Timeline for decision: 14 days

The decision of Marina on appeal shall be final and binding on the owner.

If the Condo does not agree with the decision of Marina on appeal, the Condo shall have the right to arbitrate such decision.

## Step 7 Proceed to Build

Owner must execute the Security Deposit Agreement with the Condo and provide the Condo with Certified funds in the amount of the Security Deposit.

Owner must obtain development permit from County of Wetaskiwin.

Owner must get building permits for all trades / disciplines that require them.

## Step 8a Pre-Construction Lot Inspection

Prior to proceeding with any site work or construction activities, the Owner is to contact Manager and request an initial lot inspection. Any damage or deficiencies to subdivision improvements will be noted. The Owner will not be held responsible for these items. An initial lot inspection report will be issued and a copy of this should be given by the Owner to his builder prior to proceeding with site work.

The Owner will be fully responsible for the costs of any repair work for damage not listed on the initial lot inspection report.

## Step 8b Survey and Footings

Lot Owner must secure a surveyor to locate lot pins and surveyor also stakes out house so footings may be poured. Lot owner submits Real Property Report to Condo Board once footings are installed, but before any flooring or framework has commenced.

## Step 9 Real Property Report reviewed by Condo Manager to ensure compliant with lot building pocket.

If the Real Property Report is correct with respect to development of lot, remainder of construction is able to proceed. If Condo finds inconsistencies with Real Property Report and intended lot development then construction is halted until the inconsistencies are corrected.

Timeline to review Real Property Report: 7 days

## Step 10 Construction of Property

Remainder of construction and property development occurs as per the approved drawings and development checklist. Condo and lot owner ensure approved plans are being adhered to at all times.

Items to watch during construction:

- Elevation: Garage floor should be 20 inches above curb or pavement (where no curb exists) so there is 20 inches of slope from the house to road. This will set the elevation for the house.

- A water meter must be installed on the outside of the building
- All plumbing fixtures must comply with R2000 building standards (i.e. low flow water conservation)
- Septic tanks:
  - Lid should be insulated with plywood and styrofoam, or an insulated box placed over the whole system (see example of Unit 6 sewer tank)
    - Will help the sewer line to not freeze
  - There should be a check valve inside the tank as it comes off of the pump and another before it leaves the tank (on either side of where the line could split apart if needed) to ensure water does not backflow from the line to the tank, and a backflow preventer from tank to house.

## Step 11                      Final Building Approval

Upon completion of the house and all required landscaping, the Owner shall request a final inspection by the Condo.

The owner's security deposit shall be released if everything is in compliance with the approved drawings, or the Owner will receive a list of the deficiencies to be completed before any portion of the security deposit is released.

## Other Guidelines

### **12      SIGNAGE**

Both temporary and permanent signage will be coordinated and must be approved by the Condo.

### **13      APPEARANCE DURING CONSTRUCTION**

The Owner is required to keep his lot clean and orderly during construction. There will be no burning of garbage. Owners (or their Builders) who fail to keep the lot clean and orderly will be back charged for cleanup carried out by the Condo.

No trees, shrubbery, lawns, fencing, building or other site improvements shall be allowed to deteriorate to the detriment of the subdivision.

### **14      CONSTRUCTION PROCEDURES**

The following instructions and regulations apply to all Owners of lots in Sunset Harbour, their contractors, agents or anyone acting on their behalf. This section is intended to clarify the responsibilities with regard to the prevention and repair of damage to the works installed in the subdivision. Any deviation from these procedures must be authorized in writing by the Condo.

### **15      SURVEY**

Iron survey pins have been installed by an Alberta Land Surveyor as required by the Land Titles Act. If it is necessary to replace a lost or damaged iron pin, it must be done by an Alberta Land Surveyor. The cost of such replacement shall be the responsibility of the Owner.

## **16 DISPOSAL OF SURPLUS MATERIAL FROM EXCAVATIONS**

Owners are requested to remove from the subdivision or to keep excavated materials within the confines of the lot or lots in their possession. Surplus materials shall not be dumped or disposed of within the subdivision. The Owner shall be responsible for the removal of any spillage or materials from any area outside of the confines of the lot.

## **17 OTHER CONSTRUCTION WASTE**

Packaging material and other waste materials from the construction site must be disposed of in the proper manner at an authorized landfill site outside of the subdivision area. Owners shall be held liable for the cost of removal of any waste materials which are found dumped within the subdivision.

## **18 PREVENTION OF DAMAGE AND REPAIR OF DAMAGED WORKS**

Lot Owners and/or their Builders shall be expected to take normal precautions to prevent damage to installed services. In particular, they shall:

- a) Protect sidewalks, curbs, gutters, etc. when it is necessary for vehicles to drive across them. A simple and effective means is to construct a crossing using a sufficient depth of loose earth with ¾" plywood over to absorb shock and distribute pressure.
- b) Keep the road in front of their lot broom-clean during construction and keep any catch basin in front of the lot clear of debris and in working order at all times. Owners are reminded that repair of damaged services will be at their cost.

The Applicant acknowledges they have received and in agreement with the following Development Package:

1. Letter from the Manager
2. Development Application Checklist
3. Architectural Controls
4. Restrictive Covenant
5. Application for Architectural Approval Form
6. Security Deposit Agreement
7. Agreement for Procedures on Future Development (dated April 17, 2008)
8. Building Envelope Plan
9. Required location of garage / driveway: The driveway should be on the opposite side of where the water/sewer line is tied in (so that you do not drive over your sewer tank).
10. Colours of neighbouring units
11. Sample contact list of contractors for development

Applicants Signature Upon Acceptance of Checklist and confirmation of receiving the development package:

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_