

INTRODUCTION

We're Proud of our Residential Community

Crown Isle

We have prepared the Design Guidelines so that the homeowners and the developer of Crown Isle, Silverado Land Corp. ("Silverado") can all benefit from the high residential standards.

Crown Isle is a high quality urban community developed by Silverado Land Corp. The Community is located within the boundaries of the City of Courtenay. The 831-acre site consists of two integrated components – the Destination Resort and the Golf Community. The development includes an 18 hole championship golf course with a Platinum Rating, a 48,000 sq. ft. clubhouse - with all the amenities, eleven lakes, parks, single and multi-family homesites, a proposed retirement campus, a proposed commercial and industrial center along with exquisite golf villas and "Innovative Villa Ownership". Silverado is committed to the creation of a beautiful setting in which to enjoy the best of Canada's West Coast Lifestyle.

The heart of the community is an 18-hole championship golf course designed by Graham Cooke and Associates. In a future phase an additional nine holes are planned for the northern part of the site. Crown Isle's master plan carefully integrates housing with the golf course and open space in small neighbourhood-scale clusters to ensure the maximum privacy, safety and amenity for all homeowners. Golf course views throughout the development are available for all to enjoy. High standards will be ensured from the ground up through the comprehensive planning, attention to detail, and our quality assurance program including Design Guidelines for home construction.

These Design Guidelines will help to maximize the investment market potential of Crown Isle by ensuring:

- *effective quality standards*
- *integrated streetscape and home design*
- *design continuity throughout the community*
- *excellent living conditions*

Our approach offers variety and choices of individual homesites while ensuring that each home contributes to the overall community. It is Silverado's intention to assist all homeowners by designating a representative (the "Approving Officer") to co-ordinate and manage the approval process. The Approving Officer is for the benefit of all individual homeowners and Silverado.

To ensure that the Design guidelines are strictly adhered to a \$2,500 compliance fee is to be paid to Silverado, \$1,000 of the fee is to be paid on completion of the homesite purchase and \$1,500 upon approval of building plans. Non compliance with these Guidelines may result in the loss of the \$2,500 fee. This compliance fee will be returned with interest after final approval of completed construction by Silverado's approval process.

How To Use This Guideline

DESIGN GUIDELINE OBJECTIVES

Design Guidelines are the mechanism which contributes to a high level of quality design in the community.

This document must be read in conjunction with the statutory building scheme and its schedule of restrictions. The statutory building scheme is a restrictive covenant.

DESIGN REVIEW PROCESS

- a) An owner (“or agent”) shall submit for a preliminary consultation, an initial proposal for the type of housing and landscaping being contemplated. This will allow the owner (agent) to become aware of any design considerations that are particular to his site.
- b) For the final approval, the owner (agent) shall submit two (2) copies of the following information to the Approving Officer (the Approving Officer is a person or party designated by Silverado).
 - Drawing of the house plans, elevations and sections at 1:50 or ¼” = 1’-0”.
 - A site plan at 1:100 or 1/8” = 1’-0”, identifying all the information relating to the siting of the home on the lot, as well as elevations for the front, back and sides measured from the curb.
 - A landscaping plan to a rough scale - showing the location, naming all trees and shrubs. If a fence or shed is planned a sketch showing the location, style and finish must also be presented for approval.

- A complete application form for House Plan Approval (indicating colours, materials and other specific information as requested on the form), sample colours must be provided.

These forms will be provided by Silverado for completion by the owner (agent).

- c) The Approving Officer shall review this submission and, in written form, recommend approval or alterations that must be made to ensure adherence to these guidelines.

The original application form and one set of marked prints will be kept by the Approving Officer for future reference. The second set of similarly marked prints will be returned to the owner (agent) via Silverado.

- d) The owner (agent) can make submission for a building permit (to the City of Courtenay) after approvals granted from the Approving Officer. Any subsequent changes by the owner (agent) from plans approved by Silverado must be submitted to Silverado in writing and must be approved in writing by the Approving Officer.
- e) Prior to commencement of house construction, the owner (agent) is to advise Silverado of any damages to lot services, curbs, sidewalks or roadways on or adjacent to the lot or other unacceptable situations concerning his lot. Failure to contact Silverado will be deemed to indicate satisfaction with the condition of the lot.
- f) Silverado Land Corp. or its Approving Officer will carry out on-site inspections during construction to ensure compliance with approved plans. Changes to the approved design must be made in writing for approval. Changes or non-compliance will result in a loss of a portion or all of the security deposit.

Changes required by the municipality during construction must be submitted by the owner (agent) to Silverado Land Corp. or its Approving Officer who may require further amendments in order to allow for municipally required changes without detriment to the overall development.

External appearance of the building and or addition must be complete within one year from the date of approval of the building plans by the Approving Officer.

Upon completion of the house and all required landscaping, the owner (agent) shall request a final inspection by Silverado.

A deposit release shall be issued if construction and landscaping is in compliance with the approved drawings, or the owner (agent) will receive a list of deficiencies to be completed before the security deposit is released.

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

- a) Dimensions of lot.
- b) Dimensions of building.
- c) Dimensions of property lines.
- d) Proposed and existing elevations at each corner of the house, garage slab, basement slab and finished main floor measured from the rear or curb height.
- e) Location of driveway and slope of driveway.
- f) Location of garage.
- g) Submit to Silverado a professional site survey upon completion by a B.C. Land Surveyor.

**USE OF HOUSE PLAN
REVIEW SERVICES**

The applicant acknowledges that the house plan review is provided as a service and that the developer and its Approving Officer assume no responsibility for the accuracy of the information provided, or for any losses or damages resulting from use thereof.

The applicant further acknowledges that he will hold the developer and its Approving Officer harmless from any action resulting from the use of this information.

Approval is subject to the Design Guidelines and the following:

- 1. This sheet must be signed by the owner (agent) prior to Building Permit Release.
- 2. The exterior finishes, detailing, and overall appearance of the completed building will be indicated on the approved drawings, sample board and this sheet. Any revisions must be submitted to this office for review and approval. Any departure from the approved drawings without prior approval may result in the loss of all or a portion of the security deposit

CONDITIONS OF APPROVAL

FINAL APPROVAL

Date: _____

Homesite No.: _____ Phase: _____

Owner (Agent) _____

Signature: _____

Recorded by: _____

Phone: (W) _____ (H) _____

APPROVAL PROCESS

- | | |
|--------------------------------------------------|----------------------------------------------------|
| 1. REGISTRATION OF TITLE AND DAMAGE DEPOSIT | 7. BUILDING PERMIT APPLICATION (CITY OF COURTENAY) |
| 2. PRELIMINARY CONSULTATION | 8. CONSTRUCTION |
| 3. PREPARE HOUSE PLANS | 9. FINAL INSPECTION |
| 4. APPLICATION TO SILVERADO (APPROVING OFFICER) | 10. APPROVAL OR REJECTION |
| 5. ACCEPTANCE OF PLANS - OR - REJECTION OF PLANS | 11. REQUEST FOR REFUND OF DAMAGE DEPOSIT |
| 6. APPROVED | 12. REFUND OF DEPOSIT |

Please note:

Silverado's agent (the Approving Officer) reserves the right to grant approvals beyond the parameters contained herein when it is deemed to be in the best interests of the community.

GUIDELINES FOR THE LOT

ARCHITECTURAL THEME

The design of the dwelling units should contain enough variety to create interest while at the same time achieving a balanced harmony of forms, colours, and themes. The dwelling units should compliment the neighbourhood by avoiding overpowering shapes and volumes, providing smooth transitions between different styles and protect the privacy of neighbouring living areas.

SITING AND SETBACKS

The siting of each house shall take into consideration the natural characteristics of the lots, existing tree cover and the relationship to the street and neighbouring houses. Overview and overshadowing neighbouring houses and yards must be avoided.

Minimum setbacks for principal building area generally based on the City of Courtenay's Zoning by-law.

Front:	7.5 metres	25 (feet)
Side:	1.5 metres	5 (feet)
Side:	Corner Lot	
	3.04 metres	10 (feet)
(where side property fronts onto a flanking street)		
Rear:	9.14 metres	30 (feet)

The height of a proposed home is determined by the City of Courtenay Building by-laws as well as the approval of Silverado's Approving Officer who will take into consideration the overview and overshadowing of neighbour housing.

It is the owner's (agent's) responsibility to identify the location of easements and right-of-ways and to comply with the setback requirements established by Silverado Land Corp. and the City of Courtenay.

To create an interesting streetscape and maximize privacy, Silverado may establish specific setback requirements on an individual basis during the design

approval process. Silverado has established setback requirements for all lots. It will be the responsibility of the owner to check these setbacks during the first stage of the approval process.

Yards and setbacks of accessory buildings shall comply with the minimum requirements set out by the City of Courtenay Zoning by-laws, as well as the consent from the Approving Officer as to the design, finish and location.

SITE COVERAGE: HOME SIZES AND TYPES

All homes must meet the following minimum standards and must fall in one of the four allowable categories of homes listed below.

Two Story Homes: A minimum finished living area of at least 1,900-sq. ft. excluding garage is required. Finished main floor living area shall be at least 1,400 sq. ft. No basement entry homes are permitted.

Story & A Half: A minimum finished living area of 1,800 sq. ft. The main floor area shall be at least 1,350 sq. ft. This type of home is lower in profile than the two-story home. The roof begins at the one story level with the roof pitch high enough to allow headroom in about one half of the second floor.

Split Level Homes: A minimum finished living area of at least 1,800-sq. ft. excluding garage is required.

Ranchers: A finished living area of at least 1,600-sq. ft. is required excluding garage.

Silverado reserves the right to refuse a submission that does not meet the requirements.

LOT GRADING AND RETAINING WALLS

Lot grading is to follow the natural slope of the land. Lot slopes should be absorbed within the building massing as much as possible (i.e. Stepped foundations and floor levels) to minimize the need for grades steeper than 3:1.

House excavation or construction shall not be allowed to undermine the slope stability of any roadway base without appropriate temporary and/or permanent earth retention.

Where retaining walls are required in the front yard or front driveway area textured concrete must be used (i.e. board formed concrete with either an exposed aggregate or stone facing).

Retaining walls will be limited to an exposed height of 1.2 metres (4 feet) unless it can be proven that a higher wall is necessary. If so, a stepped form shall be used to reduce the walls visual mass. All retaining walls and their foundations are to be within property lines.

Due to the topography special precautions related to ground and surface runoff must be adhered to, both during and after construction.

Drains may be required in some instances, particularly in rear yards, and this possibility should be addressed during the preliminary planning stages.

GUIDELINES FOR THE HOUSE

EXTERIOR DESIGN

An overall quality standard in the community will be maintained through variation in individual house designs, repetition of some architectural elements and use of a uniform quality of material.

Special attention to consistency in the exterior treatment of the house is necessary. Detailing which is important to the design's integrity is considered essential and should not be omitted for budget reasons.

SPECIFIC EXTERIOR DESIGN DETAILS

A) In general, materials used on the front of the house should be used on all other faces of the building.

B) Wood, brick, stone, hardiplank or combinations of these materials are encouraged.

Stucco may be used on Tudor or California style homes, but with a fine textured finish only. Swirled or other obvious patterned stucco finishes are not acceptable. Stucco houses, as well as wood finished homes, require special detailing for the window and door treatment on all windows and doors visible from the street and the golf course.

C) Window frames are to be in a colour complementary to exterior siding.

D) Trim boards used around windows and doorways shall be finished in a complementary colour. Corner moldings and other architectural elements used on the front of the house shall be used on all other faces of the building. Muntin bars must be used on all windows visible to the street. Taped or artificial muntin bars will not be allowed. False front treatments and over embellishment of the front entrance will not be allowed.

E) Accent veneers such as brick or stone must turn the corner 1.2-m (4.0-ft.) or meet the chimney. Any variations of this due to construction details must be approved before construction. The colour and pattern for any brick or stone veneers must blend with the siding. All brick is to be standard or metric size. The brick and stones shall be neutral and even toned. Strong reds, black or white are not allowed. Cultured stone will be considered; multi-coloured stone is not permitted.

F) Front doors will be relief panel doors of solid construction or glass-paneled doors painted or stained to complement the exterior finish. Exterior architectural lighting shall be one or more matching custom fixtures on each house. Solid brass door hardware is recommended or hardware to complement the architectural lighting and house numbers. Samples must be submitted for approvals.

G) Chimneys in the front half of the house must be framed and finished with brick, stone, siding or stucco to match finish of the house.

No cantilevered chimneys are allowed. The framing shall be taken down to finish grade.

The exposed portion of the metal "A" vent, which appears above the framing, must be kept to the minimum height allowed by the code.

The “B” vent shall be located on a rear slope or wherever it is least visible to public view. “B” vents that, due to serious planning constraints, must appear on a front slope shall be located close to the ridge. Any “B” vent over 3’0” high on a front or back slope shall be framed and finished with brick, stone, siding or stucco to match the finish of the house.

- H) Exposed concrete block is not permitted. Exposed concrete foundation walls are not to exceed 0.45 metres (18 in.) in height. Exposed surface to be ground smooth, filled with cement, washed or paraded finish.
- I) Wood siding or Hardiplank is to be applied either horizontally or vertically and in the same direction on all elevations.
- J) Overhangs to be a minimum of 24 in. on the main level with 8 in to 12-in. wood fascia combined with 18-in. soffit and 8 in. to 10 in., wood fascia on the upper level. A unique roof design may result in a variation of the above. Fascia boards may be eliminated if a special gutter incorporating a fascia feature is used. The construction of soffits is to be of the same material as the exterior of the home or an alternate of aluminum or vinyl. Any variation of the above must be approved by the Approving Officer before construction.
- K) Two story bay windows shall not be permitted on the front facade.
- L) The building facade should be clean and uncluttered.
- M) No pole mast, antenna or clothesline (with the exception of an umbrella type clothesline) may be erected or installed on any lot.
- N) Garbage containers and compost bins are not to be visible from the street and the golf course and must be screened from view.
- O) No heat pumps or other exterior device shall be placed in or on a building or lot unless the siting and/or decibels have been approved by the Approving Officer.
- P) No outside incinerators or other equipment for the disposal of garbage, trash or other waste shall be used.

HOUSE COLOUR

In general, the appearance of quality in the development will be maintained by not using bright, garish colours. Only the use of natural colour tones in stucco or stains on cedar siding or Hardiplank and/or other new products with complementary trim is acceptable. Repetition of identical colour schemes within a 2-lot radius on the street will be rejected.

ROOF

Cedar shake, cedar shingle, Hardiplank, and/or other new products are the recommended material. Concrete tiles will be accepted in neutral, even-toned colours. Duroid or metal is not allowed. The roof pitch must be between 8:12 and 12:12 with the majority of the pitch being the same.

All roof stacks, flashing, etc. are to be painted brown or other approved colour to make them as inconspicuous as possible. Gutters and rainwater leaders and soffits are to be finished in a compatible colour.

DRIVEWAYS AND GARAGES

Driveways should be situated to take advantage of grade and street orientation. Exposed aggregate concrete and/or interlocking pavers are mandatory and the minimum driveway slope is governed by the City of Courtenay Building Code. Stamped concrete may be considered as an alternate colour and texture must be approved.

A combination of concrete and exposed aggregate driveways will be allowed if the exposed aggregate concrete portions exceed eighty percent of the surface area.

Some lots have specific driveway and garage requirements due to servicing and street light locations. It is the builder’s responsibility to ensure that driveway locations do not interfere with services or streetlights. The location of the garage will depend on the houses on both sides. Back to back garages are recommended as this allows for more openness to the front streetscape.

All garages must be double and be constructed in the same materials and style as the house. Detached garages, which complement the house, will be considered.

Garage doors are to be painted or stained in colours complimentary to the siding colour.

BASEMENTS

It is important that the owner (agent) contact Silverado before purchasing house plans, since servicing requirements mean that full basements may be possible only on some lots.

BUILDING HEIGHT AND MASSING

Building height is governed by Courtenay's zoning by-laws.

Silverado will consider the compatibility of the height, massing and siting of each house submitted for approval as it relates to the neighbouring houses in Crown Isle.

Special height and massing treatment is required for corner lots and those lots next to major open spaces.

To take advantage of street views and to soften the visual impact:

- A) Houses on corner lots should be single story or split up from the flanking street.
- B) Houses adjacent to parks should also be single story or split up from the open space side of the building. The roof should be pitched so that the roof slopes toward the open area.
- C) Houses on corner lots shall be designated to face both streets with roof and wall elements that turn the exposed corner. The opportunity to have the driveway on one side and the front entry on the other side should be considered.
- D) It is recommended that the elevations from the curb to the main floor not exceed 2'0", unless there is a considerable slope to the lot. All elevations must be approved before the start of construction.

GUIDELINES FOR THE STREETSCAPE

REPETITION OF HOUSE PLANS

The same house plan may not be repeated more often than every tenth house on either side of a street. This would include any reversal or mirror images of house plans.

Silverado require the owner (agent) to complete front yard and rear yard landscaping within six months (weather permitting) of completion of house construction. The landscaping includes topsoiling, grading, sodding or seeding and underground sprinkler system (front and back). Planing trees and shrubs in yards is required and includes 3 deciduous trees, minimum 2" (5 cm) caliper, minimum 8' height (2.5 m) with at least one in the front yard, and 30 evergreen shrubs, minimum #2 pot size. Grass is required from the curb to the property line.

Tree and shrub planting in front yards should be designed to complement the individual home and streetscape. A complete landscape plan is to be submitted for approval. It must show the name and location of all trees, shrubs and location of any decks or sheds. Side yards and rear yards shall be cleaned and graded within the same six-month period.

LOT MAINTENANCE

Should the owner (agent) elect not to proceed with construction on their lot, then the owner agrees to maintain the lot on an ongoing basis in a neat and tidy manner and acceptable to Silverado Land Corp.

Should the owner (agent) fail to comply with this clause to the satisfaction of Silverado, then upon written notice to the owner, Silverado may, at its option commence to maintain the lot and any costs incurred shall be payable by the owner to Silverado.

FENCING AND HEDGES

No fence or hedge shall be erected in the front yard of any lot. In the case of cluster and corner lots, the front yard includes the flanking street side forward of the rear side of the house. Fences are permitted in side yards and backyards. Ornamental screen shrubbery - either broad leaf evergreen or coniferous is a recommended alternative to fencing. Chain linked fence shall not be permitted except as specified.

There shall be a screen of vegetation planted and maintained on the golf course side of any fence constructed on a lot flanking the golf course. The Design Consultant must approve the vegetation.

All Fence decisions, style, location, height, finish and colour must be approved by the Approving Officer before construction.

POOLS AND HOT TUBS

All swimming pools are to be in-ground, fenced and located in rear yards only. All hot tubs are to be located in rear yards. Swimming pools and hot tub locations and elevations must be approved by the Approving Officer before construction.

RECREATIONAL EQUIPMENT AND ACCESSORY BUILDINGS

Trailers, boats, vehicles, commercial vehicles, recreational equipment, and other similar equipment are required to be stored inside a dwelling. No mobile home, modular home or trailer shall be placed, maintained or occupied on any lot as a residence unless for the sole purpose of loading or unloading and for a period no longer than 4 days.

Accessory buildings designed to complement the existing house are restricted to the rear yard or behind screening. Only one accessory building on a lot is allowed. The location, style, height and finish of accessory buildings must be approved before construction. All service connections to accessory building must be underground.

The Approving Officer must approve all satellite receiving devices and their locations.

SIGNAGE

Signs erected by a purchaser or agent must be approved by Silverado. Only Silverado's agent may erect large signs. Only one "For Sale" sign may be placed on the roadside of any homesite.

Silverado will provide the sign blank and posts. The cost of the graphics is the responsibility of the owner or agent of the lot. Upon successful sale or completion the sign and posts are returned to Silverado.

PROTECTION OF CURB, SIDEWALK AND UTILITIES

The owner (agent) is responsible to repair any damage to curb, sidewalk, roadways or service connections as a result of house construction. The owner (agent) should inspect the lot prior to construction and inform the City of any existing damage. Once the house is constructed, the lot and adjacent services will be inspected by the City of Courtenay to ensure damage is repaired. Should the owner (agent) fail to make the necessary repairs, then the City will do so and deduct the costs from the deposit.

APPEARANCE DURING CONSTRUCTION

The owner (agent) is required to keep the lot clean and orderly during construction. Special precautions shall be taken during the construction regarding ground and surface runoff. Owner's (agent's) negligence shall be charged for any clean up carried out by Silverado. No supplier or jobber signage is permitted and all windblown construction materials are to be contained. In addition, all construction sites must have an on-site portable toilet.

(min.pitch 8/12-12/12)

Date

Roof Material / Colour

APPLICANT

Wall Material / Colour

Name

Brick or Stonework Colours

Address

Trim Material / Colour

Telephone

Driveway Material

BUILDER

Garage Door Material / Colour

Name

Walkway Material

Address

Chimney Material / Colour

Telephone

Soffit Material / Colour

Retaining Wall Material

Lot Number

Plan

Landscaping

Housing

Ground Flr. Area Sq. Ft.

Total

Landscaping Drawing

Second Flr. Area

Sq. Ft. Total

Sitting Elev. From top of curb

Sq. Ft. both flrs.

Total

Fencing

Setback Front: Rear Left Right

Elevation at Front Door

**Fin. 1st Flr. (top of joist) to a max.of 2' above curb.
Any variation must be approved by Silverado Prior to
Construction.**

*Conformance to setback requirements are the responsibility of
The owner (agent).*

