



Resort & Golf Community

THE RISE *at Crown Isle*

Phase One (27 Lots)

Developed by SILVER SAND LAND CORP.

Design Guidelines (May 2015)

Come for a Tee Time.....Stay for a Lifetime.....

Welcome to Crown Isle Resort & Golf Community

IN order to achieve the long term vision of Crown Isle Resort & Golf Community, we have prepared the Design Guidelines so that both the homeowners and the developer, Silver Sand Land Corp. (“**Silver Sand**”) can benefit from the high residential building standards.

Crown Isle is a high quality urban community developed by Silver Sand Land Corp. The Community is located within the boundaries of the City of Courtenay. The 871-acre site consists of two integrated components – **a world class, full-service Destination Golf Resort and a comprehensive Master Planned Residential Community**. The development includes an 18 hole championship golf course with a Platinum Rating, a 48,000 sq. ft. clubhouse - with all the amenities, single & multi-family home sites, a proposed retirement campus, future commercial and industrial center along with exquisite on-site accommodations consisting of 92 Villas and an “Innovative Villa Ownership” program. The Crown Isle community will have 2700 integrated living spaces at completion. Silver Sand 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. Crown Isle’s master plan carefully integrates housing with the golf course and open space in small neighborhood 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 process, attention to detail, and our quality assurance program outlined for home construction.

The purpose of the Design Guidelines is to ensure a sense of design continuity for the Crown Isle community. Such continuity enhances land values, provides a visually appealing living environment and encourages design creativity within a consistent framework. These Design Guidelines will help to maximize the market potential of Crown Isle by ensuring:

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

Our approach offers variety and choices for individual home sites while ensuring that each home contributes to the overall West Coast look and feel of the community. It is Silver Sand’s intention to assist all homeowners through assigning designated representatives (the “**Approving Committee**”) to co-ordinate and manage each step of the approval process. The Approving Committee is for the benefit of all individual homeowners and Silver Sands. Their purpose is two-fold: to ensure the ongoing relevance and applicability of the Design Guidelines through revision and amendment as deemed necessary; and to review all proposed Buildings and Improvements as a means to ensure compliance with the intent of the Design Guidelines as outlined.

To ensure that the Design guidelines are adhered to, a **\$3,500 compliance fee** is to be paid to Silver Sand when the Lot is purchased. Non compliance with these Design Guidelines may result in the loss of the \$3,500 fee. This compliance fee will be returned after final approval of completed construction and landscaping by Silverado’s Approval Committee.

How To Use This Guideline

DESIGN GUIDELINE OBJECTIVES

Design Guidelines are the mechanism which contributes to the assurance of a high level of quality design and construction in the Crown Isle 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 on title of each individual property.

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 the site.
- b) **For the final approval, the owner (agent) shall submit two (2) copies of the following information to the Approving Committee (the Approving Committee is a group designated by Silver Sand).**
 - **Drawing of the house plans, elevations and cross sections at 1:50 or 1/4” = 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 and 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. Depending on the size of the shed, a permit may be required by the City of Courtenay.**
 - **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 Silver Sand for completion by the owner (agent).

- c) The Approving Committee 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 Committee for future reference. The second set of similarly marked prints will be returned to the owner (agent) via Silver Sand.

- d) The owner (agent) can make submission for a building permit (to the City of Courtenay) after approval is granted by the Approving Committee. Any subsequent changes by the owner (agent) from plans approved by Silver Sand must be submitted to Silver Sand in writing and must be approved in writing by the Approving Committee.
- e) Prior to commencement of house construction, the owner (agent) is to advise Silver Sand 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 Silver Sand will be deemed to indicate satisfaction with the condition of the lot.
- f) Silver Sand Land Corp. or a designee from its Approving Committee 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 Silver Sand or its Approving Committee 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 Committee.

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

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 Silver Sand 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 Committee 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 the members of its Approving Committee 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) and the Approving Committee (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

Home site No.: _____ Phase: _____

CONDITIONAL APPROVAL

FINAL APPROVAL

Date: _____ Date: _____

Owner (Agent) _____ Owner (Agent) _____

Phone: (W) _____ (H) _____

Approving Committee (Agent) _____ Approving Committee (Agent) _____

Recorded by: _____ Recorded by: _____

Signature: _____ Signature: _____

CROWN ISLE BUILDING APPROVAL PROCESS

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

Please note:

Silver Sand's agent (the Approving Committee) 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 neighboring living areas. Craftsman, West Coast and French Country themes are recommended and encouraged.

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 over-shadowing neighbouring houses and yards must be avoided.

Minimum setbacks for the principal building are:

Front:	Minimum	6.1 metres	20 (feet)
	Maximum	9.145 metres	30 (feet)
Side:	Standard Lot	1.5 metres	5 (feet)
Side:	Corner Lot	3.04 metres	10 (feet)
Rear:		7.5 metres	25 (feet)

The height of a proposed home is determined by the City of Courtenay Building by-laws as well as the approval of Silver Sand's Approving Committee who will take into consideration the overview and overshadowing of neighbouring 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 Silver Sand and the City of Courtenay.

To create an interesting streetscape and maximize privacy, Silver Sand may establish specific setback requirements on an individual basis during the design approval process. Silver Sand 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.

Accessory buildings shall comply with the minimum setback requirements set out by the City of Courtenay Zoning by-laws (Part 29 – Section 8.29.12) and must receive approval from the Approving Committee as to the design, finish and location on the Lot.

SITE COVERAGE: HOME SIZES AND TYPES

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

****PLEASE NOTE:** Within the subdivision massing of adjacent homes must be taken into consideration. For example a rancher with a lower pitch roof will not be approved next to a two story existing home and vice versa.

Two Story Homes: A minimum finished living area of at least 1,800-sq. ft. excluding garage is required. Finished main floor living area shall be at least 900 sq. ft.

Story & A Half: A minimum finished living area of 1,500 sq. ft. The main floor area shall be at least 1,150 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.

Ranchers: A finished living area of at least 1,250-sq. ft. is required excluding garage.

****Silver Sand 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. formed concrete with either an exposed aggregate or stone facing). Textured allan block walls will be considered. Specifications must be approved by the Approving Committee in advance.

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 footings 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. Wood, brick, stone, hardiplank or combinations of these materials are encouraged. No metal or vinyl siding will be permitted.
- B) Stucco may be used but with a heavy 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. Larger trim boards are encouraged. 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) Stone is encouraged and if used a minimum of 50 sq ft of stone is to be installed on the front elevation. Accent stone must turn the corner 0.61-m (2.0-ft.) or meet the chimney. Any variations of this due to construction details must be approved before construction. The colour and pattern stone must blend with the siding. Stone shall be neutral and even toned. Strong reds, white or garish colors are not allowed.
- 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. Door 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 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 (except approved retaining walls). 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 parged finish.
- I) Wood siding or Hardiplank is to be applied either horizontally or vertically or a combination of both.
- J) Overhangs to be a minimum of 18 inches on the main level with 8 inch to 12 inch wood fascia combined with 18 inch soffit and 8 inch to 10 inch wood fascia on the upper level. Wider fascia boards are encouraged. 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 Committee 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 a removable 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 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 Committee. All heat pumps must not be visible from the street and must be screened from view.
- P) No outside incinerators or other equipment for the disposal of garbage, trash or other waste shall be used.

HOUSE COLOUR

- K) 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. House colours must be approved by the Approving Committee before construction.

ROOF

- L) Concrete tiles, fiberglass shingle (minimum 30 yr warranty), cedar shake, cedar shingle, and/or other new products are the recommended material. No metal roofing is permitted. Roof colors must be neutral, even-toned colours. The roof pitch must be between **7:12 and 12:12** with the majority of the pitch being the same. Heavier ridge caps to enhance the roof profile are required. Roof materials and colour must be approved by the Approving Committee before construction.
All roof stacks, flashing, etc. are to be painted brown or an approved colour to make them as inconspicuous as possible. Gutters, 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. Colours and texture must be approved by the Approving Committee before construction.

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

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

BASEMENTS

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

BUILDING HEIGHT AND MASSING

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

The Approving Committee 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, in which case the elevations should follow the natural grade of the lot. **All elevations must be approved** by the Approving Committee **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 fifth house on either side of a street. This would include any reversal or mirror images of house plans.

LANDSCAPING

Silver Sand requires the owner (agent) to complete front yard and rear yard landscaping within six months (weather permitting) of completion of house construction. The landscaping includes topsoil, grading, sod or seeding and underground sprinkler system (front yard – back yard optional). Planting 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 outlining the name(s) and location(s) of all trees, shrubs and additional plant material plus the location of the decks(s) and/or shed. Side yards and rear yards shall be cleaned and graded within the same six-month period. **The landscape plan must be approved by the Approving Committee before the start of construction.**

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 acceptable to Silver Sand.

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

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 on the inside of hedging or screen shrubbery but must not be visible from the street. Maximum fence height is six feet (6’).

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

POOLS AND HOT TUBS

All swimming pools are to be fenced and located in rear yards only and must meet City of Courtenay bylaw requirements. All hot tubs are to be located in rear yards. Swimming pools and hot tub locations and elevations must be approved by the Approving Committee before construction.

RECREATIONAL EQUIPMENT AND ACCESSORY BUILDINGS

Trailers, boats, motor homes, 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 are restricted to the rear yard. Accessory buildings must be the same color and be constructed with the same siding and roofing materials as the existing house. Only one accessory building on a lot is allowed. The location, style and height of accessory buildings must be approved by the Approving Committee before construction. All service connections to accessory building must be underground.

In the case of back yard greenhouses as the accessory building, only glass will be approved. The location, style and height of accessory buildings must be approved by the Approving Committee before construction.

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

SIGNAGE

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

Silver Sand will provide metal sign holders if required upon receipt of deposit (\$50.00). The cost of the graphics is the responsibility of the owner or agent of the lot. Upon successful sale or completion the sign holders shall be returned to Silver Sand for full refund.

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 Silver Sand. In addition, all construction sites must have an on-site portable toilet.

Compliance Fee (\$3500)

Date Received: _____ Refunded: _____

Building Lot # _____

Address: _____ Plan# _____

Applicant: _____

Address: _____

Phone: _____ / _____

Email: _____

House Type

Rancher _____ Storey & 1/2 _____ Two Storey _____ Split Level _____

Square Footage

Ground Floor _____ Second Floor _____ Total _____

Basement _____ Crawl Space _____

Main Floor Elevation: _____

Builder: _____

Contact: _____

Phone: _____ / _____

Email: _____

Siding

Material: _____

Colour: _____

Roofing Main Pitch _____

Material: _____

Colour: _____

Chimney Yes/No _____ Colour _____

Soffit _____ Colour _____

Trim

Material: _____

Colour: _____

Garage Door

Style: _____

Colour: _____

Driveway Material: _____

Walkway Material: _____

Rockwork

Material: _____

Colour: _____

Landscaping

Site Drawing: _____

Retaining Wall

Material: _____ Colour: _____

Heat Pump

Type: _____

Location: _____

Fencing: _____

Accessory Building(s) _____

Owner / Agent

I am fully aware of the Building Scheme and Design Guidelines associated with my lot (# _____) within the Crown Isle Community.

Name: _____

Witness: _____

Signed: _____

Signed: _____