



## Design and Building Guidelines

June 21 2021

## **Overall Purpose**

Bayview Hills at Halfmoon Bay is located on a forested south west facing hillside directly opposite Coopers Green Park, Sunshine Coast, overlooking Halfmoon Bay and beyond

The purpose of the Design and Building Guidelines is to ensure a suitable caliber of design and construction. Its objective is to create a sense of pride within the community and to enhance the property values for future years.

It is the intent of this document to ensure that submissions demonstrate a quality approach to design taking in the physical characteristics of the area. This document endeavours to promote excellence, creativity, and originality in single-family home design in a rural hillside subdivision.

Although many of the following items are subjective, it is not our intent to impose a certain design but rather to ensure that the following are taken into consideration during the design:

### **Context & Location**

- Is the design appropriate for its location and setting and how does it impact the natural setting?

### **Scale**

- Is the proposed building mass & architectural detailing correctly scaled for its specific lot?

### **Neighbouring properties**

- Will the proposed design compliment neighbouring properties or will it have any significant negative impacts?

### **Street and public thoroughfares**

- Does the design positively fit with the street frontage?

### **Energy and resource conservation**

- What features does the design provide to promote energy conservation and efficiency?

### **Build Quality**

- Does the design of the exterior and the choice of materials demonstrate a sense of quality and longevity?

## Limitations

These Building and Design Guidelines are in addition to the governing Zoning and Building Bylaws and the Statutory Building Scheme applicable to the development. In the event that these Design Guidelines conflict with the minimum requirements of any applicable national, provincial, municipal statutes, bylaws, orders or regulations, then this document is to be considered superseded.

## **Building Design Review Process**

Each owner will be supplied with a copy of this document along with his or her closing documents. These Guidelines supplement the statutory building scheme registered against title to each lot and purchasers may not apply for a building permit from the Sunshine Coast Regional District (SCRD) without the prior written approval from the Design Review Professional ("**DRP**"). The **DRP** will be appointed, from time to time by the developer, Cove Bay Developments. (the "**Developer**").

The applicant will take full responsibility to ensure the correct procedure is followed and will be responsible for failure to comply.

The building design review process is as follows:

1. **Preliminary Submission-** a preliminary design submission to the **DRP**. PDF format (1/8"=1'-0"/1:00) conceptual designs and ideas including a Site Plan, Floor Plans (all) and sample elevation for preliminary review by the **DRP**.
2. **Complete Submission-**a complete design submission to the **DRP** in PDF format scaled 1/8"=1'-0"/1:100 minimum including but not limited to:

- a. Site Plan.

An accurate site plan based on a legal and site survey base plan, showing all lot dimensions, all proposed structures, existing and proposed contours and grades, engineering services, parking areas and required parking spaces, retaining walls, hard landscaping surfaces, existing trees to be retained or removed, proposed tree locations, planting areas and fencing.

- b. Design Documents

A complete architectural design (by a qualified professional) to a developed design level (to Building Permit Application level). Including floor plans, all elevations, sections (One long and one cross-section showing building and site). Show all horizontal and vertical OA dimen-

sions including height above grade. Provide data tables including site and building areas, and height calculations. All exterior materials must be labeled and rendered in accurate colours and or texture. Two modelled perspective images (street front and one other significant view) that will accurately depict the building and site appearance including materials to be used.

- c. Colour & outline specification of finishes, including material samples of all significant finishes.
- d. A landscape plan (by a qualified professional) for the front and side yard where it abuts the road to a scale of 1:96 (1:100) indicating all the site plan elements, hard landscaping surface and materials, proposed trees including size and species, existing trees to remain including protection measures, planting areas with a conceptual planting palette of intended species.
- e. Payment of preliminary and complete submission is covered in the lot purchase price.
- f. All submissions shall be in a pdf format and shall be e-mailed to a Bayview Hills Representative: [info@bvhills.com](mailto:info@bvhills.com)
  - I. Any re-submission for any reason to meet the intent and the requirements of this guideline will be charged to the applicant at an additional \$250, plus \$140/hour to cover professional review fees.
  - II. One field review by the DRP of the completed building and landscape installation for compliance with the approved submission and the Design Guidelines. All works must be completed within 2 years from the date of a building permit issuance.

## **Architectural Considerations**

### **Sustainable Design Guidelines**

We recommend that all buildings meet a high standard of environmental design and energy performance. (Note: the SCRD has indicated that it is moving towards BCBC Step Code 3 or greater <https://energystepcode.ca/how-it-works/>. )

References include; Green Building Council of Canada- <https://www.cagbc.org/>.  
Leed Homes, Built Green Canada- <http://www.builtgreencanada.ca/single-family>  
and

Canadian Passive House. <https://www.passivehousecanada.com/passive-house-building-certification/>. What features each home uses to reach these targets will be left to the individual owner, designer and contractor. Construction and post-construction testing should be undertaken by a qualified professional.

All buildings and lots will be designed and constructed with due consideration to BC Fire Smart Guidelines.

### **Siting**

Care should be taken when siting buildings and structures to minimize the impact on adjacent private and common lands. All buildings, structures and swimming pools must be located within setbacks as specified on the development plans. Buildings should be sited and designed to respect existing topography.

A Lot Development Plan will be provided with each lot to indicate the development setbacks/ building envelope, as well some which may include a maximum main floor or roof elevation. The required setbacks within the Lot Development Plan may exceed the current zoning bylaw requirements.

### **Form & Character**

Building mass, form and scale must respond to the natural characteristics of the individual site and larger context. Design strategies to reduce height are very important to ensure neighbours' privacy is respected and views are not unduly affected. Generally, no section of exterior wall should be higher than 2 stories unless a strong case can be made for its inclusion. Exceptions may be made for topographically challenging lots.

Inappropriate 'imported' or generic design styles will be rejected.

Where dwellings or structures are situated on corner lots, architectural form, detailing, and landscaping shall continue to that street side elevation.

## Roof Design & Materials

Roof form materials and colours must compliment the overall house. Roof planes should be broken up in an effort to reduce the scale of the building. Simple roof forms may be used if they are consistent with the overall design of the house. Highly visible roofs should consider aesthetics in their choice of form and material.

Metal roofing or bitumen shingles are acceptable. All other materials will be subject to approval from the DRP. Roof design must prevent snow shedding beyond the property.

## Exterior Wall Finishes

Exterior finishes and details shall consider BC Fire Smart Guidelines for combustibility and wildfire protection. Materials shall also be durable and appropriate to the local climate and rural hillside context.

### **Materials that are generally allowed.**

- Cementitious board or shingle
- Cementitious paneling
- Concrete masonry
- Architectural concrete
- Preformed and finished metal cladding
- Preformed & expanded metals & meshes
- Stone or quality professional installed cultured stone
- Wood siding (limited combustible cladding)
- Wood shingles (fire-treated and limited combustible cladding)

### **Materials that are strictly not allowed.**

- Manufactured Vinyl for siding or soffits.
- Traditional Brick
- Asphalt or bituminous siding.

This list is not exhaustive, other materials will be considered by the DRC, on a case by case basis.

## **Colours**

The use of 'earthy' & 'natural' colour schemes that are sympathetic to the context are encouraged, while stronger accent colours may be acceptable in limited applications. The approving DRP reserves the right to reject colour schemes it deems to be inappropriate.

## **Windows & Doors**

Window & door form, arrangement, sizing and finish materials should complement the building.

## **Garages/Carports**

Garages, carports and accessory buildings shall compliment the main residence. Garages should be sited as a subordinate element to the front entry to the dwelling. The intent is to minimize the visual impact of these structures from the street and reduce their overall mass.

## **Antennas, Satellite, Solar and Mechanical Equipment**

Antennas and satellite receiving dishes may not be located anywhere on the building or lot that is easily visible to neighbours or general public. Solar panels must be integrated with the design or located where they do not impact the views of other properties. Solar panels may not exceed Maximum Roof Elevations (where those apply). Mechanical equipment and solar panels shall be a minimum of 2.0m a property boundary and shall be screened from view and shielded to minimize noise transfer to offsite.

## **SITE WORKS**

### **Fire Mitigation and Site Clearing**

Lots have been partially cleared by the Developer to give access and an approximated building site. Further clearing will be allowed after a complete submission has been approved by the DRP. All homes and lots will be designed with due consideration to BC Fire Smart Guidelines, balanced with a desire to retain the natural site conditions, where appropriate.

Site & landscape design should consider:

- No fuels (highly flammable plants) within 2m of the building face.
- Reduced fuel loads (dead or highly flammable plants) throughout the lot.
- Tree retention, where the tree health and environment can be maintained is encouraged. A full clearing of a lot, which is greater than 500m<sup>2</sup> is prohibited.
- Re-establishment of healthy native vegetation outside the building setbacks to maintain or establish privacy between lots is encouraged.

### **Driveways & Parking**

Driveway access is allowed only on the frontage of the address street, as indicated on the issued Lot Development Plan. Only one driveway access is permitted per lot. Asphalt, concrete, interlocking pavers will be acceptable. Permeable unit paved surfaces will be encouraged. Driveways shall not exceed 7.0 m in width until they abut designated parking spaces. Parking should be screened from the street and neighbouring properties with landscaping.

### **Grading & Site Drainage**

Finished grades shall be in accordance with the overall development grading, drainage and roads plans per the overall development civil works. Individual lot-grading plans are to be prepared by an appropriate professional and are subject to review by the DRP and the SCRD.

Grading of each lot shall be designed to blend into the natural landscape and neighbouring properties. The slope of cut and fill banks must avoid erosion and promote re-vegetation opportunities. For loose soil materials cut and fill slopes should be limited to 1v:2h. Rock cuts may be steeper if reviewed by the DRC and approved by a Geotechnical Engineer.

A balance of cut and fill should be attempted, such that the lowest level of a build-



ing sits as close to existing grade as possible.

New construction and re-grading within a lot must not interrupt the subdivision drainage patterns or cause point sources discharge of water onto adjacent lots.

Generally, lot drainage shall be confined to streets, drainage swales and easements as per the overall development civil works. Positive drainage must be achieved away from all buildings. Infiltration and detainment of all surfaces and roof run-off are encouraged.

## **Retaining Walls**

Retaining wall materials shall be stacked rock, unit concrete systems, geotechnical planted systems or architectural concrete. Large lock block concrete is not acceptable. All retaining walls, greater than 1.2m, must be designed and approved by a geotech. Retaining walls, facing streets and neighbours should be stepped with planted terraces where possible.

## **Landscaping**

The neighbourhood is located in a natural ecologically rich setting. It is intended that designs and installations promote a naturalized and ecologically sustainable landscape. Contemporary and modern landscaping close to the dwelling are acceptable but should blend with the natural landscape away from the built structures.

The use of native tree and shrub species is encouraged to blend with the surrounding landscape. The existing native vegetation at the site is primarily a mixed coniferous & deciduous forest. Non-native plants may be used as accents or where they are proven to be more appropriate to a development site.

Plant material must consider the local micro-climate and to minimize watering requirements. Plant selection and layout must consider BC Fire Smart Guidelines. Plant species should avoid plants considered to be 'High' or 'Very High' attractants by the BC Bearsmart Society <http://www.bearsmart.com/docs/GBS-BearFoodPlantList.pdf>

## **Fences and Screening**

Fences are generally discouraged. Privacy screening is better achieved through the use of planting. Fences or built privacy screens may be located in back yards only where the need for

privacy or security can be demonstrated (e.g. swimming pools security requirements). Rear yard fences where they might abut a road are prohibited, unless set

back 3m and screened with plantings.

Fences must be built of materials that complement the building scheme. Vinyl and chain link fences are prohibited. No portion of a fence shall be higher than 1.8m above adjacent grades. Long runs of uninterrupted fencing should be avoided by offsets and or planted screening.

## **SERVICES**

### **Services provided**

The Developer shall provide the following services to the lot frontage only: hydro, water, sanitary, cable and telephone service. It shall be the Applicant's responsibility and at their expense to extend the above services from the lot frontage or easement to the required locations. An exception is made to Strata Lots 7-16 which will have common driveways and services underneath going through the strata properties close to where their building sites are located

### **Construction start**

There is no restriction on the date to start building after the Applicant has obtained both, final approval from the DRC and a building permit from the SCRD. The lot and building site must be well maintained until such time that building activity commences and not used for the storage of any equipment or material prior to construction.

### **Time to construct**

The Applicant must complete construction ready for occupancy (as signed off by DRP and the Building Inspector) within 36 months of building permit issue.