

PROCEDURE FOR SUBMISSION  
AND APPROVAL OF PLANS  
FOR BRITISH PACIFIC PROPERTIES LIMITED SUBDIVISIONS

GENERAL

**While meetings may be held and informal comment provided, formal processing of any application will not commence until the receipt of the processing fee, the security deposit (where applicable) and a full and complete submission of all materials as listed in the appropriate application kit.**

**January 1, 2008**

## **GENERAL PROCEDURE FOR SUBMISSION OF PLANS FOR BRITISH PACIFIC PROPERTIES LIMITED SUBDIVISIONS**

*PLEASE NOTE THAT THIS INFORMATION IS SUBJECT TO CHANGE FROM TIME TO TIME AND CONFIRMATION OF APPLICABLE REQUIREMENTS SHOULD BE MADE WITH BRITISH PACIFIC PROPERTIES LIMITED PRIOR TO SUBMITTING ANY PROPOSAL*

As a registered owner in a British Properties' subdivision, when you intend to build, extend, or alter a building or construct a fence or any structure, you must file an application for approval of plans at British Pacific Properties Limited's office (#1001, 100 Park Royal, West Vancouver, B.C. V7T 1A2 [Phone:604-925-9000]). There are three categories of projects and all proposed projects must satisfy the appropriate category process requirements before construction may begin.

### **1. RESTRICTIVE COVENANTS**

1. British Properties' building schemes incorporate a schedule of "restrictive covenants" that are registered in the Provincial Government Land Titles Office upon the creation of each subdivision. **Approval of plans is required under these restrictive covenants and plan approval must be given by British Pacific Properties Limited only.**
2. It is the Owner's responsibility to check the Restrictive Covenants in the building scheme applicable to their property.
3. The restrictive covenants, which may differ from one subdivision to another are binding upon the first and any subsequent owner(s) of the lot.

### **2. BY-LAWS**

1. British Properties' subdivisions in the District of West Vancouver are subject to all applicable Municipal zoning and Building By-Laws (the rules and regulations for construction applied to all developments) as well as to other applicable laws. All applications for building and servicing are dealt with by the Permits and Licenses Department.

### **3. SUBMISSION PROCESS FOR PLAN APPROVAL**

Procedures for approval of plans from British Pacific Properties Limited are outlined below. Requirements vary depending on the type of project you are planning. The following points explain the correct procedure in making a development application to British Pacific Properties Limited.

1. The first step is to read and fully understand the "Restrictive Covenants" that are registered on the title of the property, and the terms of the original sales agreement on recent subdivisions, as well as applicable BPP requirements and design guidelines.
2. The second step is to establish the category of the project planned. There are three categories:

- Category 1:** A new or replacement house or a significant addition or modification to an existing building or structure.
- Category 2:** A small to medium (less than fifteen percent) exterior addition or alteration to an existing building or structure.
- Category 3:** Any alteration or addition to existing outdoor site works, e.g. outdoor swimming pool, tennis court, patio, fence, retaining wall, gazebo, etc.

3. The third step is to obtain the correct Application Kit for the type of project you are planning.

The Application Kit clearly explains the procedure and materials required in submitting an application.

4. An application must be accompanied by a processing fee as set out, herein. The fee will generally be non-refundable.
5. A pre-design meeting between the owner, and/or designer and the approving authority is recommended, especially for Category 1 application.
6. The decision of British Pacific Properties Limited, as the approving authority, with respect to a development application and the approval of plans, will be final and binding. British Pacific Properties Limited will not be liable to any owner, and no action will lie against British Pacific Properties Limited by any such owner, for decisions made by British Pacific Properties Limited in good faith as approving authority.

#### **4. APPLICATION PROCESSING FEE**

1. The processing fee is required to offset the expense of the plan review and management of the approval process. Cheques are to be made payable to British Pacific Properties Limited.
2. **The plan review process and acceptance of your fee does not guarantee an approval of your proposed project.**
3. The processing fee will be set from time to time by British Pacific Properties Limited.
4. Formal processing of any application will not commence until the receipt of the appropriate processing fee and proof of ownership.
5. Processing fees are generally non-refundable and apply to one design submission and attendant design process adjustments only. Partial refunds will be considered at the discretion of British Pacific Properties Limited where a project is cancelled or withdrawn only as follows:

1. After initial submission and brief design meeting or review
  1. Refund of up to 75% of fee
2. After initial submission and full Stage 1 review and consideration
  1. Refund of up to 50% of fee
6. Resubmissions or new revised designs that may ensue after cancellation or withdrawal will require a new full processing fee.
7. Design submissions that have not proceeded forward for full approval after a period of twelve (12) months after initial processing fee submission may be considered terminated and a further processing fee may be required for further project consideration.

**5. GENERAL APPLICATION PROCESSING FEES**

1. The basis for calculation of a consistent processing fee for general/older British Properties lands is to be derived from an assumed “construction cost” applied to building area – see the follow example:

<u>1. New Buildings: Category 1</u>	<u>Sq.ft.</u>	<u>Assumed Cost</u>	<u>EXAMPLE</u>
Main Floor: e.g.	2,500		
Upper Floor: e.g.	<u>1,000</u>		
	3,500	@ \$115 =	402,500
Basement: e.g.	700	@ \$ 80 =	56,000
Garage: e.g.	400	@ \$ 40 =	<u>16,000</u>
			\$474,500
Fee	\$474,500 x 0.5%	=	\$2,372.50
	Plus GST (5%)		<u>118.62</u>
	Total due		<u>\$2,491.12</u>

For large houses, a maximum building processing fee is set at \$5,000.00 **plus GST**:

2. Small/Medium Additions and Alterations: Category 2
  1. Small exterior additions/alterations - \$345.00 **plus GST**  
Under 10% of existing footprint
  2. Medium exterior additions/alterations - \$575.00 **plus GST**  
10-15% of existing footprint
3. Alterations/additions to outdoor site works: Category 3
  1. Minimum - \$345.00 **plus GST**

Revised January 1, 2006 and July 1, 2010 and February 1, 2014  
DESIGN GUIDELINES FOR

BRITISH PACIFIC PROPERTIES LIMITED SUBDIVISIONS

GENERAL

**1. GENERAL DESIGN GUIDELINES FOR  
BRITISH PACIFIC PROPERTIES LIMITED SUBDIVISIONS**

- 1.1 These ‘General Design Guidelines’ shall be superceded by specific design guidelines registered on title as a part of a Declaration of Building Scheme for particular subdivisions where applicable**
- 1.2 These general design guidelines are intended to encourage design solutions that are compatible with their sites and neighbourhoods and of a high standard of architectural and landscape appearance and finish**

**2. BUILDING GUIDELINES**

- 2.1 Building siting/side yards/access**
1. Main floor and basement floor footprints shall be contained within the building setbacks.
  2. Second floors are to conform to the building massing guidelines.
  3. The building setbacks establish the maximum extent of the dwelling. Posts supporting roofs, raised decks etc. must also be placed within the building setbacks.
  4. Building forms shall generally be set parallel or complimentary to the property site and front street lines.
  5. Building forms, including swimming pools, shall generally be set sympathetically with the existing grade to avoid/minimize extreme cuts, fills and retaining walls.
  6. Terraces and cantilevered portions of decks if less than three (3) feet above final grade may be permitted outside the building envelope to a maximum intrusion of four (4) feet.
  7. A minimum side yard of 10 feet (3.05 metres) shall be provided.
  8. Front and rear yard setbacks of a minimum 30 feet (9.14 metres) shall be provided. Additional setbacks may be required on lots where extensive front yards are established along a street.
  9. Driveways should not exceed a slope of twenty percent (20%).
  10. Adequate space is recommended in any garage forecourt for suitable vehicle turnaround if the driveway is constricted.
  11. Driveway crossings should not exceed fourteen (14) feet in width at the property line, or if two crossings are proposed, each crossing should be a maximum of twelve (12) feet wide.

## 2.2 Building Massing

1. Where two or more floors are exposed above grade at any façade, 50% of the top floor is to be set back/modulated at least six (6) feet from the main floor façade below. (Recessed ground floors do not contribute to the building articulation.)
2. Limited architectural features such as bay windows, turrets and chimneys may encroach beyond required second (top) floor setbacks if approved.
3. Substantial and attractive porches, covered entrances and similar constructions may be considered as façade setback/modulation components at the discretion of the BPP approving authority.
4. Second floor areas contained within an attic space, including dormers, may generally be considered as complying with the front and rear 50% setback requirement.
5. The height of a storey is the vertical distance measured from finished grade to the underside of the eave or soffit or for upper storeys from finished floor to the underside of the eave or soffit. The maximum height of a storey is fourteen (14) feet exposed exterior walls.
6. Generally, no portion of any exposed exterior wall may be flush to a height exceeding twenty (20) feet measured from the eave to the finished grade directly below. Any portion of wall off-set by less than six (6) feet will be considered as flush.
7. Any portion of exterior wall exceeding fourteen (14) feet in height (measured between the finished grade and the underside of the eave) will be considered as 2 storey.
8. Gable roof ends may be twenty four (24) feet measured to the midpoint of the gable between the highest eave and the roof peak. Gable ends may be twenty (20) feet for one storey exterior walls.
9. Any port cochere covering an entrance should not exceed fourteen (14) feet in height.
10. Roofs covering the second floor shall generally extend a maximum of three (3) feet into the second floor setback.
11. There shall be no visible open space below the lowest floor area.
12. The Company may require modification to any roof height or pitch to preserve existing amenities or lessen the adverse effects of a new building in an existing neighbourhood.
13. Skylights or roof lights should extend no more than twelve (12) inches above the surface of a roof.
14. Mechanical equipment shall be fully enclosed or screened and shall not project more than twelve (12) inches above the surface of a flat roof.
15. Mechanical equipment shall be fully enclosed if incorporated in a pitched roof.

16. Fully enclosed garages are required and must architecturally integrate with the house. Carports are not permitted.
17. Additions to existing buildings may be made horizontally and vertically and where applicable shall follow these guidelines.
18. Where the existing building has a side yard less than the British Pacific Properties Limited's requirement of ten (10) feet, the present dimension may remain but any addition should comply with the applicable setback requirement.
19. Vertical expansions should comply with the aforementioned massing requirements.

### 2.3 Architectural Guidelines

1. Roof design and massing should provide controlled visual interest.
2. Sloped roofs are encouraged but flat roofs may be used particularly if they benefit views from and/or proximity to neighbouring residences.
3. Parapets are limited to twelve (12) inches in height above the junction of roof and wall.
4. Roof overhangs are encouraged and shall generally be a minimum of three (3) feet for main roof elements.
5. Exterior cladding shall be of high quality materials.
6. Natural materials are encouraged.
7. Roofing materials shall be compatible with the general quality of the neighbourhood and natural surroundings.
8. Predominant exterior colours shall be natural/earth tones, heritage or other muted colours – not including white. All major areas of exterior finish material shall have a maximum light reflection of 75% of titanium white.
9. Accent colours and white may be used for high-lighting special areas as well as trims, doors and similar.
10. A maximum of three car garage/doors shall be permitted on any façade facing a front street.
11. Front street facing three car garage/doors shall be designed to provide variation through setback for a minimum of one door. Setbacks shall be a minimum of three feet. Additional treatment, trellis or other should be provided where possible to modify the visual impact of garage door walls. Glazed doors are encouraged.
12. Sub-grade (buried) garages will be permitted in front yards where:
  1. Such structures/garages are:
    1. For automobile storage only.
    2. Buried into existing slopes and landscaped so as to blend harmoniously into the front yard, streetscape and grades.
    3. Setback a minimum of fifteen (15) feet from the front street property line or for extreme circumstances for downhill lots may be setback ten (10) feet if so approved.



2. Garage doors shall:
  1. Be a maximum of twenty (20) ± in accumulated width.
  2. **Not** face directly on the street.
3. Top surfaces of buried garages shall be fully landscaped.
13. Sub-grade (buried) garages shall be set back a minimum of ten (10) ft. at side yards – or such other setback as may be established at the time of subdivision by way of building envelope line.
14. Accessory Buildings:
  1. Are not permitted in front yard or side yard setback areas – except for sub-grade (buried) garages as set out above.
  2. Must be set back a minimum of five (5) feet from the rear property line.
15. Any and all garbage/waste areas or containers shall be ‘bear proof’ and impenetrable to animal scavengers.

### **3. LANDSCAPE GUIDELINES**

1. General:
  1. Each property is required to be fully landscaped. All landscaping is to be completed as detailed on the approved drawings within eighteen (18) months of the completion of the dwelling.
  2. A landscape plan is to be submitted with the application and shall show grades, retaining walls, paved areas, planted areas, trees and shrubs.
  3. New trees and shrubs shall grow to or be trimmed to a maximum height of twenty five (25) feet.
  4. Landscaped areas shall be properly and positively drained. Irrigation is recommended.
  5. Ancillary structures, fences, swimming pools, tennis courts etc. shall be indicated and detailed in the application. Any items not shown on the application will require a separate application and approval.
  6. Retaining walls in street facing/front yards:
    1. Shall be of visually appropriate residentially compatible materials and scale. Industrial wall materials i.e. Loc-Bloc are not permitted.
    2. Walls of four (4) feet in height and greater should be screened with plant material to a minimum of 50% plant material within one (1) year of landscape work.
  7. Boulevards shall be completed in a manner compatible with the existing streetscape.

2. Soft Landscape:
  1. Tree and plant species will predominantly be locally suitable species.
  2. Hedges may be grown to a maximum height of six (6) feet.
  3. Graded ground to be planted should not exceed a 2:1 slope. (2 horizontal to 1 vertical) 2.5:1 is recommended.
  4. Landscaped areas should be provided with an in-ground controlled irrigation system.
  5. Landscape work shall conform to the standard and practice of the BCNTA/BCSLA.
  6. Rights-of-way on individual lots shall be landscaped in keeping with the Guidelines and District of West Vancouver regulations.
3. Fences:
  1. Fences shall generally be to a maximum of six (6) feet in height and be of wood, metal or masonry material. (Black chain link fence not acceptable.)
  2. Tennis or similar courts and related fences are not permitted in front yards as defined as up to thirty (30) feet from the front property line.
  3. Fences around tennis or similar courts may be black chain-link to a maximum of ten (10) feet in height above the surface of the court and must be sited no closer than five (5) feet to a property line and will be 50% covered by vegetation within one (1) year of construction.
  4. Fences at property lines abutting environmental reserves, creek zones and greenways may be black chain-link to a maximum of six (6) feet in height.
4. Swimming pools may be placed partially in front yards where:
  1. Pool and attendant decks fit naturally into the finished grades.
  2. The pool or attendant decks etc. shall be a minimum of fifteen (15) feet back from the front property line.
  3. No retaining wall shall be more than four (4) feet high.
  4. Pool or deck railings shall be of open metal or transparent material as may be approved.
5. Miscellaneous landscape structures (trellises, arbours, pergolas, etc.):
  1. May be generally located so as to compliment the house design and landscape development.
  2. Shall generally be limited to twelve (12) feet in height and shall not have vertical post elements closer than five (5) feet to side and rear property lines or ten (10) feet to front street property lines.