



BRITISH PACIFIC  
PROPERTIES LIMITED

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## PLAN APPROVAL INSTRUCTIONS

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 [BPP] office (see above). There are two 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 BPP.
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

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. PLAN APPROVAL INSTRUCTIONS

Procedures for approval of plans from BPP 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 BPP.

1. 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. Establish the category of the project planned. There are two categories:  
  
**Category 1:** A new or replacement house or an addition or modification to an existing building or structure.  
  
**Category 2:** New or replacement landscaping or any addition or alteration to existing outdoor site works, e.g. outdoor swimming pool, tennis court, patio, fence, retaining wall, gazebo, etc.
3. Obtain the correct instructions for the type of project you are planning. The instructions clearly explain the procedure and materials required in submitting an application.
4. An application must be accompanied by a processing fee as set out, herein.
5. For anyone new to our procedures, a pre-design meeting between the owner and/or designer and the approving authority is recommended.
6. The decision of BPP, as the approving authority, with respect to a development application and the approval of plans, will be final and binding. BPP will not be liable to any owner and no action will lie against BPP by any such owner for decisions made by BPP 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 BPP.
4. Formal processing of any application will not commence until the receipt of the appropriate processing fee and required documentation.
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 BPP where a project is cancelled or withdrawn only as follows:  
    After preliminary submission and brief design meeting or review:  
    Refund of up to 75% of fee
6. Resubmissions or new revised designs that may ensue after cancellation or withdrawal will require a new full processing fee.
7. After approval is granted and should there be a change to the design, it may be reviewed, at no cost, once within the period of twelve (12) months from date of approval letter.

8. 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.

**FEE CALCULATION EXAMPLE**

The basis for calculation of a consistent processing fee is to be derived from an assumed “construction cost” applied to building area – see the follow example:

**Category 1 - New Buildings, additions or modifications:**

<u>EXAMPLE</u>	<u>Sq.ft.</u>	<u>Assumed Cost</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	<u>118.62</u>
			<b>Total due</b>	<b><u>\$2,491.12</u></b>

<b>Minimum</b> charge:				\$850.00
			Plus GST	<u>42.50</u>
			<b>Total due</b>	<b><u>\$892.50</u></b>

<b>Maximum</b> charge (large houses) building processing fee is set at maximum:				\$5,000.00
			Plus GST	<u>250.00</u>
			<b>Total due</b>	<b><u>\$5,250.00</u></b>

**Category 2 - Alterations/additions to outdoor site works:**

<b>Minimum:</b>				\$850.00
			Plus GST	<u>42.50</u>
			<b>Total due</b>	<b><u>\$892.50</u></b>



## DESIGN GUIDELINES

Project: \_\_\_\_\_

Date: \_\_\_\_\_

1. **GENERAL DESIGN GUIDELINES**

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

Verified (X)      Comments

1.	Main floor and basement floor footprints shall be contained within the building setbacks.	<input type="checkbox"/>	
2.	Second floors are to conform to the building massing guidelines.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
4.	Building forms shall generally be set parallel or complimentary to the property site and front street lines.	<input type="checkbox"/>	
5.	Building forms, including swimming pools, shall generally be set sympathetically with the existing grade to avoid/minimize extreme cuts, fills and retaining walls.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
7.	A minimum side yard of 10 feet (3.05 metres) shall be provided.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
9.	Driveways should not exceed a slope of twenty percent (20%).	<input type="checkbox"/>	
10.	Adequate space is recommended in any garage forecourt for suitable vehicle turnaround if the driveway is constricted.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	









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, arbors, 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.
