



# Prescott

## Architectural Guidelines

June 2022

e2+associates  
LAND ADVISORY GROUP

MACLAB  
Development Group



**Home is waiting for you  
in Spruce Grove.**

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# 1. Architectural Vision

**Drawing on the image of early prairie settlements, the community of Prescott will establish its architectural character through the strong, basic forms of the iconic Prairie, Craftsman and Farmhouse styles.** Originating from functional needs, these styles maintain clean lines and simple floor plates with exteriors that are unpretentious and straightforward yet inviting.

In Prescott, homes will blend the traditional forms and features of these classic styles with progressive, modern materials and contemporary details to create a one-of-a-kind aesthetic that is perfectly suited to a modern, yet relaxed lifestyle. The mix of classic and contemporary will create a community that feels as though it developed organically over decades.

*Note: The examples in this section are selected to illustrate style, detailing and proportions, and do not establish specific expectations concerning size, materials and finishes within the neighbourhood. Where elements within these architectural vision illustrations contradict specific guidelines, the letter of the guidelines will prevail. The illustrations may contain certain elements that are not acceptable. The purpose of the illustrations below is to depict the intent rather than specify all the acceptable details or elements.*



*\*Renderings are for illustrative purposes only.*

## 2. Site Planning

### 2.1 House Placement

Builders are to choose house designs that are suited to all the attributes of the lot. Builders are to review all available information and ensure the proposed house considers the lot size, lot location, site grading and view potential. Houses are expected to fill the lot width appropriately, avoid unnecessary use of retaining walls, provide a compatible relationship with adjacent homes and provide additional detailing and articulation on exposed elevations.

### 2.2 Setbacks

#### FRONT SETBACK

The developer's Architectural Agent will review all front setbacks and adjust them at their discretion to provide articulation between the front of adjacent houses to create a more interesting streetscape with variety along the street.

- Adjacent houses will not be permitted to have the same front setback
- Houses with greater massing will require increased setbacks to reduce their dominance on the street

Minimum front setback requirements from the property line:

- Front Drive Garage Homes: between City of Spruce Grove Zoning Bylaw minimum and up to Bylaw minimum plus 5 feet (1.5m)
- Non-Front Drive Garage Homes: between Bylaw minimum and up to Bylaw minimum plus 5 feet (1.5m)
  - This requirement shall consider the setbacks of existing adjacent houses along the street
- Greater front yard setbacks will be required on corner lots

#### 2.2.1 SIDE YARD SETBACK

The side yard setback shall not exceed 5 feet from the side property line.

General setbacks on all lots will be governed by the minimum setback requirement as per the City of Spruce Grove Zoning Bylaw requirements. Garages may be offset from the main home by a maximum of 24" at the discretion of Maclab Development Company or its Architectural Agent.

### 2.3 Unusual shaped or Pie-lots

The Architectural Agent will review the siting of all houses, ensuring the siting of houses on pie-lots are acceptable to the streetscape and compatible with adjacent houses. Builders are encouraged to choose house plans that can be centered on these lots with the greatest exposed frontage to the street. The same side yard setback requirements apply to unusual shaped or pie-lots.

### 2.4 Site Coverage

Total site coverage will be as per the City of Spruce Grove Zoning Bylaw requirements.

## 2.5 Grading

- All Architectural Review Submissions must provide a plot plan with the following grades:
  - Top of subfloor elevation
  - Rear Grade (Engineer provided rear grade will be accepted)
  - Front Step Grade
  - Front of Garage
- These grades will be reviewed and adjusted at the Architectural Agent's discretion to ensure that the grading design is harmonious with the site topography and neighbouring houses
- Houses are to maintain no more than 5 risers from the front grade to the main floor sub-floor
- Max 16% side yard slopes will be recommended adjacent to the front of garage and veranda, based on site conditions and at the Architectural Agent's discretion
- Builders are responsible for ensuring the house type is suitable for the lot grading
- Builders are to familiarize themselves with the engineering grade plan and ensure that drainage patterns are established on all lots that channel surface water away from the house on all sides and into adjacent drainage swales and storm water systems
- Grading and drainage patterns must coordinate with adjacent lots, no drainage across adjacent lots can occur unless provided for via easement pursuant to the City approved lot grading plan
- Downspouts are to be positioned to direct water away from the house to adjacent streets or side or rear drainage swales; storm water cannot be directed onto adjacent lots
- Driveway approach on public right of ways and driveway slopes must adhere to the requirements stated under 3.6.2 Driveways & Parking Pads

## 2.6 Retaining Walls

Builders are to choose houses that suit the lot grading and avoid unnecessary use of retaining walls.

- If retaining walls are required, they will be entirely the responsibility of the builder and must be approved by the Architectural Agent on the approved plot plan.
- Builders are required to provide as built grades and self-resolve any grading disputes with adjacent properties
- All retaining structures must be within property lines
- Concrete wing walls will be acceptable when not visible from a street or public space
- Any retaining wall exceeding 1.00 metre in height MUST be approved by a professional engineer and may require a development permit
- Acceptable materials for retaining walls are:
  - Landscaping blocks (i.e. Alan block) or poured concrete with aggregate surface



# 3. General Requirements

## 3.1 House Types

Houses in Prescott will be primarily of two-storey massing. To maintain a consistent streetscape, bungalows will be permitted on a discretionary basis. Cabover style homes are not permitted.

Three-storey houses are acceptable on interior lots providing they meet all the City of Spruce Grove Zoning Bylaw requirements for height. Horizontal breaks in massing will be required to eliminate any three-storey tall walls. Three-storey houses will not be permitted on corner lots.

## 3.2 House Sizes

The following are the **minimum house sizes** for this development:

### 3.2.1 FRONT DRIVE HOMES

- Bungalows - 1,200 sq.ft.
- Two-stories, Split Levels - 1,500 sq.ft.

### 3.2.2 LANED HOMES

- Bungalows - 1,000 sq.ft.
- Two-stories, Split Levels - 1,350 sq.ft.

*\*\*Houses with a living area up to 10% less than the above stated minimums may be permitted provided that the front elevation detailing compensates for a smaller living area.\*\**

## 3.3 House Widths

Houses are expected to utilize the lot width available to provide maximum frontage to the street.

### 3.3.1 STANDARD LOTS

The house is required to fill the lot to meet the maximum 5'-0" side yard requirement.

- The house width (excluding garage offset) must be maintained for the majority of the depth of the house on both floors.
- There will be a maximum 24" garage offset permitted.

### 3.3.2 AMENITY & REAR EXPOSURE LOTS

The house is required to fill the lot to meet the maximum 5'-0" side yard requirement.

- The house width (excluding garage offset) must be maintained for the entire depth of the house on both floors.
- There will be a maximum 24" garage offset permitted.

## 3.4 Massing

For consistency of visual bulk and massing, second floor footprints must remain consistent with the general house proportion and the main floor footprint.

## 3.5 Building Height

The maximum building height will be as per the City of Spruce Grove Zoning Bylaw requirements.

## 3.6 Garages & Driveways

### 3.6.1 GARAGES

Houses will be sited as per the proposed garage locations on the driveway and approach location plan whenever possible. Recommendations for alternate siting may be proposed at the preliminary approval stage if the house footprint and adjacent relationships warrant and if there are no conflicts with municipal or shallow utilities.

- Double car garages are mandatory and shall be minimum 19 feet wide on lots above 34 feet in width; 18-foot-wide garages will be allowed on 32-foot-wide lots
- The wall finishes on the garage must echo the primary wall finishes of the house
- The design of the garage shall echo the house design
- On front drive lots, garages must be significantly detailed and harmoniously blend with the overall theme of the house
- The maximum distance between the top of the garage door and the underside of the eave is to be 24" (excluding trim from calculation); lowering the roofline, higher garage doors and/or additional detailing will be required when exceeding the maximum distance
- When lot size permits, garages may be offset to fill the lot width (24" offset)

### 3.6.2 DRIVEWAYS & PARKING PADS

- Driveways and Parking Pads must be constructed of natural concrete with a broom finished surface
- The driveway and the approach shall be constructed at the same time
- Driveway approach on public right of way will have a maximum 3% slope
- Driveways will have a maximum 6% slope, calculated from face of garage to property line
- Gravel driveways/parking pads are prohibited
- Driveway widths must not exceed the width of the garage doors by more than 2'
- On laned lots, a concrete garage pad for a detached garage is required as a minimum within 2 years of occupancy of the house
- Concrete pads must accommodate a minimum of a single car garage and shall be set back a minimum of 4' from the rear property line

## 3.7 Repetition

### 3.7.1 EXTERIOR DESIGN

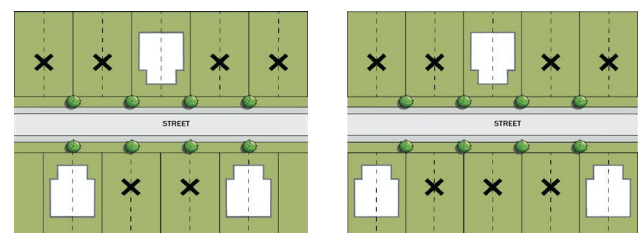
To ensure suitable variety of all streetscapes, houses of the same or similar design and detailing will be separated.

- Similar house designs must have a minimum of 2 lots on either side before they can be repeat

### 3.7.2 COLOURS

To further ensure houses offer an element of distinction on streetscapes separation will be required between colour schemes.

- Between similar colour schemes there must be a minimum of 1 house between on the same side of the street
- Houses with significant differences in architectural style and design may be permitted, at the Agent's discretion, to have similar colour schemes in closer proximity than is typical
- Front facades of a different colour or material than the main siding will be administered at the Agent's discretion in regard to colour repetition





# 4. Architectural Design and Styles

## 4.1 Architectural Styles

### 4.1.1 FARMHOUSE

Characteristics:

- Stacked two-storey forms
- Steep pitched gable rooflines
- Minimum 7/12 roof pitch required
- Large porch
- Simple columns
- Horizontal or vertical siding
- Board and Batten
- Uniform, repetitive windows
- Subdued colour schemes



### 4.1.2 PRAIRIE

Characteristics:

- Low, sloped Hip rooflines
- Simple trims
- Large windows in consistent configurations
- Large heavy columns
- Smooth Masonry finish
- Horizontal Elements
- Strong vertical wing walls
- Single storey wings or box-outs
- Contrasting wall materials

### 4.1.3 CRAFTSMAN

Characteristics:

- Low, sloped open gable rooflines
- Multiple gable rooflines
- Repetitious window patterns
- Accent material in gable ends
- Full or wrapped porches
- Simple bracket or beam details
- Simple square columns



### 4.1.4 MODERN HERITAGE

This style encompasses the modern interpretation of the 3 applicable styles noted above (Prairie, Craftsman, and Farmhouse)

- Enlarged windows
- Asymmetrical application of materials and detailing
- Straight, clean battens
- Monochromatic color schemes
- Metal trims, brackets, or trellis work
- Clean, smooth panels, wood tone materials, or corrugated metal panels
- Strong block type in brick or stone

## 4.2 Roof Design and Pitch

A variety of roof pitches will be promoted throughout Prescott. The roof design and pitch must be well suited to the style of exterior represented.

- Single sloped roof lines will be permitted only as a secondary roof line application, and when suited to the overall house design and ensuring the overall massing addresses a traditional form. A low sloped pitch of 4/12 is recommended for this roof type.
- Flat roof accent areas will be encouraged to emphasize a modern persona throughout Prescott
- Minimum roof overhangs are to be 1'-6" except where the architectural style commands that suitable overhangs are either larger or smaller
- Rooflines are to be made as interesting as possible through variation of rooflines and the use of dormers and gable ends
- Rooflines on all highly exposed elevations (side and rear) are to incorporate dormers or gable ends with decorative treatments that match to the front elevation
- Second storey roofline features are to match the front elevation in all high exposure locations
- Lower profile homes such as bungalows may require steeper pitched rooflines in order to provide compatible massing on the streetscape



### 4.3 Windows

Windows are an extremely important element of all architectural styles. The overall character of a home is strongly enhanced by the window types and sizes. To encourage the progressive nature of Prescott larger expanses of glass and more unusual configurations will provide modern interest and excitement. Windows may also include strong horizontal mullions, mullions of varying directions and non-symmetrical layouts and pane sizes. All exteriors are to address windows in a significant manner. Window styles, sizes and groupings should be proportionate to the wall space available.

Acceptable window frame materials are prefinished vinyl or prefinished metal clad.



### 4.4 Front Entry Requirements

Stylish doors can immediately set the tone of the exterior design of a home and considerations for the following addressed:

- Door locations are to be as highly visible as possible
- Doors with a modern edge that are suited to architectural style are preferred
  - These doors may be flat slab doors with unusual glazing insert patterns, corrugated metal inserts or other unusual decorative features
- Doors must be painted or stained to accent the home's colour scheme



## 4.5 Garage Doors

Front drive garages become a dominant element of the front facade of today's houses. Garages must be designed to be an integral element of the overall style of the house. The garage door is a key element in the overall exterior design and the following.

- A variety of door styles are recommended that complement the exterior architecture
- Simple panel style door or a flat slab panel door will be acceptable for modern designs at the discretion of the Architectural Agent
- Garage door glazing is not required if other detailing or design consideration is present at the discretion of the Architectural Agent
- Garage doors must be painted to match the predominant siding colour or an acceptable complementary colour
- White carriage style garage doors will only be permitted when the house has white trim and when appropriate for the architectural style

## 4.6 Detached Garages

All detached rear garages in high exposure locations are to have an exterior design that matches and/or complements the exterior design of the house. This will include:

- Roof style that is consistent with the main roof of the house
- Gable end treatments and detailing to match the house
- Exterior materials and colours match to those on the house
- Rear detached garages are to have poured broom finish concrete driveways and/or aprons



## 4.7 High Exposure Elevations

Homes with high exposure elevations (corner lots and rear exposure) will require detailing on the exposed elevations that represents the overall style of the home and includes similar detailing to that on the front elevation. These elevations must include:

- Increased level of detailing including finishes, materials, trims and features like the front elevation and consistent with the style of the home
- Exterior materials that are consistent with those used on the front elevation
- Roof forms that match the front and provide variety to the rear streetscape is required on all lots that back onto ponds, parks and walkways
- High exposure lots with substantial rear exposure to an amenity space, roadway, or walkway will be required to construct a deck at the time of construction; deck colours must be painted or stained to blend with the exterior (all vertical surfaces) - exceptions will be made on a case-by-case basis and must be approved by the Developer.
- High visibility lots will be noted on stage maps to ensure transparency and clear directive to builders

### 4.7.1 SIDE ELEVATIONS



*High-exposure side elevation*

### 4.7.2 REAR ELEVATIONS



*High-exposure rear elevation*

### 4.7.3 DUPLEX LOTS

- Duplexes must have a minimum floor area 1100 sq. ft. per dwelling
- Duplex buildings must be two-storey structures on all front drive lots, but bungalows will be permitted on rear lane-access lots
- All duplex buildings must be fully attached along the length of the party wall
- Each unit/side must have compatible but individual front elevations
- Front drive duplex units must have a minimum of an attached single car garage for each unit/side
- On laned duplex lots, a concrete pad for a detached garage is required within 2 years of house construction
- A single car garage pad is acceptable

### 4.7.4 PARGING

All high exposure elevations are to have minimal exposed parging and adhere to the maximum of 12" on the exposed front, side or rear elevations and maximum 24" on any other elevation.



## 4.8 Chimneys/Box-outs

Chimneys & box-outs provide interest on the exterior of a home. To ensure that they are treated as integral elements chimneys and box-outs must:

- Be finished to match the exterior wall material or suitable complementary finish.

## 4.9 Columns

Entrances can be justly enhanced with feature columns that add to the overall expression.

- All columns are to be designed to suit the style of the home – these columns may include smooth finishes, simple square cap and base details, metal trim or finish
- All columns must be a minimum size of 12"x12" unless well suited to the style and appear to have structural integrity
- All columns must be finished in a decorative material, vinyl sided posts are not allowed





## 5. Materials and Colours

### 5.1 Wall Finish

Primary wall finish refers to the material with the most exposure or coverage. Secondary wall finish refers to the materials with a lesser quantity of wall finish. Finishes for architectural details refers to materials used for window frames, columns, trims, borders and other architectural elements. This section applies to all elevations (including side elevations) that are exposed to a street.

- Exterior wall finishing systems shall include vinyl siding, corrugated metal, standing seam metal, brick, synthetic wood (subject to approval), and cement board siding; other materials may be considered on an individual basis
- Conventional stucco will not be permitted anywhere in Prescott, but smooth finish acrylic stucco may be approved
- Masonry to be finished within 2" from grade. Builders are recommended to follow manufacturer's best practices for installation near grade, which may include a partial mix or full thinset style adhesive
- Where strong transitions between materials cannot be avoided there must be special care to blend the colour or hue to avoid disharmony
- Where wall finishes and architectural details are used only on the street front and there is a change of material on the sides, all front facade materials shall turn the corner (wrap- around) at least 2 feet for the full vertical height of the house. Creative transitions of materials are encouraged
- The use of two (2) or three (3) wall finish materials shall typically be required for the major building elevations; high exposure and corner lots will require at least three (3) wall finish materials. Homes which are primarily clad in vinyl materials will require additional design considerations which may include the following:
  - Increased articulation or massing requirements
  - Significant amount of secondary materials in bold, contrasting colours
  - Additional detailing
- Masonry is recommended to be included on the exterior of homes providing it is suitable to the architectural style. Masonry will not be required on homes that have sufficient alternative detailing. If masonry is not used on the garage columns, there will need to be a minimum 10" batten trim installed at the base of the garage columns with a minimum 2' return on the non-entry side and a full return to the porch/stoop at the entry side." Bottom trim detailing must be taken to grade (within 2")
- Window trims to be minimum of 6" wide. This rule notwithstanding, an allowance for a variance to this rule will be permitted, if the house design warrants it, solely at the discretion of the Architectural Consultant and/or developer.

## 5.2 Colours

Colours for roof, face and trim must be coordinated for each unit to complement the individual house design and achieve a harmonious, visually attractive streetscape.

- Bright, vibrant modern colour palettes as well as classic white exteriors will be encouraged in Prescott
- Colour schemes will be reviewed with the following criteria:
  - Visual Interest
  - Contrast in colour scheme
  - Contrast and harmony with neighbouring houses
- Front doors are required to be painted in an interesting, compatible contrasting colour
- White front doors will not be permitted
- Siding colours that are to be avoided are the following:
  - Royal Vintage Cream or similar
  - Royal Sunflower or similar
  - Royal Olivewood or similar
  - Royal Redwood or similar
  - Royal Natural or similar
- The colours noted above will not be approved on high exposure lots; variances on these colour selections may be accepted but must be approved by the Developer in advance
- Light coloured vinyl siding in a traditional lap profile may be permitted as the primary wall material providing there is:
  - A significant amount of secondary material and additional detailing on all exposed elevations OR
  - The entire front elevation is completed in upgraded composite siding. (Hardie Board or approved equivalent)."
- Colour schemes will be reviewed with the following criteria:
  - Visual Interest
  - Contrast in colour scheme
  - Contrast and harmony with neighbouring houses
- Predominantly white colour schemes will require black window frames on all exposed elevations

# 6. Landscaping and Fencing Requirements

## 6.1 Landscaping

Front lot landscaping must be completed prior to receiving a final inspection. The landscaping is to include:

- Front Yard is to be sodded to the curb (Artificial turf is permitted, except in boulevards)
- 1 tree is to be provided in the front yard – minimum requirements for the tree are:
  - Deciduous trees – are to exceed 50mm caliper
  - Coniferous trees – are to be greater than 2m in height
- A minimum of 6 shrubs – height or spread of at least 300 mm at the time of planting
- Rock is permitted for planting beds, between driveways and in the side yards of homes, but is required to be a grey-tone decorative rock

A Landscape deposit will be paid to ensure compliance with these guidelines. The amount of the deposit to be paid will be:

1. For each lot purchased pursuant to the Lot Purchase and Sale Agreement; or
2. If the Purchaser forms part of the Vendor’s builder group (which determination is to be made by the Vendor in its sole discretion), the sum of \$2000.00 for each lot which sum will be paid to the purchaser (builder) by each homeowner as set out in the Standard Terms and Conditions.

The Landscape deposit will be held and dealt with in accordance with the Standard Terms and Conditions.

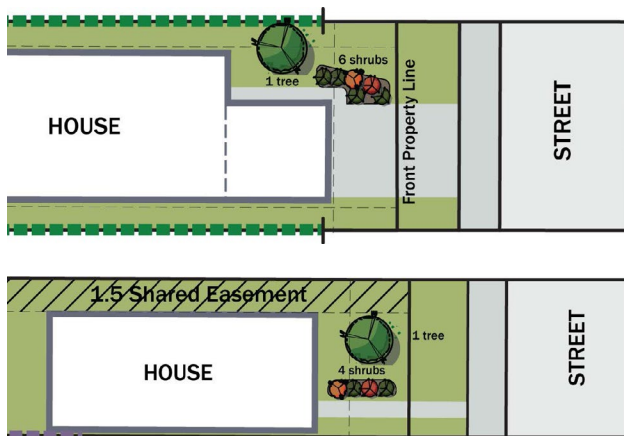


Figure 6.1.2 Zero Lot Landscaping Minimum



## 6.2 Fencing

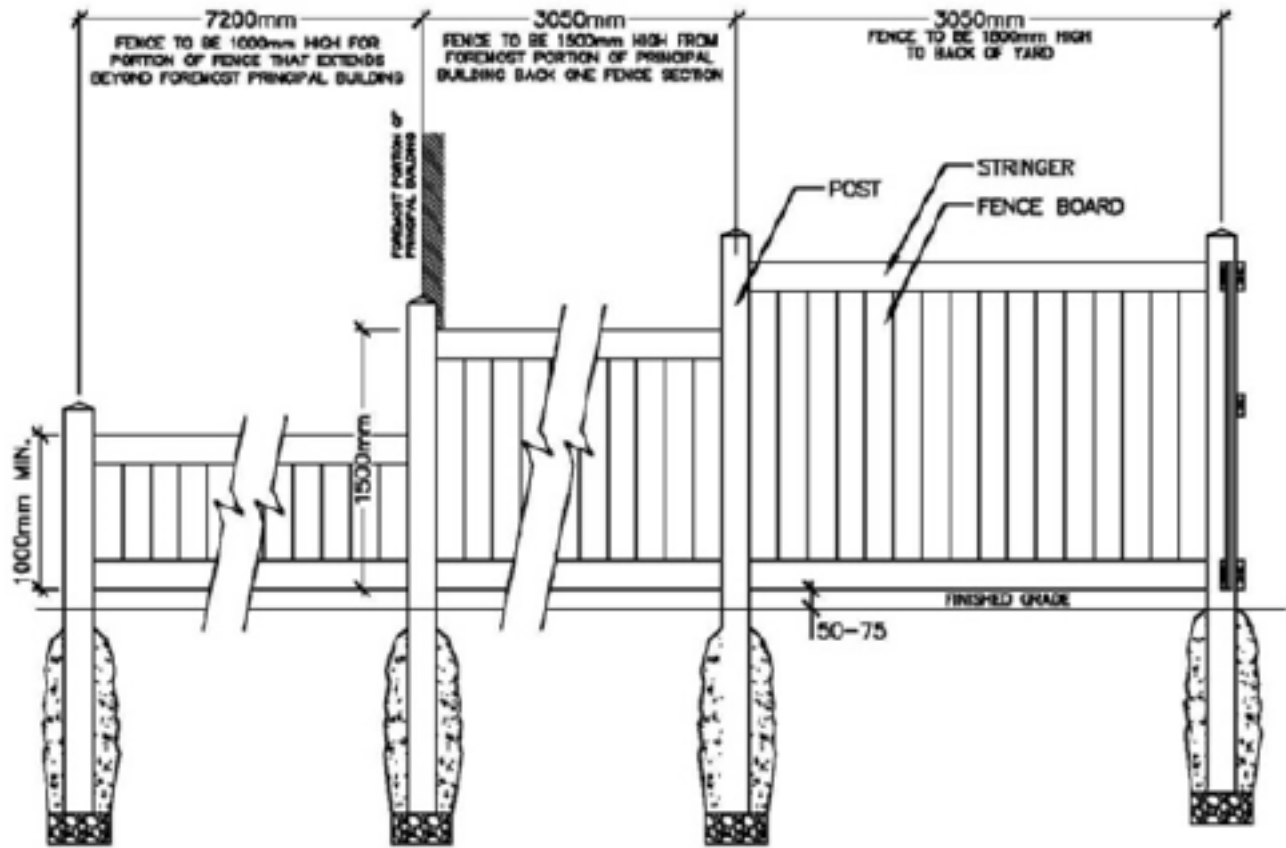
Any fencing installed on lots is to match the development standard design.

Wood Fencing Notes:

- Post Installation shall be set in concrete
- Spaces between line posts shall be uniform and shall not exceed 3.0m measured parallel to ground surface
- Cracks in posts or boards 6-12 mm in width are to be re-stained with fence stain ensuring stain penetrates core wood
- Board spacing shall be tight ensuring spacing between boards does not exceed 10mm when boards are dry
- Posts and any wood in contact with the ground to be pressure treated as per the City of Leduc construction specifications
- All timber posts and beams to be pressure treated pine or fir, rough sawn timber painted with two coats solid wood stain on both sides prior to installation of stringers and fence boards
- Touch up stain to be applied after construction to any boards where stain has been removed, i.e. nail holes, faded, see through, etc.
- Nailer strips to be fastened to post
- Bottom stringer shall be 50-100mm above finished grade and no turf may contact the stringer
- All lumber shall be clean, #1, Construction grade pine, fir, or spruce members, finished as per the details, unless otherwise specified
- All lumber shall be straight, sound, and free of splints, warps, cracks, large knots and other defects
- All colours and type of stain are as per the details and to be applied as per manufacturer's specification and are to be submitted to the landscape architect for approval prior to proceeding
- All wood to be pre-stained with Cloverdale Paint solid stain type and color 'Mushroom fields', product code 72301, colour code EX216
- All dimensions are in millimetres (mm) unless otherwise noted.
- Ensure that front of post is 1.5 meters from gas line
- All wood screen fences to be placed 150 mm inside private property
- All hardware to be galvanized
- Pressure treated posts are to be treated with a solution of pentachlorophenol and petroleum to CSA-080
- Nails to be 89mm Ardox coated from stringers to posts and 57mm Ardox coated for boards (3 per board)
- Contractor to call Alberta One call at **1-800-242-3447** or submit online through [albertaonecall.com/submit-a-locate-request/](http://albertaonecall.com/submit-a-locate-request/) to have existing utilities located prior to start of any construction
- These notes are to be read in conjunction with the written specifications, drawings and detail for the project



## WOOD SCREEN FENCE – STEP DOWN DETAIL

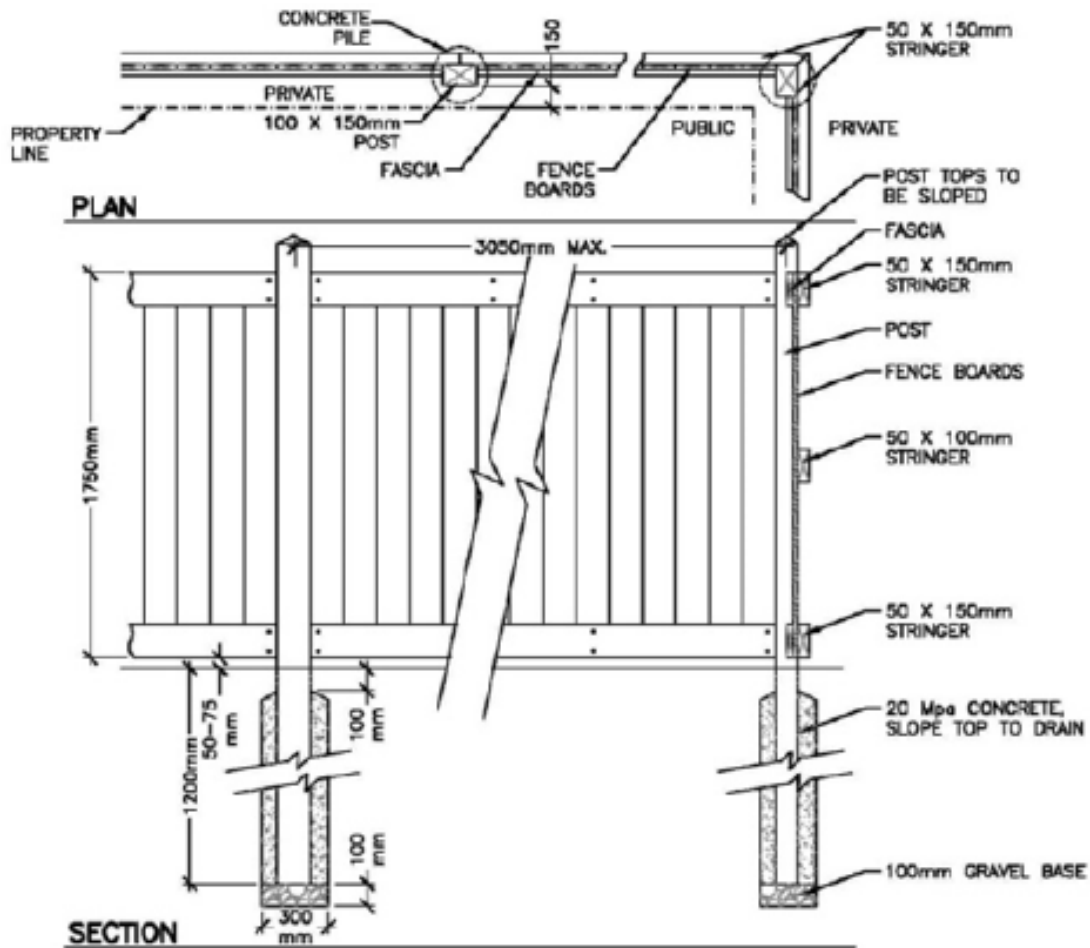


**NOTE:**

1. SEE WOOD SCREEN FENCE DETAIL 2.1 FOR ADDITIONAL INFORMATION.



STANDARD WOOD SCREEN FENCE



NOTES:

1. POSTS:  
100mm X 150mm X 3000mm LONG, ROUGH CUT SPF PRESSURE TREATED TIMBER.
2. STRINGERS:  
2 - 50mm X 150mm S4S SPF PRESSURE TREATED STRINGERS, FASTENED WITH 2 - 75mm #10 ZINC SCREWS PER CONNECTION. MOUNT STRINGERS FACING PRIVATE PROPERTY. WHERE FENCE TERMINATES, ANGLE CUT STRINGER END AT 45 DEGREES.  
1 - 50mm X 100mm S4S SPF PRESSURE TREATED STRINGERS, FASTENED WITH 2 - 75mm #10 ZINC SCREWS PER CONNECTION. MOUNT STRINGERS FACING PRIVATE PROPERTY. WHERE FENCE TERMINATES, ANGLE CUT STRINGER END AT 45 DEGREES.
3. FASCIA:  
2 - 25mm X 150mm S4S SPF FASCIA FASTENED WITH 2 - 63mm #8 ZINC SCREWS PER CONNECTION SPACED AT 600mm.
4. FENCE BOARDS:  
25mm X 150mm X 1750mm LONG S4S SPF FENCE BOARDS FASTENED WITH 2 - 50mm LONG GALVANIZED STAPLES PER CONNECTION.
5. FINISH:  
PAINT OR STAIN TO BE APPROVED BY THE CITY OF LEDUC PRIOR TO CONSTRUCTION.
6. HARDWARE:  
ALL HARDWARE TO BE GALVANIZED, UNLESS OTHERWISE NOTED.
7. ALL COMMON FENCING TO BE INSTALLED 150mm INSIDE PRIVATE PROPERTY.
8. FENCING SHALL NOT ENCROUGH ON GAS EASEMENTS.

# 7. Process of Approval

## 7.1 Review

The purchaser shall review all lot information, marketing materials and the Guidelines prior to choosing a lot.

## 7.2 Submission Process

All submissions for architectural approval will be submitted online through the Streetscape™ Lot Management System. Access to Streetscape is available by invitation only and every user must have their own login on the system and must belong to a Group. There are several types of Groups on Streetscape, each with their own special set of features and view of information. Some types of Groups include:

- Builder
- Developer
- Consultant (Agent)

If your group is already setup then users are ready to Request Access. If your company is not yet setup as a Group, contact us directly at support@e2.associates to setup and receive the “Basic Orientation for Streetscape for Builders” package.

Information regarding the system and the various processes is available at <http://support.streetscape.com/support/solutions>. You can also email the support email above with any questions or call our 24/7 Contact Centre at 403-256-5123.

## 7.3 Portfolio Review

The Portfolio Review process offers builders the opportunity to submit base portfolio models for a blanket approval within the community. This collaborative process is done before a purchaser is involved in the sales process. Once approved, these models can be sold with confidence that they will be approved.

## 7.4 Preliminary Architectural Approval

Preliminary architectural approval submissions can be made for each lot to avoid the unnecessary expense of revising drawings and/or client disappointment. The Purchaser must submit the following to the Architectural Agent for a preliminary architectural review:

- Professionally drawn working drawings in pdf format:
  - Floor plans
  - Foundation plans
  - Cross sections – complete with all dimensions from subfloors to footings and subfloors to front and rear grades
  - Four elevations – complete with all exterior materials clearly noted
- Plot Plan complete with builder’s proposed setbacks, rear grade, front step grade, garage grade and subfloor elevation
- Preliminary Architectural Approval Form – complete with material and colour selections
- This information will be reviewed and returned along with design comments, suggested revisions, material, and siting requirements

*NOTE: Upon return of “the Preliminary Architectural Approval” the builder is responsible for checking all information including the pre-approved plans, plot plans, grades and Preliminary Approval form and contacting the Agent with any concerns or discrepancies before proceeding with the Conditional Final Approval request.*

## 7.5 Final Architectural Approval

The purchaser shall submit online the following to the Architectural Agent for Conditional Final Architectural Approval:

- Professionally drawn working drawings in PDF format showing all revisions required at preliminary approval:
  - o Floor plans
  - o Foundation plans
  - o Cross sections – complete with all dimensions from subfloors to footings and subfloors to front and rear grades
  - o Four elevations – complete with all exterior materials clearly noted
- Plot Plan complete with required setbacks, grades, rear grade, front step grade, garage grade and subfloor elevation requested at preliminary approval
- Final Architectural Approval Form – complete with material and colour selections

## 7.6 Revisions

The Purchaser shall contact the Architectural Agent through Streetscape and obtain written approval for any revisions to the architectural approval before the revisions are applied.

Revisions after a Final Approval are subject to a fee charged directly to the builder.

*NOTE: Upon return of all approvals the Purchaser is responsible for checking all information including the approved plans, plot plans, grades and final approval form and contacting the Agent with any concerns or discrepancies.*

## 7.7 Site Check

The Purchaser is responsible for checking the site, legal plan of survey, building grade plan, marketing map and title to the Lands for locations of:

- Light standards,
- Bus zones,
- Fire hydrants,
- Utility right of ways or easements for drainage,
- Catch basins,
- Transformer boxes or utility pull boxes,
- Restrictive covenants,
- Super mailboxes,
- Or other items which may affect the house design, siting, and the size or location of the driveway and report all problems to the Architectural Agent in writing.

The Builder is to Document in photos any lot damages after possession, prior to doing any work. All lot damages need to be submitted through Streetscape™.

## 7.8 Building permit

The Purchaser shall apply for a building permit from the appropriate authority.

## 7.9 Surveyor stakeout

When the approved plans are finalized and pre-approved by the Architectural Agent, the Purchaser may proceed to stakeout the property.

## 7.10 Final Inspection

Upon completion of the home and landscaping, the builder will request an inspection by the Architectural Agent using Streetscape. Completion of fencing is not a prerequisite to the final inspection, however if fencing is in place at the time of final inspection it will be assessed for compliance with the guideline spec.

Request for Inspection must include Grade Certificate and Municipal Letter of Acceptance (2 Pieces), and a completed Compliance Deposit Refund Form (located in the Streetscape Library)

Photos (submitted by the builder) must include clear color photos of relevant elevations showing all wrapping details onto the side elevations

- 2 photos of the front of the home (one must clearly show the front door, address plaque, and garage door in closed position)
- Corner lots must include the entire side elevation with the entire elevation in view

Exposed lots backing onto ponds, parks, walks, etc. must include 2 photos of the

- 2-3 photos showing clearly the landscaping requirements (min. shrub requirements, trees (size requirements), sod, edged landscaping beds (if applicable). *Note: photos should be taken on an angle to show appropriate wrapping details*

Architectural and Landscape Inspections will be done simultaneously; Please submit request ONLY after both have been completed.

Through this request the builder certifies that this home is complete and ready for Inspection.

Incompletion submissions or failure to comply with either the Final Architectural Approval or

Design Guidelines of the community may result in additional charges being assessed for revisions or re-inspections, billed directly to the builder.

## 7.11 Discretion

These requirements may be altered, amended, or varied by the Vendor, Maclab Development Co., at its sole and absolute discretion and without prior notice. Maclab Development Co. and their designated Agents retain the full discretion to approve or disapprove any or all elements of a proposed development or structure. The vendor, the Architectural Agent, contractors, and appointees shall not be held responsible or liable for the accuracy, enforcement, or compliance with these Landscape and Design Requirements to any Owner, Purchaser and/or Builder within the subdivision.

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*Maclab or E2 + Associates reserves the right to allow exceptions to the guidelines and shall not be liable for allowing such exceptions. Maclab or E2 + Associates reserves the right to review, comment and approve all plans, elevations, and specifications, to ensure designs meet the overall vision. Maclab or E2 + Associates reserves the right to refuse building elevations that do not fit with the overall vision, at their sole discretion.*

*The same plans that are submitted to the E2 + Associates for approval must also be the plan submitted to the City of Spruce Grove for a building permit. Any builders found to be in non-compliance with the Architectural Guidelines will be required to make alterations to the exterior to ensure they are met.*

*These guidelines are subject to change without notice and the Purchaser should contact Maclab to ensure they are referring to the most recent and up to date guidelines in effect at the time plan approvals are requested.*





## 8. Contact

### Developer

#### MACLAB DEVELOPMENT GROUP

1005, 10104 103 Ave NW  
Spruce Grove, AB T5J 0H8  
Phone: (780) 240-4018

Janelle Brenner – Marketing & Residential Project Lead  
Email: [jbrenner@Maclabdevelopment.com](mailto:jbrenner@Maclabdevelopment.com)  
[www.Maclabdevelopment.com](http://www.Maclabdevelopment.com)

### Architectural Agent

#### E2 + ASSOCIATES

Phone: (403) 256-5123  
Email: [support@e2.associates](mailto:support@e2.associates)  
[www.e2.associates](http://www.e2.associates)

### Engineer/Surveyor

#### MIKE MONTGOMERY

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