

## **HOUSE DESIGN APPROVAL PROCESS**

The Design Consultants of Concept To Design Inc. have been appointed as the approving agents for your subdivision. The registered Building Scheme, based on a model created by the City of Surrey, has been written by our office in collaboration with a City Residential Planner and the Developer. It is our mandate to Administer it so that the overall quality and standard of your subdivision is maintained.

Our Design Approval Process has been developed keeping this mandate in mind. Our objective is to work with you, towards the common goal of achieving an optimum home design, best suited for the character of the subdivision.

The following outlines the steps of our Design Approval Process. Following these steps in sequence facilitates an efficient and stream-lined Approval process.

### **STEP 1 – SIGNED CONTRACT BETWEEN DEVELOPER AND DESIGN CONSULTANT**

Our services within the House Design Approval Fee, \*paid by the Home Builder/Owner, includes:

- (1) **One Preliminary Design Review**
- (1) **One Final Design/Working Drawings Approval**, Exterior Colours + Landscape Review
- (1) **One Site Review**

### **STEP 2 – PRELIMINARY DESIGN REVIEW – (approx. up to 2 week turn around) \***

Preliminary Design is submitted for our Review and Approval:

**By email:** [office@concepttodesign.ca](mailto:office@concepttodesign.ca)

Provide the **Client's Contact Info (Name, email and phone number)** for Billing, Designer's Info and the **Subdivision/Developer's Name, Address and Lot Number.**

The following information is required in order to perform a **complete** Review:

- **SITE PLAN** – Based on most current Lot Grading Information

**Drawing to include:** north arrow, property line dimensions and property corner elevations, minimum + proposed setbacks, overall drainage pattern, swale/easement/right of way locations (if applicable), existing and proposed grade elevations at corners of house, MBE, basement + main floor elevation, driveway location and slope %, driveway + walkway material and accessory building location (if applicable).

**Consideration given to:** individual relationship of house with the lot, retention of overall drainage pattern and overall compatibility with neighbouring homes (streetscape).

- **SITE PLAN CONTINUED**

**Please note:**

It is the responsibility of the LOT PURCHASER to ensure the proposed lot grading is in accordance with the LOT GRADING PLAN APPROVED BY THE CITY.

It is the responsibility of the LOT PURCHASER to identify the locations of any right of ways, restrictive covenants and easements; and to COMPLY WITH SETBACKS, ZONING AND BUILDING REQUIREMENTS OF THE CITY.

- **FRONT ELEVATION**

**Drawing to include:** roof pitch(es), finish materials, trims, proposed and existing grades at house corners, main floor + ridge elevation.

**Consideration given to:** compatibility of design elements and style, massing – proportional and in-scale, breaking up of two storey massing, entry definition, rhythm of openings (window size + pattern), gable treatment, column design, compatibility to overall streetscape and design repetition within the subdivision.

- **FLANKING ELEVATION** required for all Corner Lots. Design to reflect the Front Elevation in terms of style and treatments.
- **FLOOR PLANS** – Basement, Main and Upper Floor Plans are requested, as they give us a better understanding of your house and siting design.

Our office will Review and comment on your submission. If your submission requires further attention, a re-submission will be required and charged depending on the complexity of the Review. If Preliminary Approval *Noting Changes* is given, the changes must be incorporated into the Final Working Drawings.

### **STEP 3 – FINAL DESIGN /WORKING DRAWINGS APPROVAL** (approx. up to 2week turn around) \*

#### **WORKING DRAWINGS SUBMITTED FOR APPROVAL:**

Email us the BP Working Drawing Set (36"x24") pdfs to: [office@concepttodesign.ca](mailto:office@concepttodesign.ca)

OPTION to submit hard copy:

Drop off + Pickup location:

UDS Unique Drafting Services (Campbell Heights)

Unit #111 – 19140 28<sup>th</sup> Avenue, Surrey BC V3S 6M3

Hours: Monday to Friday 8:30am - 5:00pm Tel (604) 535-9000

- (1) Full Size Drawing Set, Returned for City Building Permit +
- (1) 11"x17" Drawing Set, Kept as Our File Copy

**This office has partnered with us to accept your drop-off or pick-up.  
They are NOT involved with the Processing of any submissions.**

### **STEP 3 – FINAL DESIGN / WORKING DRAWINGS APPROVAL - CONTINUED**

**Working Drawings to include:** Site Plan, Floor Plans, Four Elevations, Cross Section, and any applicable Accessory Building Drawings.

**Working Drawings will be Reviewed for:** conformance with Design Guidelines and stamped with our Approval. Working Drawings received without Preliminary Design Approvals are subject to a Preliminary Design Review, which will affect the estimated turnaround time.

- **EXTERIOR COLOUR SCHEMES – Form attached.**  
To be completed and submitted with Paint Samples/Stone Photo for Approval with working drawings. Later submissions will still require scheme to be approved PRIOR to its application and is subject to an Additional service Fee. Application prior to Approval puts lot owner/builder at risk of redoing work and Additional Review Fees.
- **LANDSCAPE PLAN**  
**Drawings to include:** The front/flanking yard plant list (i.e. name, size, number, location), and all retaining wall/fencing details (i.e. height, material, location) to be submitted at this time. All Landscaping requirements will receive final Approval during the scheduled Site Review.
- **SERVICE FEES**  
**House Design Approval Fees are due at the submission of the Working Drawings.**  
A cheque payable to Concept To Design Inc. is to be attached in order to proceed.

Please note that Ext Colour Schemes and Landscape Layouts submitted after the Final Design Approval stage will be charged a separate Processing Fee per lot.

### **STEP 4 – SITE REVIEW – Statement of Acceptance and Subsequent Release of Compliance Deposit**

- Once your home and landscaping is complete, please call our office to request a Site Review. Successful completion of this Review may be required in order to attain Final Building Approval from the City.
- Site Reviews are scheduled once a week, and are most effectively and efficiently performed without the presence of other parties.
- Our inspection includes a Review of the exterior of your house including landscaping.
- A letter summarizing the results of the inspection will be sent to you. Non-conforming items listed in the letter, will require an Additional Site Review.
- Once our office finds that your house and landscaping meet the intent of the Building Scheme, a Statement of Approval will be written and forwarded to you.
- We will write a letter to the Developer directing the release of the compliance deposit (which is typically held by the Developer in trust)

## STEP 5 – ADDITIONAL SERVICES (if applicable)

- **Additional Services / Reviews:** Any service beyond what is allocated in the contract (described herein **Step 2, 3, and 4**) including work done after receiving our Design Approval, will be charged out at the applicable Hourly Rates (+ GST).
- **Changes to Working Drawings:** (approx. up to 3-5 days turn around) \*  
Review the change(s) to ensure continued conformance to Building Scheme.  
Fax or email in your requested change(s) to our office.

Depending on the change(s), we will advise you how to best prepare your Working Drawings for Approval (may be cut + paste, updated drawings or sketched over, etc). General change(s) on Working Drawings is to be submitted for our Approval signature (Drop off, see page 4). There is a Processing Fee per lot, but may vary depending on the complexity of the changes for Approval.

- **Printing:** Charges will apply for any required printing; an Additional Administration Fee may also apply.
- **Finished Basement, Detached Garage and Pool Approvals** are submitted with payment using the same process as Working Drawings, noted in Step 3.

Pool Approvals to include: Plans and elevations for any accessory buildings (ie. Pool house, cabana, shed), and required fencing and landscaping details.

\* We aim to process your submissions as efficiently possible; however, approximated turnaround time may vary due to our workload. To meet certain Client's timeline, we can expedite your Approval for an Additional Fee to fast track your submission.

We thank you for your co-operation in advance. If you have any questions, please do not hesitate to contact our office. We look forward to working with you.

Concept To Design Inc.

## EXTERIOR COLOUR SCHEME

**Required Information for Colour Scheme Submission Date:** \_\_\_\_\_

Please fill out and drop off with Samples to **Subdivision:** \_\_\_\_\_

**UDS Unique Drafting Services (Campbell Heights) Lot #:** \_\_\_\_\_

Unit #111 – 19140 28<sup>th</sup> Ave, Surrey - Tel (604)535-9000

**Body** Colour (name + number): \_\_\_\_\_  
Manufacturer: \_\_\_\_\_

**Trim** Colour (name + number): \_\_\_\_\_  
Manufacturer: \_\_\_\_\_

**Fascia** Colour (name + number): \_\_\_\_\_  
Manufacturer: \_\_\_\_\_

**Accents**      **Shakes (if applicable)**  
Colour (name + number): \_\_\_\_\_  
Manufacturer: \_\_\_\_\_  
**Board + Batten (if applicable)** *specify if board color and batten color are different*  
Colour (name + number): \_\_\_\_\_  
Manufacturer: \_\_\_\_\_  
Colour (name + number): \_\_\_\_\_  
Manufacturer: \_\_\_\_\_  
**Other (if applicable)**  
Colour (name + number): \_\_\_\_\_  
Manufacturer: \_\_\_\_\_

**Stone/Brick** Colour: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_

**Garage Door** Colour (name + number): \_\_\_\_\_  
Manufacturer: \_\_\_\_\_

**Entry Door** Colour (name + number): \_\_\_\_\_  
Manufacturer: \_\_\_\_\_

**Windows** Colour: \_\_\_\_\_

**Railing** Colour: \_\_\_\_\_

**Gutters** (to compliment fascia) Colour: \_\_\_\_\_

**Downspouts** (to compliment body) Colour: \_\_\_\_\_

**Soffits** Colour: \_\_\_\_\_

**Roof** Colour: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_

Note: Paint Colour Samples/swatches to be submitted.

Stone or brick and roof Sample must be from a brochure/photo, not actual Sample.

## **OUR SERVICES**

Concept To Design Inc. is pleased to offer the following services and special pricing for our Subdivision Clients:

- **CUSTOM HOMES**
- **EXTERIOR COLOUR SCHEMES**  
CUSTOM  
MODIFIED
- **INTERIOR COLOUR SCHEMES**  
CUSTOM  
MODIFIED

All schemes include colour specifications, complete with product name and manufacturer details, and allocations.

Exterior Colour Schemes include Sample Sheet, and are pre-approved by Concept To Design Inc., allowing you to avoid the applicable Processing Fee.

House Design Approval Fee + Process will be reduced for homes designed by Concept To Design Inc.

## **HOURLY DESIGN CONSULTING FEE**

### **CONSULTING SERVICES AVAILABLE:**

- Exterior Detailing + Design Review
- Electrical / Lighting Layout Review
- Light Fixtures Selection/ Specification
- Plumbing Fixtures Selection/ Specification
- Kitchen Cabinets Design/ Drawing Review
- Door and Hardware Selection/ Specification
- Fireplace, Millwork Design / Drawing
- Rendering Review
- Colour Review (exterior + interior)

Further Volume Discount may apply depending on project.

Please contact our office if you are interested in more information. Thank you.