

APPENDIX B

PRUDHOMMES COMMUNITY ARCHITECTURAL CONTROL PROCESS

The architectural control review and certification process will be conducted on behalf of the Town of Lincoln and include the following steps:

For Grade-Related Residential Dwellings:

- Orientation meeting with the Developer /Builder and municipal staff prior to any submissions;
- Model review and certification;
- Review and certification of exterior materials and colours;
- Review and certification of house sittings; and,
- Periodic site monitoring for compliance with approved drawings.

For Mixed-Use, Apartment and Higher Density Residential and Non-Residential Buildings:

- Orientation meeting with the Developer / Builder and municipal staff prior to any submissions;
- Review of proposed architecture and elevations of the proposed development;
- Review of proposed landscape plan and site plan for the proposed development;
- Review and certification of exterior materials and colours; and,
- Site visit at completion to note compliance with approved drawings.

ROLES AND RESPONSIBILITIES OF THE URBAN DESIGN CONSULTANT / CONTROL ARCHITECT

The developer shall employ the Urban Design Consultant / Control Architect and they shall be acceptable to both the developer and the Town. Further, there shall be stipulations that the Urban Design Consultant / Control Architect's professional involvement in the development is strictly independent and not related to any other facet of the development.

An Urban Design Consultant / Control Architect shall have proven experience in urban design peer review and/or architectural design guidance within Ontario. They will perform the required design review duties to implement the Prudhommes Secondary Plan.

PRELIMINARY REVIEW

- Preliminary model design sketches which are in conformity with these Guidelines and which demonstrate sufficient design quality, variety and the use of appropriate exterior materials will be submitted for review.
- Sale of grade-related residential models (e.g. detached, semi-detached, and townhouses) cannot commence until after preliminary certification by the design control consultant and/or Town.
- Preliminary grading plans and elevations for individual lot sitings should be submitted for review prior to submission of drawings for final certification.

FINAL REVIEW AND CERTIFICATION

Working Drawings

- Working drawings must depict exactly what the Developer / Builder intends to construct.
- All exterior details and materials must be clearly shown on the drawings.
- A master set of all front, flanking and corner lot rear elevations which have been given final certification is to be submitted to the design control consultant once model certification is given. These should be on 1 sheet per each dwelling type.

Site Plans

For Grade-Related Residential Dwellings:

- Engineer-certified site plans are to be submitted to the design control consultant at a minimum scale of 1:250 and may be submitted on single 8-1/2" x 14" sheets or by e-mail in a PDF format.

- In addition to the required grading details, the proposed siting of each unit must clearly show:
- Model and elevation type;
- Lane / driveway locations and street connections;
- A note indicating rear or side upgrades, where applicable.

For Mixed-Use, Apartment and Higher Density Residential and Non-Residential Buildings:

- Engineer certified site plans are to be submitted to the design control consultant as a hard copy at a minimum scale of 1:250 and may be submitted on single 8-1/2" x 14" sheets. It can also be submitted by e-mail in a PDF format.

Streetscape Drawings for Ground Related Residential Dwellings:

- To assist in the review process a streetscape drawing must accompany each request for siting certification.
- Streetscape drawings are to accurately represent the proposed dwellings in correct relation to each other and to the proposed finished grade.
- In the review of streetscapes, minor elevation changes may be required.

Exterior Colour Packages

For Grade-Related Residential Dwellings:

- Prior to the submission of site plans, the Developer / Builder will be required to submit typed colour schedules and sample boards which include the colour, type and manufacturer of all exterior materials.
- Colour package selections for individual lots and blocks should be submitted at the same time as site plans and streetscapes.

For Mixed-Use, Apartment and Higher Density Residential and Non-Residential Buildings:

- Colour and material packages shall be provided for preliminary review prior to submission of drawings for final review. The final submission shall include a colour schedule and sample boards which include the colour, type and manufacturer for certification.

SUBMISSION REQUIREMENTS

- The Developer / Builder is required to submit to the design control consultant for final review and certification, the following:
 - Engineer approved site plans;
 - Working drawings;
 - Streetscapes (grade-related dwellings);
 - Colour and material schedule; and,
 - Colour sample board (to be returned to the builder).
- The number of copies for the final review shall be confirmed with the Town and the Developer / Builder. The design control consultant will retain one set of the foregoing other than the colour sample boards.
- The applicant should allow up to 5 working days for final certifications of grade-related dwelling submissions and up to 10 working days for final certifications of mixed-use, apartment, higher density residential and non-residential developments.
- Any revisions to an existing certification requested by the Developer / Builder will be considered on their merits and if acceptable will be subject to recertification by the design control consultant.
- It is the Developers' / Builders' responsibility to ensure that all drawings and plans submitted for certification fully comply with these Guidelines and all applicable regulations and requirements including zoning and building code provisions.
- The Developer/Builder is responsible for the pick-up and delivery of all materials to and from the design control consultant's office and the Town as necessary.

TOWN OF LINCOLN APPROVAL

- All site plans, working drawings, streetscapes and colour packages must be submitted for review and certification by the design control consultant and the project engineer (site plans only), as required, prior to submission to the Town of Lincoln for building permit approval.
- Building permits will not be issued unless all plans bear the required Final Certification stamp of the design control consultant and project engineer (site plans only).
- Certifications by the design control consultant and the project engineer do not release the builder from complying with the requirements and approvals of the Town of Lincoln and/or any other governmental agency.

MONITORING FOR COMPLIANCE

- The design control consultant will conduct periodic site inspections to monitor development.
- Any significant visible deficiencies or deviations in construction from the approved plans that are considered by the design control consultant to be not in compliance with these guidelines will be reported in writing to the Developer/Builder and the Town.
- The Developer/Builder will respond to the design control consultant in writing within 7 days of notification of their intention to rectify the problem after which the Town will be informed of the Developer / Builder's response or lack of response.
- The Town may take appropriate action to secure compliance.

DISPUTE RESOLUTION

- Where there is a dispute between the design control consultant and the Developer/Builder concerning the interpretation or application of these guidelines or the failure to process plans expeditiously, then the following dispute resolution procedure shall apply:
- The aggrieved party shall notify the design control consultant and Town of Lincoln of the specific reasons and basis for the dispute.
- The design control consultant shall respond in writing to the Town of Lincoln and the aggrieved party.
- Where Town staff feels there is reasonable cause for concern, the dispute and related correspondence will be referred to an alternate design control consultant acceptable to the Developer/Builder and the Town.
- The alternate design control consultant, whose decision will be final, will promptly review the dispute, make all necessary decisions and advise in writing all parties concerned of the reasons and actions decided upon.
- The fees for the alternate design control consultant will be paid directly by the Developer/Builder.