



WILLOW CREEK  
AT BEARSPAW



## PRELIMINARY ARCHITECTURAL APPROVAL APPLICATION

### LEGAL DESCRIPTION/LOT INFORMATION

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ MARKETING LOT #: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### APPLICANT

OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DESIGNER/ARCHITECT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BUILDER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### USE OF HOUSE PLAN APPROVAL SERVICES

The applicant acknowledges that the house plan approval process is provided as a service and that the Willow Creek at Bearspaw Homeowners's Association and its approving offices assume no responsibility for the accuracy of the information provided or for any losses or damages resulting from use thereof.

The applicant further acknowledges that he/she will hold the developer and its approving officers harmless from action resulting from the use of this information.

The architectural approval fee (\$1000 + GST) is to be included with the preliminary/conceptual design submission. The approval process will begin once the fee has been received. Additional preliminary submissions after the initial submission will result in an additional charge of \$500 + GST each. Methods of payment accepted are cheque (Petula Foley c/o Haven Designs) and etransfer ([havendesigns2012@gmail.com](mailto:havendesigns2012@gmail.com)).

### SIGNATURE OF APPLICANT

NAME \_\_\_\_\_ DATE: \_\_\_\_\_



**APPLICATION SUBMISSION TO INCLUDE (pdf format):**

- (a) floor plans of all levels
- (b) all elevations with consistent treatment
- (c) site plan (requirements as listed below)
- (d) proposed exterior materials (natural)
- (e) proposed colours if available
- (f) payment (cheque or etransfer)

**SITE PLAN REQUIREMENTS**

The builder is responsible to confirm on site that the information submitted and reviewed matches the actual site conditions before starting construction. A site plan with the following information must be provided.

- (a) lot dimensions
- (b) building(s)
- (c) dimensions to property lines
- (d) driveway location within manicured envelope
- (e) building envelope
- (f) contour lines

**EXTERIOR FINISHES (optional)**

	MATERIAL	MANUFACTURER	COLOUR
Roof	_____	_____	_____
Wall general	_____	_____	_____
Wall general 2	_____	_____	_____
Wall general 3	_____	_____	_____
Gable face	_____	_____	_____
Gable face 2	_____	_____	_____
Stone/Brick	_____	_____	_____
Wood trim	_____	_____	_____
Shadow board	_____	_____	_____
Fascia	_____	_____	_____
Soffits/Eaves/Downspouts	_____	_____	_____
Front Door	_____	_____	_____
Garage Door	_____	_____	_____
Window trim	_____	_____	_____
Chimney	_____	_____	_____
Porch column	_____	_____	_____
Porch railing	_____	_____	_____
Porch steps	_____	_____	_____
Deck column	_____	_____	_____
Deck railing	_____	_____	_____
Driveway	_____	_____	_____
Privacy fence	_____	_____	_____

