



HENDRICK FARM ARCHITECTURAL CODE

Old Chelsea, Quebec, Canada

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DPZ PARTNERS LLC

FOR

LANDLAB

HENDRICK FARM ARCHITECTURAL CODE

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The *Hendrick Farm Architectural Code* is intended to guide development and to ensure the village's built form follows the design principles articulated in the Master Plan, and Indicative Illustrations.

The Hendrick Farm Architectural Code is comprised of five Articles:

Article 1: Administration & Design Review

Article 2: General Standards

Article 3: Design Standards

3.1 Applicable to all Types

3.2 Single Family Detached

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3.4 Village Centre

Article 4: Definitions

Appendix of Standard Forms

The overriding aims of the Hendrick Farm Architectural Code are fourfold:

- First, to provide a framework to ensure the village is developed in accordance with the principles of the Master Plan.
- Secondly, to ensure a quality of development consistent with the vision that has been laid out for the Village.
- Thirdly, to give certainty to the local planning author-

ity and community over the nature of development that is to make up Hendrick Farm.

- Fourthly, to protect against unacceptable development not consistent with the overriding objectives and guiding principles for the village.

When enacted as proposed, the Hendrick Farm Architectural Code will achieve the following objectives:

- It enables the construction of Hendrick Farm as delineated in the Master Plan conceived at the 2016 charrette.
- It sets urban and architectural standards, which improve the design quality of the village.
- It provides a level of certainty over the type and quality of development that will be delivered, thereby encouraging the efficiency of administrative approvals.
- It encourages specific outcomes through clarity of design in terms of the structure and content of the Master Plan.
- It specifies standards parametrically (by range) in order to minimize the need for variances, whilst encouraging variety.
- It encourages and protects development patterns that are mixed-use and pedestrian-friendly.
- It preserves public civic spaces in the form of parks, squares and other community gathering places.
- It respects the natural environment and, by concentrating development, preserves the majority of land for greenspace.



Article I

I.1 Applicability

- I.1.1 All buildings in Hendrick Farm - other than civic buildings - shall be subject to these Standards.
- I.1.2 These regulations are strictly aesthetic in their intent. In cases of contradiction with local safety codes, these regulations shall be overruled, with notification given to the HFDP. In no way does compliance with these regulations exempt a structure from conformance with other applicable codes.
- I.1.3 Compliance shall be as determined exclusively by the Hendrick Farm Design Panel (HFDP), in consultation with the *Founder* and *Village Architect*. See section 1.5 - Design Review Authorities.
- I.1.4 The term “Village”, “Village Centre” and “Village Architect” shall be understood to refer to the development of Hendrick Farm, and are not used in reference to Chelsea Village.
- I.1.5 *Variances* may be requested of the HFDP on the basis of architectural merit or hardship.
- I.1.6 Provisions of this Code are activated by “shall” when required; “should” when recommended; and “may” when optional.
- I.1.7 Existing local codes shall continue to be applicable to issues not covered by this Code. Discrepancies shall be brought to the attention of the HFDP for review in order to reach an acceptable solution.
- I.1.8 Italicized terms used throughout this Code may be defined in Definitions of Terms. Those terms not defined in Definitions of Terms shall be accorded their commonly accepted meanings.
- I.1.9 Civic buildings are exempt from the provisions of these Standards. The design of such buildings shall be negotiated with the Hendrick Farm Design Panel (HFDP), in consultation with the *Founder* and *Village Architect*. See section 1.5 - Design Review Authorities.
- I.1.10 It is recognized that conflicts, discrepancies and ambiguities may occur within this code. In these instances, the Village Architect shall provide an interpretation of the code based on the original intent.

I.2 Intent of this Architectural Code

- I.2.1 This Code was adopted to promote the general welfare of the village of Hendrick Farm and its residents. The intent and purpose of this Code is to

enable, encourage and qualify the implementation of the following policies:

- a. The Community
 - 1. That communities should be compact, pedestrian-oriented and *mixed use*.
 - 2. That ordinary activities of daily living should occur within walking distance of most dwellings.
 - 3. That interconnected networks of *thoroughfares* should be designed to disperse traffic and reduce the length of automobile trips.
 - 4. That a range of housing types and price levels should be provided to accommodate diverse ages and incomes.
 - 5. That *civic*, institutional, and *commercial* activity should be embedded into the neighborhood centre.
 - 6. That a range of *open space* including *parks*, *squares*, and *trails* should be distributed within the community.
- b. The Block and the Building
 - 1. That buildings and planting should contribute to the physical definition of *thoroughfares* as *civic places*.
 - 2. That development should adequately respect the pedestrian and the spatial form of public areas while accommodating automobiles.
 - 3. That the design of streets and buildings should reinforce safe environments.
 - 4. That architecture and landscape design should grow from the regional climate, topography, history, and building practice.
 - 5. That buildings should make use of energy efficient methods in construction and operation.
 - 6. That *civic buildings* and public gathering places should reinforce community identity.
 - 7. That *civic buildings* should be distinctive from the other buildings that constitute the fabric of the community.
 - 8. That the harmonious and orderly evolution of urbanism should be secured through this code.

I.3 Warrants and Variances

- I.3.1 There are two types of deviations from the requirements of this Code: warrants and variances.
- I.3.2 A *warrant* shall permit a practice that is not consistent with a specific provision of this Code but is justified by the intent of Section 1.2. The Founder and/or the HFDP shall have the authority to approve or disapprove administratively a request for a *warrant*.

1.3.3 A *variance* is any ruling on a deviation other than a warrant. *Variances* shall be granted only by the Village Architect.

1.4 General

1.4.1 All properties benefit from the advantages associated with the Hendrick Farm Community Plan and from the community it creates. As such, all owners of real property and their tenants save blameless the Municipality of Chelsea from noise and other considerations associated with the site's proximity to Autoroute 5.

1.4.2 This Code is not intended to be static and will be reviewed and updated periodically - by the Founder - to consider such things as improved building materials and techniques, as well as to clarify intent as required.

1.4.3 All dimensional requirements will be accepted within a parameter of 10%.

1.5 Design Review Authorities

1.5.1 The **Village Founder** shall refer to Landlab Inc. represented by Sean McAdam, President, or its/ his designate.

1.5.2 The **Hendrick Farm Design Panel (HFDP)** will consist of the Village Founder and their designates which will include at least one architect. The HFDP shall have the authority to review and approve the design of all building projects required to comply with this code, issue warrants, and conduct inspections for compliance with the approved design. The HFDP will be available to assist you as you go through the design-approval process. The HFDP may, at its discretion, refer any design issue to the Village Architect for clarification or approval.

1.5.3 The **Village Architect** at Hendrick Farm will be represented by DPZ Partners, LLC, or other designee qualified in the field of architecture and urban design. The Village Architect will provide design review services as called on by the HFDP for matters requiring interpretations of this code, for the issuance of variances that comply with the intent of the code, and for special conditions that are not specifically addressed by the code.

1.6 Design Review Procedure

1.6.1 Design review is required for any building that is to be custom designed by an "outside" architect (i.e., not associated with Hendrick Farm) selected

by the property owner for a lot in Hendrick Farm. Houses that are constructed from one of the standard house types, with a standard lot configuration, are exempt from design review. Deviations from the standard model designs, as determined by the HFDP, may subject the project to the Design Review Procedure as outlined here.

1.6.2 Submit two (2) copies of all required documents and drawings to:

Hendrick Farm, Attention: HFDP
193 Chemin Ladyfield
Chelsea, QC J9B 0B3
CANADA

1.6.3 All documents shall include the name "Hendrick Farm," block and lot number, lot type and phase, owners' names, and the date.

1.6.4 As further described in these materials, there are several stages of review and approval. At each stage, an application can be approved, approved with stipulations, or denied (see Design Review Policies).

1.7 Step 1. Documents.

1.7.1 In order to proceed, review the following documents:

- a. Your Lot Purchase Agreement.
- b. The Hendrick Farm Architectural Code, including the Design Review Procedures.

1.8 Step 2. Schematic Review.

1.8.1 This review confirms a correct interpretation of The Hendrick Farm Architectural Code. The Village Architect shall sign off on the drawings upon approval.

1.8.2 Your application is to include:

- a. Form A: Sketch Review Application (refer to the Appendix Section of this document for Standard Forms)
- b. Schematic Design Drawings as outlined below:
- c. Site Plan (1:200) showing:
 1. North arrow.
 2. Property lines and setbacks with dimensions.
 3. Building footprints with entries, porches, and balconies delineated and overhangs shown as dashed lines.
 4. Location of parking on site.
 5. Drives and walks with dimensions of each.
 6. Existing trees with trunk diameter and canopy

dimensions.

- d. Floor Plans
- e. Elevations (1:100 or 1:50) showing:
 - 1. Porches, balconies, doors, and windows.
 - 2. Principal materials rendered and specified. Height of each floor, eave, and maximum height in relation to ground level.
 - 3. Roof pitch.
- f. Variances are an exception to the code. Variances are usually granted on the basis of architectural merit or on hardship caused by a situation peculiar to a site. If there are any variances to The Village Codes, submit a description of them and the justification based on merit or hardship.

1.9 Step 3. Construction Documents Review.

- 1.9.1 This review verifies that the construction documents are compliant with The Village Codes and that the recommendations made at the sketch review have been incorporated. Compliance with applicable local regulations and buildings codes is the responsibility of your architect or builder. The Village Architect shall sign off on the drawings upon approval.
- 1.9.2 Your application is to include:
 - a. Form A: Sketch Review Application bearing The Village Architect's signature of approval.
 - b. Form B: Construction Document Review Application.
 - c. Form C: Materials and Finishes List (refer to the Appendix Section of this document for Standard Forms).
 - d. Construction Documents as outlined below:
 - e. Site Plan (1:200) showing:
 - 1. North arrow.
 - 2. Property lines and setbacks with dimensions.
 - 3. Building footprints with entries, porches, and balconies delineated and overhangs shown as dashed lines.
 - 4. Location of parking and site.
 - 5. Driveways and walkways with dimensions of each.
 - 6. Existing trees with trunk diameter and canopy dimensions.
 - f. Floor Plans (1:100 or 1:50) showing:
 - 1. Rooms dimensions and uses labeled.
 - 2. All windows and doors with swings shown.
 - 3. All overhangs of floors and roofs as dashed lines.
 - 4. Overall dimensions.
 - 5. Total square metres (enclosed and porches

shown separately).

- g. Elevation (1:100 or 1:50) showing:
 - 1. Porches, balconies, doors, and windows.
 - 2. Principal materials rendered and specified.
 - 3. Height of each floor, eave and maximum height in relation to ground level.
 - 4. Roof pitch.
 - h. Details (1:25, 1:20 or 1:10) showing:
 - 1. Watertable (if any).
 - 2. Eaves.
 - 3. Door and window surrounds.
 - 4. Porches.
 - 5. Other as requested by The Village Architect.
 - i. Landscape Plan: A sketch plan is required for approval within ninety days of the Construction Documents Review or sixty days prior to occupancy.
 - j. Variances: If there are any variances to the Hendrick Farm Development Code submit a description of them and the justification based on merit.
- 1.9.3 The owner may be asked by The Village Architect to stake out the building, garden walls, fences, and trees to be removed. The Village Architect shall approve, with stipulations, or deny continued construction. If you have not selected a builder by this time, you should do so now.
- ### 1.10 Step 4. Construction Commencement.
- 1.10.1 You must have the following before you start building.
 - a. Form D. Construction Commencement Application.
 - b. Construction Deposit. See "Construction Deposit" for more information.
 - c. Municipality of Chelsea Building Permit(s).
 - 1.10.2 Upon receipt of Form D: Construction Commencement Application bearing The Village Architect's signature of approval, you may submit your drawings to the Municipality for a building permit.
 - 1.10.3 The Village Architect reserves the right to visit properties in the field for compliance with the approved documents during any stage of construction. As a result of these visits, The Village Architect may deny continued construction.
 - 1.10.4 Typical field inspections include:
 - a. At string stake out of buildings, garden walls, fences and trees to be removed.
 - b. When pilings or formwork for footings are in place.
 - c. At the commencement of wall cladding or finish.

d. At the commencement of the construction of eaves, fences, columns, and banisters.

1.11 Step 5. Minor Change.

- 1.11.1 It is anticipated that owners may wish to make improvements or modifications to their buildings during construction or subsequently. To do so, submit the following:
 - a. Form E: Minor Change Application (refer to the Appendix Section of this document for Standard Forms).
 - b. Applicable drawings as necessary to describe the modifications.
- 1.11.2 A minor change may only be executed upon receipt of Form E: Minor Change Application bearing HFDP's signature of approval.

1.12 Step 6. Final Inspection.

- 1.12.1 Upon completion of construction submit the following (one copy of each):
 - a. Form F: Final Inspection Application (refer to the Appendix Section of this document for Standard Forms).
 - b. Final Certified Survey.
- 1.12.2 A building(s) may not be occupied until receipt of Form F: Final Inspection Application bearing The Village Architect's stamp of approval. The Construction Deposit shall be returned with the approved Form F. The owner must arrange for the required occupancy permit(s) from the Municipality of Chelsea.

1.13 Design Review Policies

- 1.13.1 Function of Founder. To encourage the architectural harmony of Hendrick Farm, all property owners are bound by the Hendrick Farm Development Code and by the requirements contained in this document. To that end, no structure or improvement shall be erected or altered until approvals described in this document have been obtained. The role of Founder shall be to oversee the adherence to The Hendrick Farm Development Code as set out herein.
- 1.13.2 Scope of Responsibility. The Founder has the right to exercise control over all construction in the Village. The Founder shall also review all alterations and modifications to structures and improvements (even after initial construction is complete), including, but not limited to, painting, renovations, and

landscaping. Alterations and modifications which are internal and do not affect the exterior appearance of the building shall be exempt from these reviews and required approvals.

- 1.13.3 Enforcing Powers. Should a violation occur, The Founder has the right to an injunctive relief, which requires the owner to stop, remove, and/or alter any improvements in a manner that complies with the standard established by the Founder and/or the HFDP. Approval by the Founder/HFDP does not relieve an owner of his/her obligation to obtain any government approvals. If such approvals are required and are not obtained by the owner, The Founder/HFDP and/or the applicable government agency may take whatever actions are necessary against the Owner to force compliance.
- 1.13.4 Limitations of Responsibilities. The primary goal of The Village Architect is to review the submitted applications in order to determine if the proposed construction conforms to The Village Codes. The Village Architect does not assume responsibility for the following:
 - a. The structural adequacy, capacity, or safety features of the structure and/or improvement.
 - b. Non-compatible or unstable soil conditions, soil erosion, etc.
 - c. Compliance with any or all building codes, safety requirements, and governmental laws, regulations or ordinances.
 - d. The performance or quality of work of any contractor or builder.
- 1.13.5 Meeting of The Hendrick Farm Design Panel (HFDP). The HFDP shall meet as requests are received at a mutually convenient time. All meetings mutually agreed to by HFDP and owner shall be at the owners' expense and shall be billed by The Village Architect.
- 1.13.6 Review Fees. Review fees are established by The Founder in consultation with HFDP. The Founder reserves the right to waive these fees at his discretion.
- 1.13.7 Review Policy. The HFDP reviews the submission and either grants approval, approval with stipulations, or denies approval. The HFDP shall endeavor to notify the owner of the decision in writing and/or drawings within thirty days from the date of receipt of a completed document. One set of plans shall be returned with comments. If The HFDP does not contact the owner within thirty days, the application

ARTICLE I: ADMINISTRATION & DESIGN REVIEW

shall not be deemed “approved”. The HFDP may deny approval because the application is incomplete or inadequate. If approval is not granted, a revised application may be submitted and reviewed in the same fashion as the initial application. If the application is denied approval, a formal appeal may be made in writing to The Village Architect.

I.13.8 Application Withdrawal. An application may be withdrawn without prejudice. At the discretion of The Village Architect, design review fees may be refunded.

I.13.9 Variances. All variance requests pertaining to The Village Codes must be made in writing. Any variance granted shall be distinguished and shall not set precedent for future decisions.

I.13.10 Construction Deposit. A construction deposit of five-thousand dollars (\$5,000.00) may be required from the builder for each house. The deposit shall be held by The Village Architect until a final field inspection has been made by The Village Architect. Full compliance shall result in the return of the construction deposit. If the deposit is required to repair, replace, or clean up common areas that are damaged due to construction activities, the builders shall be notified prior to the use of the deposit. The builder shall be allotted a reasonable amount of time to rectify the problem before the deposit is expended. This deposit requirement may be waived at the discretion of The Founder.

I.13.11 Construction Inspection. Periodic inspections may be made by The Founder while construction is in progress to determine compliance with the approved plans and specifications. The Founder is empowered

to enforce its policies as set forth in The Hendrick Farm Development Code by any action including an action in a court of law, to ensure its compliance. The Founder shall be reimbursed for any and all costs and his time incurred if a code infraction is not immediately rectified to The Founder’s approval.

I.13.12 Waiver and Additional Requirements. The Hendrick Farm Architectural Code has been adopted to assist the owner in connection with the Design Review Procedure. However, The HFDP, after consultation with The Founder, has the right to waive a code requirement on the basis of architectural merit without setting a precedent for any other buildings.

I.14 Design Review Fee Schedule

I.14.1 Refer to the Appendix of this document for standard forms. The Founder/HFDP may periodically update the forms.

I.14.2 Standard Review Fees:

- a. Schematic Design Review Fee, Form A - \$750
- b. Construction Document Review Fee, Form B - \$750
- c. Minor Change Review Fee, Form E: \$250.00 per hour, minimum \$500.
- d. Design Assistance: For Design Assistance from The HFDP or the Village Architect to the owner’s designer as required to comply with The Village Architectural Regulations: Fee = \$250.00 per hour with a minimum one hour.



Article 2

2.1 Intent

- 2.1.1 In accordance with the intent of this Code, this Article regulates the development and modification of buildings and other elements of the built environment within the private *lot*, based on the following premises:
 - a. That building regulations should equitably balance the rights of the individual and the interests of the community as a whole.
 - b. That building form individually and collectively defines and supports the public realm.
 - c. That building configuration should support walkability, safe streets, and safe public spaces, creating pedestrian friendly neighborhoods.
 - d. That building scale should define streets and public spaces as rooms, and should vary by context and intensity in coordination with neighboring properties.

2.2 Instructions

- 2.2.1 This Article sets forth the standards applicable to the development and modification of buildings and other elements of the built environment within private *lots*.
- 2.2.2 Plans required by this Section are subject to administrative approval by the Hendrick Farm Design Panel (HFDP) - See Article 1: Administration & Design Review.

2.3 Lot Standards

- 2.3.1 The portion of a lot fronting a thoroughfare, servitude or civic green space shall be designated its principal frontage. Corner lots shall have designated a principal frontage along the thoroughfare or passage of higher pedestrian importance and a secondary frontage along the remaining frontage. Lots, other than corner lots, fronting more than one thoroughfare or servitude shall have their frontages determined by warrant and may be subject to more than one principal frontage.

2.4 Building Disposition

- 2.4.1 Buildings shall be disposed on a *lot* as follows:
 - a. *Lots* containing one or more structures shall include a *principal building* along the *principal frontage*.
 - b. The *facade* of the *principal building* shall be built parallel to a rectilinear *principal frontage* line at the established *build-to-line*, or to the tangent of

- a curved *principal frontage* line.
- c. The *facade* of the *principal building* shall occupy a minimum percentage of the *principal frontage* width along the *build-to-line*, as specified in Lot Configuration by Building Type as *Frontage Build-Out*.
- d. Building setbacks and *build-to lines* may be modified as indicated in the *Special Requirement Plan for the Village Center*.

- 2.4.2 Building and lot standards in this Code may be adjusted by warrant by the Village Architect in consultation with the Founder to accommodate irregular lots as shown on the Master Plan.

2.5 Building Configuration

- 2.5.1 Building height shall be measured in stories for each level above-ground. Stories may not exceed 5.5 metres in height at the first floor level and 4 metres at the upper floor levels.
- 2.5.2 First floor *commercial functions* shall have a minimum story height (measured from floor to floor) of 4.5 metres and a maximum of 7 metres. A single floor level exceeding 7 metres at floor level, shall be counted as two (2) stories.
- 2.5.3 First floor *residential or lodging functions* having a *porch* or *stoop frontage*, should be raised a minimum of two (2) steps above the average *sidewalk* grade at the *principal frontage* (verify compliance with local codes).
- 2.5.4 Commercial uses having a *storefront, gallery or arcade frontage* shall have an entry at sidewalk level.
- 2.5.5 Mezzanines extending beyond 20% of the floor area shall be counted as an additional story.

2.6 Parking Standards

- 2.6.1 The intent of the Parking Standards is to regulate placement of parking on the site so as to minimize the impact on the pedestrian environment. Further, in order to respond to evolving trends in transportation, the minimum number of parking spaces is not regulated by this code. Shared parking is encouraged for all commercial uses.
- 2.6.2 Parking Access
 - a. Parking shall be accessed by *laneway* where available.
 - b. Parking Lot access drives shall be limited to 6 metres in width in the *primary and secondary frontage* where permitted.
 - c. Vehicular entrances to parking lots shall be no wider than 7.5 metres at the *frontage*.



Example parking lots with curb-less landscaping. Trees are used to define parking spaces.

- d. Parking of Boats, RVs, and commercial trucks (other than for construction) are not permitted on the grounds of Hendrick Farm

2.6.3 Physical Requirements

- a. Parking lots shall be masked from the *frontage* by a building or *streetscreen*.
- b. Curbing should not be installed in parking lots.

2.7 Site Utilities and Equipment

- 2.7.1 Dumpsters and other trash collection equipment shall be contained and screened from the primary and secondary frontage. Details and exact location of the enclosures shall be approved by the HFDP.
- 2.7.2 Locations of all utilities and equipment that are easily visible from the primary or secondary frontage shall be approved by the HFDP.
- 2.7.3 Dry utilities should be located within alleys or rear lanes where available.
- 2.7.4 Where alleys or rear lanes are not available, dry utilities may be located in the transportation way or in the public frontage under sidewalks.
- 2.7.5 Telecom, Gas and Electrical metres, and connection boxes shall be mounted on non-Frontage (Primary or Secondary) walls, or located within alleys where

available, or where not available they shall be located along rear Lot lines, or within the utility Verges of Public Frontages, or the Right-of Ways of Thoroughfares.

- 2.7.6 Wet utilities must be located within the transportation way of thoroughfares.

2.8 Landscape Standards

2.8.1 General Requirements

- a. All planting in the *private frontage* and private *lots* shall consist of noninvasive species.
- b. Landscaping design and sidewalk materials in the front setback shall be in compliance with the standards established by the HFDP.
- c. Above-ground or built-in swimming pools are not permitted in front or back yards.
- d. Clothes lines are not permitted in front or back yards.
- e. Decorative landscape features including fountains, ponds, statues, and raised beds, are not permitted in yards.
- f. Inoperable cars are not permitted to be stored on-site.

2.8.2 Parking lots

- a. One tree shall be planted for every 16 spaces.
- b. Paving should consist of pervious materials where possible.
- c. Landscaped areas should be curb-less and placed lower than paving, not mounded up.
- d. Parking lots consisting of less than twenty (20) spaces shall be exempt from landscaping requirements.

2.9 Signage Standards

2.9.1 Residential Functions

- a. Building address numbers shall be mounted on an approved plaque or in another manner as specified by the HFDP, and displayed in accordance with the HFDP and municipal standards.
- b. Entrances to buildings including multi-family housing may install one directory sign, no more than 0.4 square metres at each entry.
- c. Signage shall not be self-illuminated.

2.9.2 Non-Residential Functions

- a. Signage shall be presented as integrated to the shopfront, and may include up to three of the following signage elements for each shopfront:
 - 1. Projecting blade sign no larger than 65cm high x 90 cm wide constructed of wood or metal

and supported by metal brackets and supports. This is the preferred signage for pedestrian visibility.

2. Horizontal band sign no more than 60cm high placed above the storefront, and/or
 3. A fabric awning sign may be used on the vertical valance only. The awning shall comply with other regulations in the Architecture Regulations.
 4. A neon sign, installed behind the storefront glazing and no larger than 60 x 150 cm
 5. Hand painted letters and graphics (two colors maximum) applied to the storefront glazing that do not substantially obscure visibility of the interior of the shop.
- b. All signs must be externally illuminated, with the exception of neon signs.
 - c. Sign designs are subject to approval by the HFDP.

2.10 Special Requirements for the Village Centre

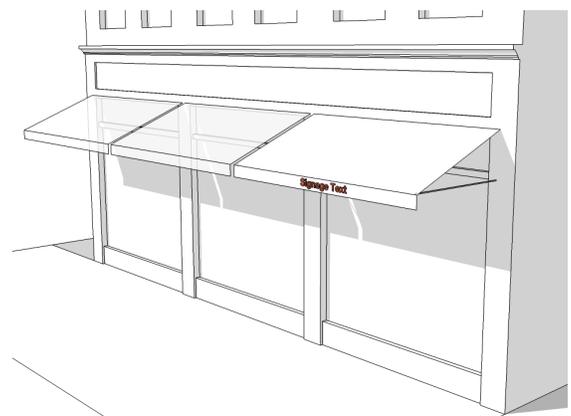
- a. A coordinated frontage designation requires that the public frontage and private frontage be coordinated as a single, coherent landscape and paving design (i.e. streetscape).



Band Sign



Blade Sign (also Projecting Sign)



Awning Sign (signage on vertical valance only)

ARTICLE 3: DESIGN STANDARDS

The *Hendrick Farm* Design Standards are intended to guide the configuration, disposition and general appearance of buildings following the design principles articulated in the Master Plan and indicative Illustrations.

Article 3 Design Standards:

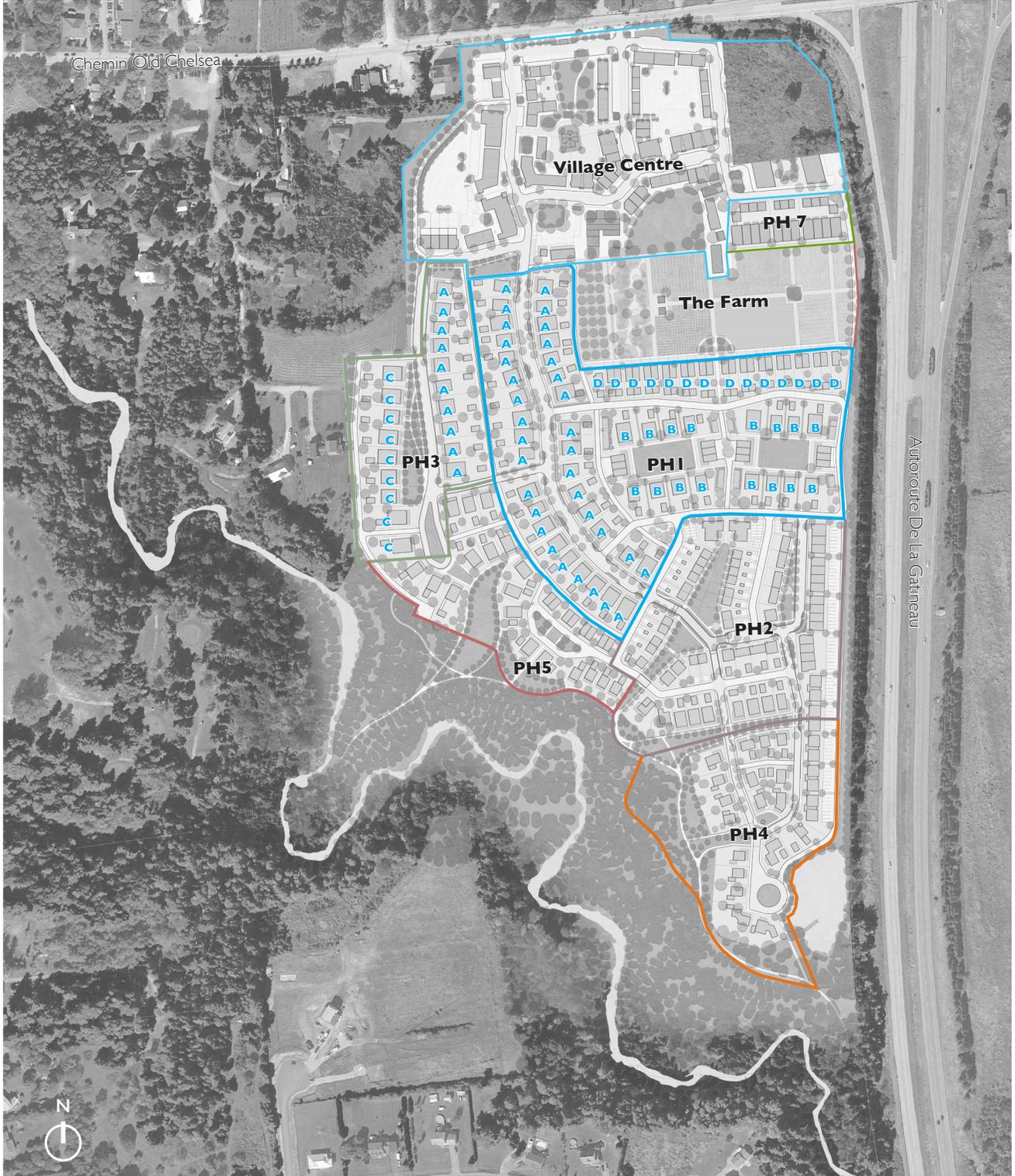
3.1 APPLICABLE TO ALL TYPES

- 3.1.1 These Regulations are intended to produce buildings which are compatible with the local character and vision for Hendrick Farm. For a better understanding of the traditional architecture, designers are directed to the guidebook *Traditional Construction Patterns* by Steven Mouzon, published by McGraw Hill.
- 3.1.2 *Civic Buildings* are to be treated on a site and project specific basis. They should be exemplary designs to reflect their civic nature, placement and role in The Village. They will be held to a higher standard than the minimum required by this Code.
- 3.1.3 *For Variances* see Article 1, Section 1.1 Applicability.
- 3.1.4 Buildings shall be designed with appropriate concern given to handicapped accessibility.
- 3.1.5 The term “brick” refers to clay brick in a traditional colour, unless otherwise indicated.
- 3.1.6 Hardiplank or an equivalent cementitious board, in its painted-surfaced variety (i.e., not faux wood grain), may be substituted for wood in all applications.
- 3.1.7 Retaining Walls shall be brick, local stone, or stuccoed where visible from the public realm. The requirement does not apply to development infrastructure which may be formed concrete.
- 3.1.8 Chain link fences shall not be used at Hendrick Farm.
- 3.1.9 The following shall be selected from the Village Architect’s Master List: Brick, mortar colors, fence designs.
- 3.1.10 The following shall not be permitted at Hendrick Farm within the public right-of-way or private yard:
 - a. Boat trailer
 - b. Plastic play structures
 - c. Plastic Sheds
 - d. RV
 - e. Satellite dish
 - f. Temporary storage or garage structures
 - g. Unlicensed vehicles
 - h. Trampoline
 - i. In-ground or above ground swimming pool
- 3.1.11 The following shall be permitted only in rear yards and where not easily visible from streets, paths, or from principal and secondary frontages:
 - a. Outdoor kitchens and permanent grills
 - b. Play equipment
 - c. In-ground hot tubs (must be covered)
 - d. Direct vent fireplaces, if visible, shall be screened from public view and painted to match the wall.
 - e. HVAC equipment, electrical and gas metres should be located in rear yards wherever possible and shall be screened from public view
- 3.1.12 Refer to Article 2 - General Standards of this document for parking, landscape and signage standards.
- 3.1.13 Compliance with the regulations in this code do not exempt a structure from conformance with other applicable municipal or national codes. Should a conflict arise, existing government codes will take precedence.

3.2 SINGLE FAMILY DETACHED

3.2.1 PHASING DIAGRAM

- A** Lot Type A: House Fronting a (Municipal) Street
- B** Lot Type B: House Fronting a Green
- C** Lot Type C: House Fronting a Boulevard Park
- D** Lot Type D: The Whites



ARTICLE 3: DESIGN STANDARDS – 3.2 SINGLE FAMILY

3.2.2 URBAN STANDARDS - ANNOTATED DIAGRAMS

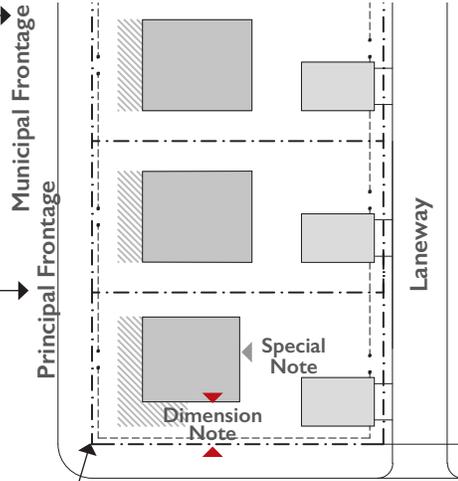
ANNOTATED LOT DIAGRAM

-  Porch
-  Building
-  Ancillary / Outbuilding

The Municipal Frontage indicates the street frontage required for access by Municipal services. It does not always correspond to the Principal Frontage.

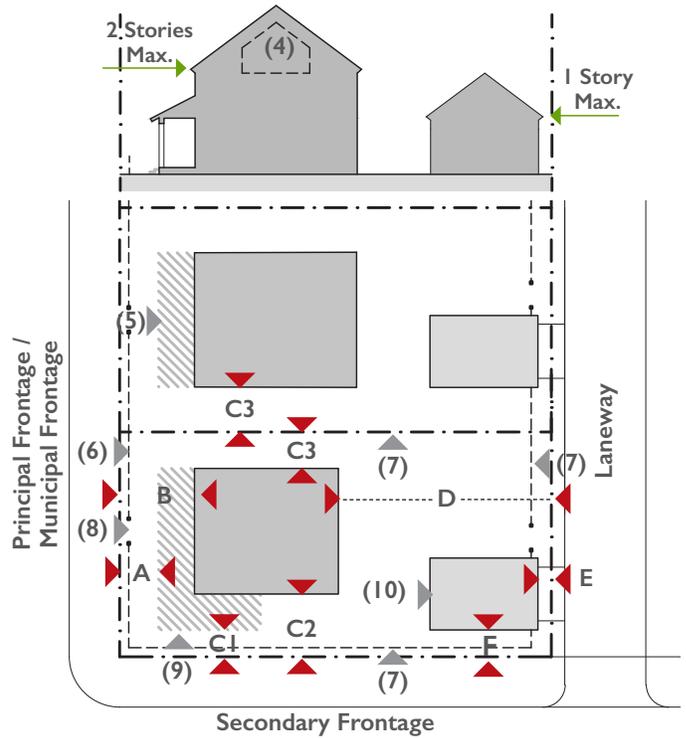
The Principal Frontage establishes the primary orientation of the building facade and the main entry.

Where a servitude exists along a frontage, the setbacks and build-to-lines will be measured from the line of the servitude in lieu of the property line.

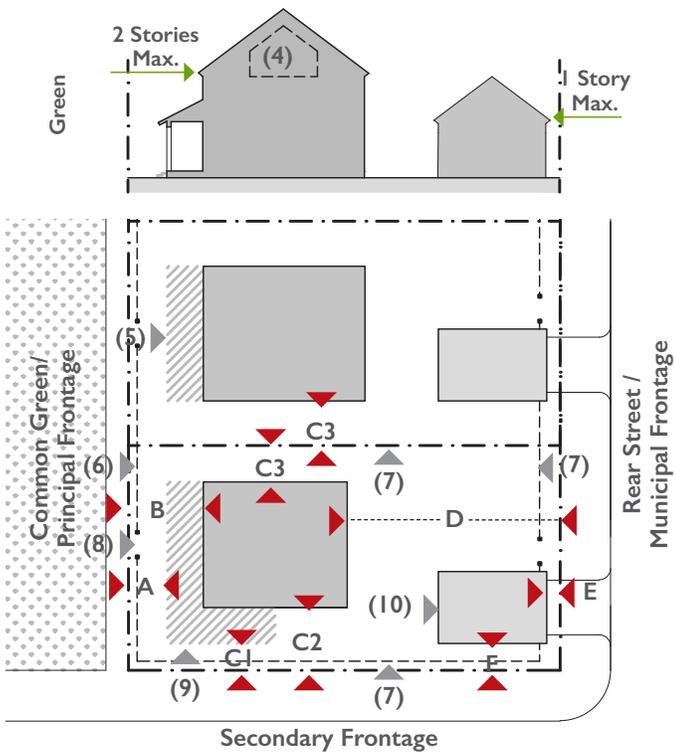


The secondary frontage is adjacent to the primary frontage on a corner lot.

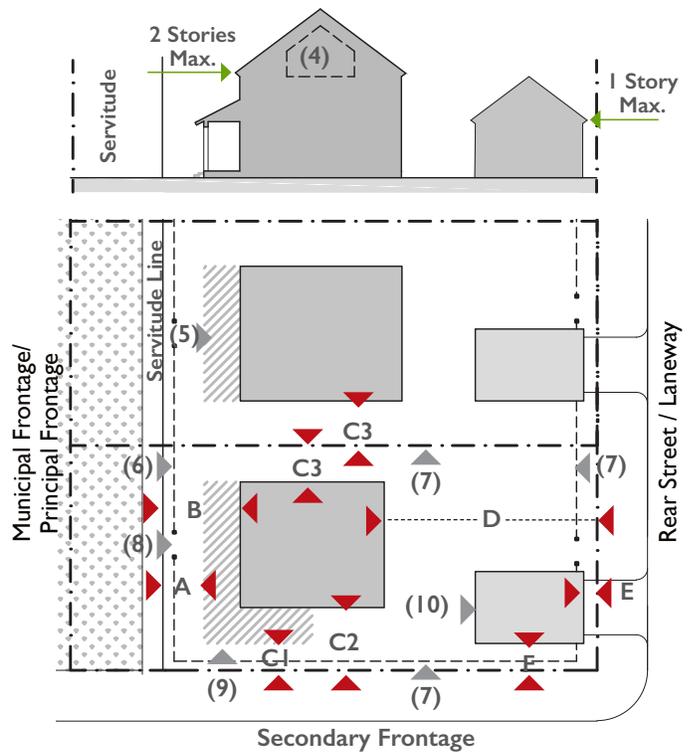
TYPE A: HOUSE FRONTING A (MUNICIPAL) STREET



TYPE B: HOUSE FRONTING A GREEN



TYPE C: HOUSE FRONTING A BOULEVARD PARK



ARTICLE 3: DESIGN STANDARDS – 3.2 SINGLE FAMILY

3.2.3 URBAN STANDARDS - METRICS AND NOTES

Lot Occupation	
Principal bldg. footprint	190 sqm max. (including porch)
Ancillary bldg. footprint - Garage	36 sqm (16'x24') min.; 49 sqm (22'x24') max.
Ancillary bldg. footprint - Shed	15 sqm (10'x16') max.
Max. buildings per lot	1 principal + 1 ancillary

Building Setbacks - Principal Building		
A	Front Build-to-Line - Porch	2.0m (note 1)
B	Build-to-Line - Wall	3.75m min.; 4.25m max. (note 1)
C1	Side Setback - Porch	1.5m min.; 3m max.
C2	Side Setback - Wall	3.75m min.; 5.25m max.
C3	Side Setback - Adjoining lots	1.5m min. (note 2)
D	Rear	8.5m min. or 4.5m min. when lot depth is less than 25.0 m

Building Setbacks - Ancillary Building		
E	Setback from rear laneway/street	1.5m min.
F	Side setback	1.5m min.; 3m max.

Encroachments	
Principal & Secondary Frontage	0.5m max. (note 3)
Side & Rear	0.5m max. (note 3)

Frontage Requirements - Principal Building	
Principal & Secondary Frontage	
Frontage Buildout	30% min. - 75% max.
Glazing at 1st Floor	10% min. - 30% max.
Glazing at 2nd Floor	15% min. - 30% max.
Municipal Frontage / Rear Street	
Glazing at 1st Floor	10% min. - 30% max.
Glazing at 2nd Floor	10% min. - 30% max.
Laneway Frontage	
Glazing at 1st Floor	10% min. - 90% max.
Glazing at 2nd Floor	10% min. - 90% max.

Frontage Types	
At Principal Frontage	Porch & Picket Fence

Building Height (to top of ridge)	
Principal bldg. height - House	7.5m min.; 9.5m max.
Ancillary bldg. height - Garage	6.0m max
Ancillary bldg. height - Shed	4.5m max

Notes:

1. The intent of the Build-to-Line is to establish a continuous street wall. The HFDP will verify the exact location of the Build-To-Line in context with surrounding buildings.
2. Typically, the house, including projecting porches, shall be centred on the lot with equal side setbacks (not less than that specified).
3. Building elements, consisting of steps, chimneys, roof overhangs, and/or bay windows may encroach within the setbacks as described in the table to the left (Building Configuration).
4. Attic space may be finished and occupied as habitable space above the indicated height limit. Refer to Specific Guidelines for standards regarding dormers.
5. The first floor of a single-family residence having a porch or stoop frontage, should be raised a minimum of 2 steps above the average sidewalk grade at the principal frontage.
6. Frontage Fences shall be required at the principal and secondary frontage. Frontage fences shall be no more than 36" (.91 metres) tall. Frontage Fences shall be set back a minimum of 0 metres and a maximum of 0.5 metres from the property line (or, if present, the servitude line) at the principal and secondary frontages.
7. At the alley or laneway, a Privacy Fence may be built at a distance of 1.5 metres from the laneway property line. If there is no laneway, a privacy fence may be built on the rear Property Line. Privacy fences that occur between lots sideyards or at the rear property line shall be no more than 6'-0" (1.82 metres) tall. Privacy Fences shall terminate at 1 metre from the front facade of the main building and continue as a Picket Fence no taller than 36".
8. Frontage Fences shall not have gates, only openings. The openings shall have a minimum width of 1 metre, and a maximum width of 2 metres.
9. All corner lots shall have a wrap around porch along their Secondary Frontage.
10. Phase One Lots shall require either a garage or shed at the laneway frontage. Phase Three Lots do not require garages or sheds. However, all Phase One and Phase Three corner lots shall require detached garages. Along the secondary frontage of corner lots, garages shall be aligned with side porches.

3.2.4 ARCHITECTURAL STANDARDS

3.2.4.1 EXTERIOR WALLS, CLADDING & FENCES

3.2.4.101 MATERIALS

- a. The Principal building and garage shall use the same wall finishes and colour palette. Sheds are exempt from this requirement (see 3.2.4.501 *Paint colours*).
- b. Exterior walls shall be finished with approved hardplank, cedar shingles, or wood siding sealed with paint or stain. The *Hendrick Farm Design Panel (HFDP)* will keep a sample board of approved materials. Proposed alternate materials shall be submitted for approval by the HFDP.
- c. Foundation Walls, Piers and Pilings shall be parged block or smooth-finished poured concrete, wood, or other systems approved by the Village Architect.
- d. Undercrofts may be skirted with horizontal wood boards or framed wood, with spaces between members not larger than 1.5” or smaller than 0.75”. Lattice (horizontal and vertical only) shall be installed between piers and pilings.
- e. Retaining Walls shall be brick, local stone, or stuccoed where visible from the public realm.
- f. Frontage and Privacy fences shall be made of smooth cedar or hemlock, and may be painted or stained. Cedar and hemlock privacy fences may be left to age naturally.
- g. Frontage Fences shall be constructed of pickets, and shall be designed in a traditional picket or paling configuration, made of wood, and painted white. Board configurations are also allowed if they present an articulated top edge (not flat). The HFDP will retain a catalogue of approved fence designs. Alternate designs may be proposed and approved by the HFDP.

3.2.4.102 TECHNIQUES

- a. Frontage Fences are permitted to have the same design for a maximum of two contiguous lots.
- b. Façades may be built of no more than two materials and shall only change material along a horizontal line, i.e. cedar shingles may be combined with wood siding when the material change occurs horizontally, (typically at a floor line or a gable end), with the heavier material below the lighter. Walls of a single building shall be built of the same materials in the same configuration. Wood clapboard and shingles shall be horizontal.

- c. Wood Siding shall appear in one of the following configurations: clapboard, shiplap, tongue & groove, or board and batten. Wood Siding shall be horizontal, maximum 6” to the weather, with the exception of authentic board and batten.
- d. Shingles shall be maximum 8” to the weather. Decorative shingles shall not be permitted unless authentic to the design. Shingles shall be machine cut with bottom edges aligned.
- e. Foundation Walls shall be exposed a minimum of 6” and a maximum of 36” above grade at the wall.
- f. Trim shall be minimum grade ‘B’ trim lumber and shall not exceed 6” in width at corners and 5-1/4” in width around openings, except at the front door where it may be any size or configuration. Exceptions may be granted for shingle structures and for authentic classical detailing.

3.2.4.2 OPENINGS

3.2.4.201 MATERIALS

- a. Exteriors of windows shall be made of painted wood, or aluminium clad PVC, and shall be glazed with clear glass. Basement and attic windows exposed to the public realm are subject to the same requirements as other windows. Unclad PVC windows are only permitted in Basements.
- b. Arched windows are only permitted as part of an eyebrow dormer.
- c. Doors (including garage doors) shall be wood, composite, plank, aluminium or steel-clad wood plank.
- d. Shutters shall be made of wood.
- e. Security Doors and Window Grilles shall be approved by the Village Architect.

3.2.4.202 TECHNIQUES

- a. Windows should be operable. They shall be rectangular, and vertically proportioned, with a minimum height: width ratio of 1.5:1. Operable windows shall be double or single hung. Transoms may be oriented horizontally with panes of vertical proportion. The window sash shall be located interior to the centre line of the wall.
- b. Multiple windows in the same rough opening, shall be separated by a 4” minimum post (no minimum post dimension for grouped windows in masonry walls).
- c. A total of five different window types may occur in facades of houses facing streets, as follows:
 - I. a standard window type;

2. an upstairs type that is equal in width to the first-floor type but need not be as tall;
 3. a dormer type;
 4. a basement type;
 5. transoms, sidelights, and other glass located in the entry bay of the house.
- d. Types 1, 2, and 3 may all be identical. Pane size and shape should be either identical or proportionately consistent for all windows. Facades shall be designed as a coherent whole, and in concert with adjacent side facades.
 - e. Window Muntins are required and shall be true divided light or simulated divided light (fixed on the exterior window surface and the interior surface as well), and shall create panels of square or vertical proportion. 4 over 4, 6 over 6, 8 over 8, and 12 over 12 windows are encouraged. 2 over 0, 4 over 0, and 6 over 0 are permitted.
 - f. Bay Windows shall have a minimum of 3 sides and shall either extend to the ground or be structurally supported by brackets. They shall return to the building at a 90° angle (no 45's).
 - g. Storm Windows and Screens shall be integral with the window. Screens shall be made of brass, bronze or black vinyl.
 - h. Front Doors of residential units should be located on the frontage line in residential structures, but recessed doors shall be allowed if approved by the Village Architect's office. For houses on corners, the principal entry should be located on the side of the house facing the larger street. Paired main entry doors are not permitted at the frontages of residential buildings; however, a front door may sit behind a paired screen door of equal total width. Transoms and sidelights are encouraged.
 - i. Doors shall be hinged. Doors, except garage doors, shall be constructed of planks or raised/flat panels (not flush with applied trim) which express the construction technique. Residential front doors shall be a symmetrical design of 2 to 8 rectangular panels. Alternate designs and/or doors with glass may be permitted if approved by the Village Architect.
 - j. Garage Doors shall be a maximum of 16ft (5 metres) in width and shall be painted or stained.
 - k. Shutters shall be sized and shaped to match their openings and with proper hardware and shall appear to be fully operable.
 - l. Fan louvers and vents shall generally be avoided on elevations facing streets. When not avoidable, they shall be shaped and placed to form an integral part of the facade composition, and painted the

trim colour of the house.

3.2.4.3 ROOFS

3.2.4.301 MATERIALS

- a. Roofs shall be clad in one of the following materials, in their natural or approved colour: wood shingles, galvalume, copper, natural slate, or dimensional asphalt shingles. Artificial slate is acceptable if approved by the Village Architect. The HFDP will retain a sample board of approved roof materials.
- b. It is anticipated that solar shingles may emerge as an attractive and viable roofing material in the near future. These products will be reviewed by the HFDP and may be added to the list of approved roof systems.
- c. Single family homeowners have the choice between either 5" half round real copper eave-troughs or 5" half round painted galvanised steel eave-troughs (syn. gutter) in black or white. Splash blocks shall be made of concrete, brick or gravel. In the absence of gutter, brick, or other pervious materials, gravel shall be placed at the drip line. Eave-troughs shall not be installed on roofs with rafter tails except when prescribed by the village Architect.
- d. The eave-troughs above single family home stairs or mandoor must extend between 6" - 12" past either edge of the stairs or man door. In the case of a 3' wide door, the eave-trough must be between 4' - 5' long.
- e. The eave-troughs above single family home stairs or mandoor must be open ended. In these locations downspouts are not permitted.
- f. A downspout is required for the eave-trough on the single family home garages only when it is a full length eave-trough (not simply over the mandoor).
- g. Full length eave-troughs along the side roof of a garage must run the exact length of the roof and only on the side with the parking pad.
- h. Fascia and soffits shall be wood or hardiplank.
- i. Flashing shall be copper, lead or aluminum.
- j. Copper roofs, flashing, gutters and downspouts shall be allowed to age naturally (not painted or sealed).

3.2.4.302 TECHNIQUES

- a. Principal Roofs on all freestanding buildings shall be a symmetrical hip, gable, gabled hip, hipped gable, or cross gable, with a slope of 6:12 to 15:12.

Also acceptable are the following types of roof: gambrel and hipped gambrel.

- b. Ancillary Roofs (attached to walls at the upper portion), including porch roofs may be sheds sloped no less than 3:12.
- c. Flat Roofs shall not be permitted on single-family residences.
- d. Porches and Garages shall have exposed rafters. Eaves on principal roofs and porches (including column and beam details) shall be designed and constructed in accordance with the approved details provided by the HFDP. Alternate details may be submitted for approval by the HFDP.
- e. Dormers may be habitable, and a minimum of one (1) metre from side building walls, and have gable or hipped roofs with a slope not to exceed that of the principal roof, or shed roofs with a slope of one half the slope of the principal roof. Dormers shall be no larger than is necessary to hold their windows and framing (2 x 4's with rigid insulation), and only shed dormers may hold more than one window. Dormer windows shall match the standard window size of the house or be smaller.
- f. Roof Penetrations, except stucco or brick chimneys, shall be placed so as not to be easily visible from streets or paths. Roof penetrations, except stucco or brick chimneys, shall be painted black or to match the color of the roof and shall extend minimum heights.
- g. Skylights shall not be permitted.
- h. Overlapping Gables - Roof ends in which a smaller gable sits in front of a larger gable, from which it projects less than ten feet, are only permitted when the smaller gable is a front porch roof.

3.2.4.4 ELEMENTS

3.2.4.401 MATERIALS

- a. Chimneys shall be brick, wood clad, or stuccoed. Flues for pot belly stoves shall be metal.
- b. Columns, Posts, Spindles and Balusters shall be made of wood or approved composite (e.g., MDF "Extira") and their designs shall be approved by the Village Architect. Porches may be enclosed with glass or screens; however, glass enclosures are not permitted at frontages. Porch ceiling framing may be enclosed with painted wood; exposed joists shall be painted or stained.
- c. Decks shall be located only in rear yards and

where not visible from streets or paths.

- d. Cloth or metal awnings are not permitted at residential frontages.
- e. Metal Elements shall be natural-colored galvanized steel, anodized or electrostatic-plate aluminum, or marine-grade aluminum.

3.2.4.402 TECHNIQUES

- a. Chimneys shall be a minimum 2:1 proportion in plan and capped to conceal spark arresters. Fireplace enclosures and chimneys shall extend to the ground. Gas chimney exhaust shall be painted in black or white.
- b. Screened Porches shall have screens framed in wood installed behind framed railings. If not visible from a street or path the framing may be aluminium if approved by the Village Architect's office.
- c. Classical Columns and detailing (The Orders), if provided, shall be historically precedented and compatible to the style of the building, with proportions and profiles approved by the Village Architect. The American Vignola is recommended as a sourcebook.
- d. Posts shall be no less than 5"x5", and their proportions and profile shall be approved by the Village Architect's office.
- e. Railings shall have top and bottom rails and be made of wood or metal. Wood top rails shall be eased. Top and bottom rails shall be centred on the pickets. The openings between spindles and balusters shall not exceed 4".
- f. Wood Elements on buildings (as opposed to site elements) that are visible from any public realm shall be painted or sealed with an opaque or semisolid stain. Where permitted by the HFDP, fences may be left natural.

3.2.4.5 MISCELLANEOUS

3.2.4.501 PAINT COLOURS

- a. All exterior colours for the principal and ancillary building (house and garage/shed) shall require approval by the HFDP. Exterior walls shall be no more than one colour per material used. Trim (balconies, porches, window surrounds etc.), shall be one colour. One additional Accent Colour, for items such as the front door and shutters, may be used subject to approval from the Village Architect. For walls of natural wood

colour, trim shall be white semi-gloss paint. Colour of stucco, polymer coating, and other similar materials shall be in the off-white, buff, and grey range.

- b. Wood sheds shall be painted or stained. Cedar or Hemlock sheds may be left to age naturally.

3.2.4.501 LIGHTING

- a. All exterior Lighting shall follow the current lighting policy of the HFDP.
- b. It is the intent of the lighting policy to implement the principles of “Dark-Sky” lighting to minimize nighttime light pollution. Exterior lighting shall be subtle, directed downward and minimize blue light omissions.
- c. All exterior light bulbs shall be of a color temperature in the range of 2600 to 2800 kelvin.
- d. All exterior lighting fixtures within a lot must be of a compatible style and shall be selected from the HFDP’s Light Fixture Schedule.
- e. A wall sconce of approved finish and design shall be located on one or both sides of the main entrance. These lights will be controlled by a photocell sensor and remain on from dusk to dawn. Additional potlights are permitted in accordance with HFDP standards.
- f. Garage doors facing an alley shall have a cantilevered light fixture beside the door. The fixture shall be controlled by a photocell to automatically turn on during night time hours. The address number shall be placed below the light per HFDP specifications.

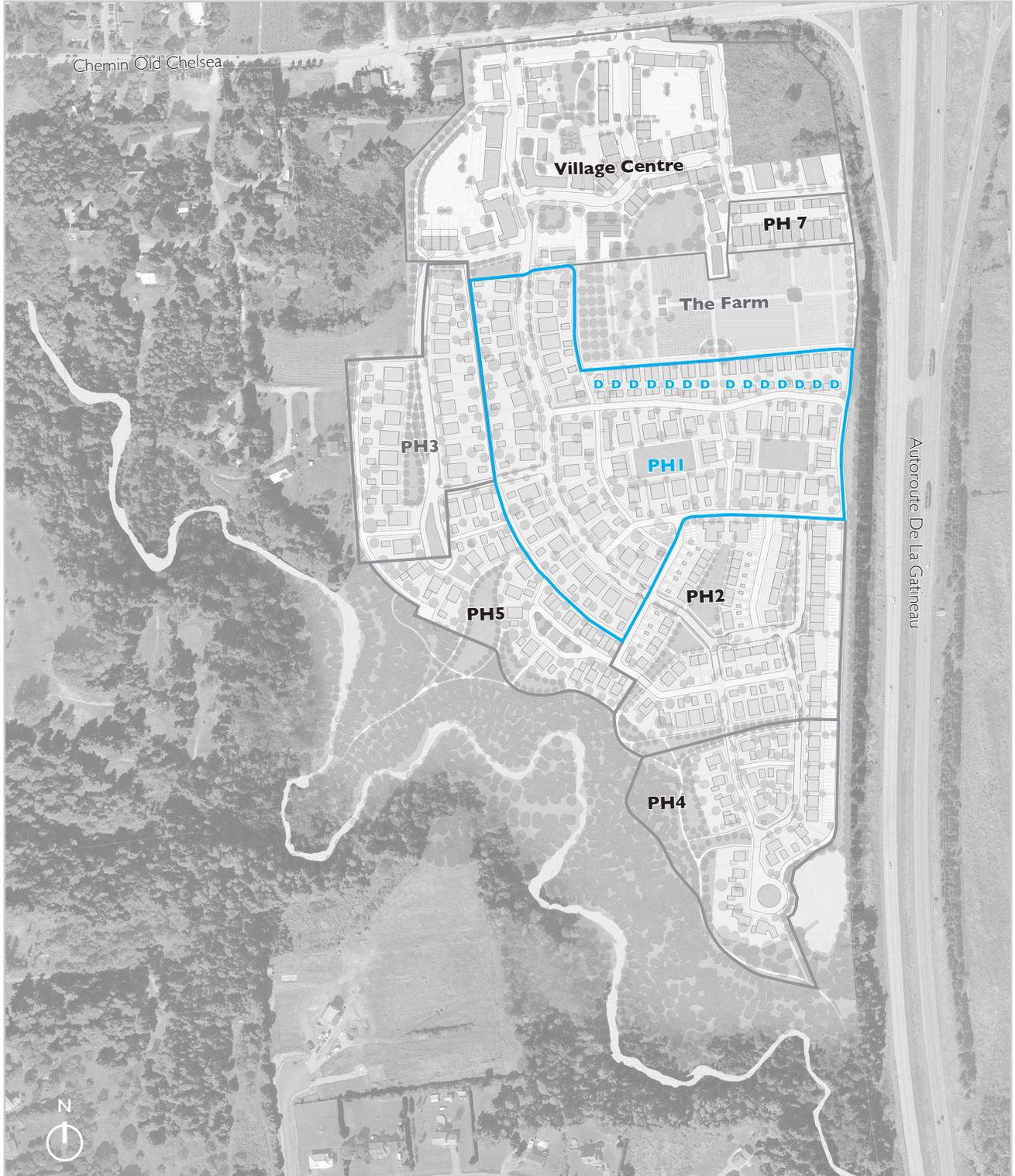
3.2.4.501 DRIVEWAYS

- a. Driveways and Garage Aprons shall be of gravel.

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3.3 ATTACHED HOMES - PHASING DIAGRAM

D Lot Type D: The Whites

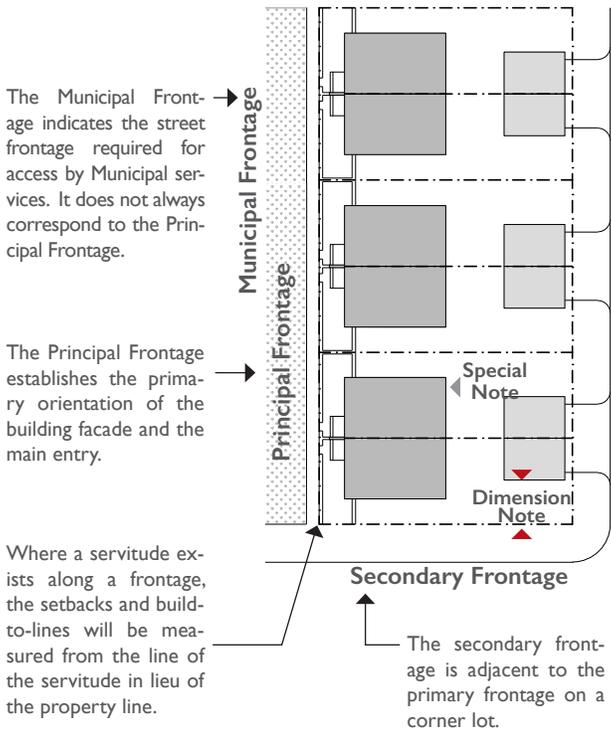


ARTICLE 3: DESIGN STANDARDS – 3.3 ATTACHED HOMES

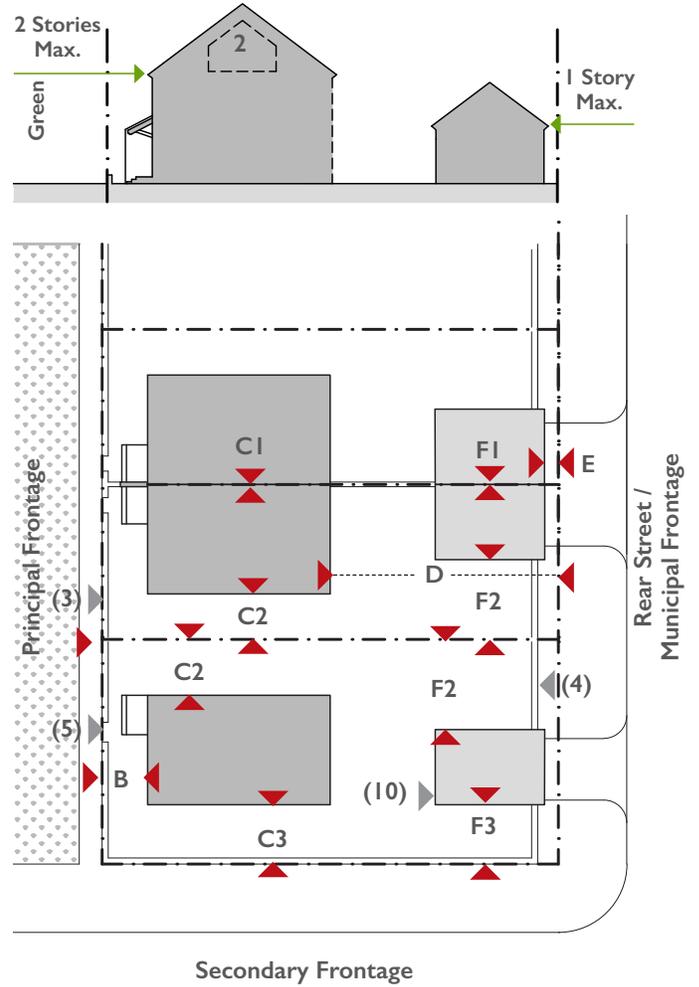
3.3.1 DUPLEX (THE WHITES) - ANNOTATED DIAGRAMS

ANNOTATED LOT DIAGRAM

-  Porch / Stoop
-  Building
-  Ancillary / Outbuilding



TYPE D: "DUPLEX" FRONTING A GREEN



ARTICLE 3: DESIGN STANDARDS – 3.3 ATTACHED HOMES

3.3.2 DUPLEX (THE WHITES) - METRICS AND NOTES

Lot Occupation		
Principal bldg. footprint		as built
Ancillary bldg. footprint - Garage		22.3 sqm (12'x20')
Ancillary bldg. footprint - Shed		not allowed
Max. buildings per lot		1 principal + 1 ancillary
Building Setbacks - Principal Building		
A	Front Build-to-Line - Porch	N/A
B	Build-to-Line - Wall	as built
C1	Side Setback - Side yard	
C2	Side Setback - Adjoining lots	as built
C3	Side Setback - Corner	
D	Rear	as built
Building Setbacks - Ancillary Building		
E	Setback from rear laneway/street	as built
F1		as built
F2	Side setback	as built
F3		as built
Encroachments		
Principal & Secondary Frontage		as built
Side & Rear		as built
Frontage Requirements - Principal Building		
Principal & Secondary Frontage		
Frontage Buildout		as built
Glazing at 1st Floor		as built
Glazing at 2nd Floor		as built
Municipal Frontage / Rear Street		
Glazing at 1st Floor		as built
Glazing at 2nd Floor		as built
Frontage Types		
At Principal Frontage		Terrace
Building Height (to top of ridge)		
Principal bldg. height - House		as built
Ancillary bldg. height - Garage		as built

Notes:

1. The intent of the Build-to-Line is to establish a continuous street wall. The HFDP will verify the exact location of the Build-To-Line in context with surrounding buildings.
2. Attic space may be finished and occupied as habitable space.
3. Frontage Fences shall be required at the principal and secondary frontage. Frontage fences shall be no more than 3'-0" (.91 metres) tall. Frontage Fences shall be set back a minimum of 0 metres and a maximum of 0.5 metres from the property line at the principal and secondary frontages, and shall form a continuous straight line across the principal frontage of all White Model Units.
4. At the alley or laneway, a Privacy Fence may be built at a distance of 1.5 metres from the laneway property line. If there is no laneway, a privacy fence may be built on the rear Property Line. Privacy fences that occur between lots sideyards or at the rear property line shall be no more than 6'-0" (1.82 metres) tall. Privacy Fences shall terminate at 1 metre from the front facade of the main building and continue as a Barn Rail Fence (described further in 3.3.3.2) .
5. Frontage Fences shall not have gates, only openings. The openings shall have a minimum width of 1 metre, and a maximum width of 2 metres.

ARTICLE 3: DESIGN STANDARDS – 3.3 ATTACHED HOMES

3.3.3 DUPLEX (THE WHITES) - ARCHITECTURAL STANDARDS

3.3.3.1 GENERAL

3.3.3.101 PROCEDURES AND REFERENCES

- a. Any proposed minor design changes or additions to the exterior of the principal building and garage shall be approved first by the Hendrick Farm Design Panel (HFDP) in consultation with the Founder and Village Architect, and secondly by the majority of White Model homeowners. The requirements listed in this section shall apply to all White Model Units. Any approved minor design changes or additions shall be applied to 100% of White Model units.
- b. Refer to *Article 1 - Administration and General Review* of this document for design review procedures, variances and warrants.
- c. Refer to *Article 2 - General Standards* of this document for general lot standards, building configuration, parking, landscape and signage standards.
- d. Refer to *Article 3 - Design Standards, Section 3.1* of this document for regulations that are applicable to all types, including structures that shall not be permitted at Hendrick Farm within the public right-of-way or private yard, and structures that shall only be permitted in rear yards and where not easily visible from streets, paths, or from principal and secondary frontages.
- e. Detached End Units are not exempt from the requirements in this section, with the exception of the placement of the principal building and garage within the lot. Both structures may be centred on the lot with equal side setbacks.

3.3.3.2 EXTERIOR WALLS, CLADDING & FENCES

3.3.3.201 MATERIALS AND TECHNIQUES

- a. The principal building and garage of all White Models shall maintain the as built exterior wall finishes and colour palette:
 - The principal frontage façade shall maintain the as built white painted brick.
 - The side and back façades shall maintain white clapboard siding.
 - All bumpouts shall maintain the black board and batten.
 - All Garages shall maintain white clapboard siding matching the main building, and shall have black mandors.

- Secondary frontages facades shall follow these same rules listed above.
- Porches and stoops shall be made of untreated Hemlock and shall be left to age naturally.

- b. Frontage fences shall be 3 ft tall with a three rail barn rail style, and shall remain of untreated hemlock, see section 3.3.1 & 3.3.2 for more details.
- c. See section 3.3.3.601 for paint colour codes for the elements listed above.

3.3.3.3 OPENINGS

3.3.3.301 MATERIALS

- a. Exteriors of windows shall be black and made of wood or aluminium clad PVC, and shall be glazed with clear glass. Muntin bars and trim shall have the same dimensions as the original windows approved by the Founder/Village Architect. Basement windows exposed to the public realm are subject to the same requirements as other windows. Unclad PVC windows are only permitted in Basements.
- b. Arched windows are not permitted.
- c. Doors (including garage mandors) shall be wood, composite, plank, aluminium or steel-clad wood plank. Front and back doors shall be black and garage doors shall be white. See section 3.3.3.601 for paint colour codes.
- d. Shutters shall not be permitted.
- e. Security Doors and Window Grilles shall not be permitted.

3.2.4.202 TECHNIQUES

- a. In case of replacement, new windows shall be built and placed according to the original specifications and approved by the Village Architect.

3.3.3.4 ROOFS

3.3.3.401 MATERIALS

- a. Roof shingles shall be black dimensional asphalt shingles. Copper flashing shall remain genuine copper.
- b. Original Copper eavestroughs (syn. gutter) and downspouts on principal buildings and garages that are replaced shall remain the same design and shall be made of genuine copper.
- c. Any addition of eavestroughs to White Model

3.3.3 DUPLEX (THE WHITES) - ARCHITECTURAL STANDARDS

Units must be 5" Half round painted galvanised steel gutters in white.

- d. Eavestroughs shall be only allowed above mandooors on White Model garages, and along the parking-pad-side drip line on White Model garages.
 - Eavestroughs above White Model garage mandooors must extend 6"-12" past either edge of the mandoor as necessary
 - A downspout is required for the eavestroughs on the White Model garage only when it is a full length eavestroughs (not simply over the mandoor)
 - Eavestroughs along the side roof of a White Model garage must run the exact length of the roof
- e. Copper flashing, eavestroughs, and downspouts shall be allowed to age naturally (not painted or sealed).

3.2.4.302 TECHNIQUES

- a. Principal Roofs on all freestanding buildings shall be a symmetrical gable or cross gable roof with a slope of 15:12.
- b. Upper connecting mid roof secton shall have a slope of 4:12. Roof porches shall have a slope of 5:12.
- c. Flat Roofs shall not be permitted.
- d. Porches and Garages shall have exposed rafters. Eaves on principal roofs and porches (including column and beam details) shall be designed and constructed in accordance with the approved details provided by the HFDP. Alternate details may be submitted for approval by the HFDP.
- e. Skylights shall not be permitted.
- f. Overlapping Gables - Roof ends in which a smaller gable sits in front of a larger gable, from which it projects less than ten feet, are not permitted.

3.3.3.5 ELEMENTS

3.3.3.501 MATERIALS

- a. Columns, Posts, Spindles and Balusters shall be made of untreated hemlock and their designs shall be approved by the Village Architect.
- b. The addition of decks are permitted and shall be located only in rear yards and where not visible from streets or paths.

- c. Cloth or metal awnings shall not permitted at residential frontages.

3.2.4.402 TECHNIQUES

- a. Gas fireplace exhaust shall remain unpainted.
- b. Screened Porches shall not be permitted.
- c. Posts shall be 8"x 8", and their proportions and profile shall be approved by the Village Architect.
- d. Wood Elements on buildings (as opposed to site elements) that are visible from any public realm shall remain untreated and left to age naturally.

3.3.3.6 MISCELLANEOUS

3.3.3.601 PAINT COLOURS

- a. All exterior colours for the principal and ancillary building (house and garage/shed) shall remain as built. Any renovation to the exterior walls shall require approval by the HFDP. Exterior walls shall be no more than one colour per material used. Trim (balconies, porches, window surrounds etc.), shall be one colour. These are the pre-approved paint colour codes:
 - All white clapboard siding shall be Cloud White CC-40
 - All black board and batten siding shall be Extreme Black 2132-10
 - Brick painted shall be Cloud White CC-40
 - Black Doors (House and Garage Mandoor) shall be Space Black 2119-10
 - Roof shingles shall be Dual Black.

3.3.3.602 LIGHTING

- a. All exterior Lighting shall follow the current lighting policy of the HFDP. In case of replacement, new lighting fixtures shall be built and placed according to the original specifications and approved by the village architect..
- b. It is the intent of the lighting policy to implement the principles of "Dark-Sky" lighting to minimize nighttime light pollution. Exterior lighting shall be subtle, directed downward and minimize blue light omissions.
- c. All exterior light bulbs shall be of a colour temperature in the range of 2600 to 2800 kelvin.
- d. All exterior lighting fixtures within a lot must be of a compatible style and shall be selected from

ARTICLE 3: DESIGN STANDARDS – 3.3 ATTACHED HOMES

3.3.3 DUPLEX (THE WHITES) - ARCHITECTURAL STANDARDS

the HFDP's Light Fixture Schedule.

- e. A light fixture of approved finish and design shall be located on one or both sides of the main entrance. These lights will be controlled by a photocell sensor and remain on from dusk to dawn.
- f. Garage doors facing a street or laneway shall have a cantilevered light fixture beside the door. The fixture shall be controlled by a photocell to automatically turn on during night time hours. The address number shall be placed below the light per HFDP specifications.

3.3.3.503 DRIVEWAYS

- a. Driveways and Garage Aprons shall be of gravel.

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Note: Definitions are included here for terms that are referenced in the text of this document. The inclusion of the term here does not necessarily imply that it is used in the code.

Accessory Building: an outbuilding with an accessory unit.

Allee: a regularly spaced and aligned row of trees usually planted along a thoroughfare or path.

Alley: a thoroughfare, or access easement, designated to be a secondary means of vehicular access to the rear or side of properties; an Alley may connect to a vehicular driveway located to the rear of lots providing access to outbuildings, service areas and parking, and may contain utility easements.

Ancillary Structure/Roof: a secondary structure attached to the main structure, typically in the form of a one-story structure attached to a two-story structure.

Apartment: a residential unit sharing a building and a lot with other units and/or uses; may be for rent, or for sale as part of a block. Syn: flat.

Arcade: a private frontage conventional for retail use wherein the facade is a colonnade supporting habitable space that overlaps the sidewalk, while the facade at sidewalk level remains at the frontage line.

Attic: the interior part of a building contained within a pitched roof structure.

Awning: a fixed or movable shading structure, cantilevered or otherwise entirely supported from a building, used to protect outdoor spaces from sun, rain, and other natural conditions. Awnings are typically used to cover outdoor seating for restaurants and cafés.

Awning Sign: lettering applied directly on the valance or other vertical portion of an awning

Backbuilding: a single-story structure connecting a principal building to an outbuilding.

Band Sign: a sign that is attached flat on the exterior front, rear or side wall of any building or other structure

Base Density: the number of dwelling units per hectare before adjustment for other Functions. See Density.

Blade Sign: a sign made from rigid material mounted perpendicular to a building wall with one side attached or supported by a device extending from a building wall.

Block: the aggregate of private lots, passages, rear alleys and rear lanes, circumscribed by thoroughfares.

Block Face: the aggregate of all the building façades on one side of a block.

Breezeway: an open roof structure connecting two buildings and supported by columns or wall brackets.

Building Height: the vertical extent of a building measured in stories.

Build-to Line: used in lieu of a setback; it establishes a plane along which the building facade, or indicated building component, must be placed in order to produce a continuously aligned street wall.

Civic: the term defining organizations dedicated primarily to community benefit through the arts, culture, education, recreation, government, transport, and municipal parking.

Civic Building: a building operated by organizations dedicated to arts, culture, education, recreation, government, transit, and municipal parking, or for other community benefit.

Civic Space: an outdoor area dedicated for public use. Civic space types are defined by the combination of certain physical constraints including the relationships among their intended use, their size, their planting and their enfronting buildings.

Close: a pedestrian way, traversing a block with housing units and commercial uses along it.

Commercial: the term collectively defining workplace, office, retail, and lodging functions.

Common Area: a planted private frontage wherein the facade is set back from the frontage line. It is visually continuous with adjacent yard areas.

Configuration: the form of a building, based on its massing, private frontage, and height.

Continuous planter: a narrow strip of turf bordering on a public frontage which accommodates street trees, whether continuous or individual.

Courtyard Building: a building that occupies the boundaries of its lot while internally defining one or more private patios.

Disposition: the placement of a building on its lot.

Drive: a thoroughfare along the boundary between an urbanized and a natural condition, usually along a waterfront, park, or promontory. One side has the urban character of a thoroughfare, with sidewalk and building, while the other has the qualities of a road or parkway, with naturalistic planting and rural details.

Driveway: a vehicular lane within a lot, often leading to a garage.

Elevation: an exterior wall of a building not along a front-

ARTICLE 4: DEFINITIONS

age line. See: Facade.

Encroach: to break the plane of a vertical or horizontal regulatory limit with a structural element, so that it extends into a setback, into the public frontage, or above a height limit.

Encroachment: any building element that breaks the plane of a vertical or horizontal regulatory limit, extending into a setback, into the public frontage, or above a height limit.

Enfront: to place an element along a frontage, as in “porches enfront the street.”

Exception: a ruling that would permit a practice that is not consistent with a specific provision of this Code, but that is justified by its intent.

Facade: the exterior wall of a building that is set along a frontage line. See Elevation.

Focal Elements: focuses specifically on a point of interest along a street. Focal elements should be emphasized by architectural design.

Forecourt: a private frontage wherein a portion of the facade is close to the frontage line and the central portion is set back.

Frontage: the area between a building facade and the public right-of-way, inclusive of its built and planted components. Frontage is divided into private frontage and public frontage.

Frontage Buildout: the minimum percentage of the length of a build-to line along which a building façade must be constructed in order to properly define the public space of the street.

Frontage Line: a lot line bordering a public frontage. Façades facing frontage lines define the public realm and are therefore more regulated than the elevations facing other lot lines.

Function: the use or uses accommodated by a building and its lot, categorized as restricted, limited, or open, according to the intensity of the use.

Green: a civic space type for unstructured recreation, spatially defined by planting rather than building frontages.

Highway: a rural and suburban thoroughfare of high vehicular speed and capacity. This type is allocated to the more rural zones.

Home Occupation: non-retail commercial enterprises. The work quarters should be invisible from the frontage, located either within the house or in an outbuilding.

Permitted activities are defined by the restricted office category.

Laneway: same as alley

Lightwell: a private frontage type that is a below-grade entrance or recess designed to allow light into basements.

Liner Building: a building specifically designed to mask a parking lot or a Parking Structure from a Frontage.

Lot: a parcel of land accommodating a building or buildings of unified design. The size of a lot is controlled by its width in order to determine the grain (i.e., fine grain or coarse grain) of the urban fabric.

Lot Line: the boundary that legally and geometrically demarcates a lot.

Lot Width: the length of the principal frontage line of a lot.

Marquee: a tall rooflike projection above a theater entrance, usually containing the name of a currently featured play or film and its stars.

Median: the dividing area between two opposing lanes of traffic. Within boulevards and avenues, medians may be planted with predominately single species trees.

Mixed-Use: multiple functions within the same building through superimposition or adjacency, or in multiple buildings by adjacency, or at a proximity determined by exception..

Open Air Structure: an outdoor structure used for protection against rain and/or sun. The structure shall be open to the air on at least two sides, and may have a roof or trellis. Open Air Structures may not be enclosed with glass unless specifically permitted in this code.

Open Space: land intended to remain undeveloped; it may be for civic space.

Outbuilding: an accessory building, usually located toward the rear of the same lot as a principal building, and sometimes connected to the principal building by a backbuilding.

Park: a civic space type that is a natural preserve available for unstructured recreation.

Parking Garage: a building containing one or more stories of parking above grade.

Passage (PS): a pedestrian connector, open or roofed, that passes between buildings to provide shortcuts through long blocks and connect rear parking areas to frontages.

Path (PT): a pedestrian way traversing a Park or rural area, with landscape matching the contiguous open space, ideally connecting directly with the urban sidewalk network.

Plaza: a civic space type designed for civic purposes and commercial activities in the more urban transect zones, generally paved and spatially defined by building frontages.

Principal Building: the main building on a lot, usually located toward the frontage.

Principal Entrance: the main point of access for pedestrians into a building.

Principal Frontage: the private frontage designated to bear the address and principal entrance to the building, and the measure of the minimum lot width.

Private Frontage: the privately held layer between the frontage line and the principal building facade.

Public Parking lot: Publicly accessible parking lot.

Public Frontage: the area between the curb of the vehicular lanes and the frontage line.

Rear Alley (RA): a vehicular way located to the rear of lots providing access to service areas, parking, and out-buildings and containing utility easements. Rear alleys should be paved from building face to building face, with drainage by inverted crown at the centre or with roll curbs at the edges.

Rear Lane (RL): a vehicular way located to the rear of lots providing access to service areas, parking, and out-buildings and containing utility easements. Rear lanes may be paved lightly to driveway standards. The streetscape consists of gravel or landscaped edges, has no raised curb, and is drained by percolation.

Rear Street (RS): a Municipal Street that serves the same function as a laneway. Syn: laneway, alley.

Rearyard Building: a building that occupies the full Frontage Line, leaving the rear of the lot as the sole yard.

Regulating Plan: a map or set of maps that shows general areas of transect zones, civic zones, thoroughfares, special districts if any, and special requirements if any, of areas subject to, or potentially subject to, regulation by the Code.

Residential: characterizing premises available for long-term human dwelling.

Retail: characterizing premises available for the sale of merchandise and food service.

Retail Frontage: frontage that requires the provision of a

storefront, encouraging the floor level to be available for retail use.

Road (RD): a local, rural and suburban thoroughfare of low-to-moderate vehicular speed and capacity. This type is allocated to the more rural Transect Zones (T1-T3).

Secondary Frontage: on corner lots, the private frontage that is not the principal frontage. As it affects the public realm, its side facing the principal frontage is regulated.

Semi-detached Building: a building that occupies one side of the lot with a setback on the other side.

Setback: the area of a lot measured from the lot line to a building facade or elevation that is maintained clear of permanent structures, with the exception of encroachments.

Shared Surface (SS): a vehicular and pedestrian way in which the pedestrian way and the vehicular way are not distinguished physically or through signage.

Shopfront: a private frontage conventional for retail use, with substantial glazing and an awning, with the facade aligned close to the frontage line and with the building entrance at sidewalk grade.

Sidewalk: the paved section of the public frontage dedicated exclusively to pedestrian activity.

Sidewalk Sign: a movable freestanding sign that is typically double-sided, places at the entrance to a business to attract pedestrians.

Slip Road: an outer vehicular lane or lanes of a thoroughfare, designed for slow speeds while inner lanes carry higher speed traffic, and separated from them by a planted median.

Specialized Building: a building that is not subject to residential, commercial, or lodging classification.

Special District (SD): an area that, by its intrinsic function, disposition, or configuration, cannot or should not conform to one or more of the normative transect zones. Special districts may be mapped and regulated at the regional scale or the community scale.

Special Requirements: provisions designated on a regulating plan or other map requiring or advising special treatment of lots and buildings.

Square: a civic space type designed for unstructured recreation and civic purposes, spatially defined by building frontages and consisting of paths, lawns and trees, formally disposed.

Stoop: a private frontage wherein the facade is aligned

ARTICLE 4: DEFINITIONS

close to the frontage line with the First floor elevated from the sidewalk for privacy, with an exterior stair and landing at the entrance.

Story: a habitable level within a building, excluding an attic or raised basement.

Street (ST): a local urban thoroughfare of low speed and capacity.

Streetscreen: a freestanding wall built along the frontage line, or coplanar with the facade. Unless otherwise indicated, the streetscreen shall be minimum 1.0m high.

Terminated Vista: a location at the axial conclusion of a thoroughfare.

Thoroughfare: a way for use by vehicular and pedestrian traffic and to provide access to lots and open spaces, consisting of vehicular lanes and the public frontage.

Turning Radius: the curved edge of a thoroughfare at an intersection, measured at the inside edge of the vehicular tracking. The smaller the turning radius, the smaller the pedestrian crossing distance and the more slowly the vehicle is forced to make the turn.

Variance: a ruling that would permit a practice that is not consistent with either a specific provision or the Intent of this code.

Warrant: a ruling that would permit a practice that is not consistent with a specific provision of this Code, but that is justified by its Intent.

Window Sign: A sign placed or painted on the interior of a shopfront window or a window of a business door.

Work-Live: a mixed use unit consisting of a commercial and residential function. It typically has a substantial commercial component that may accommodate employees and walk-in trade. The unit is intended to function predominantly as work space with incidental residential accommodations that meet basic habitability requirements.

Yard Sign: a permanent freestanding sign on a private frontage, including a supporting post or posts.

Yield: characterizing a thoroughfare that has two-way traffic but only one effective travel lane because of parked cars, necessitating slow movement and driver negotiation. Also, characterizing parking on such a thoroughfare.

SCHEMATIC REVIEW APPLICATION

Lot Number: _____ Lot Type: _____ Phase: _____

Owner: _____
 Address: _____
 Telephone: _____ Email: _____

Architect/Designer: _____
 Address: _____
 Telephone: _____ Email: _____
 Contact: _____

Landscape Architect (if selected): _____
 Address: _____
 Telephone: _____ Email: _____

Builder (if selected): _____
 Address: _____
 Telephone: _____ Email: _____
 Contact: _____

1. Are any variances requested from The Village Codes?
 No Yes
 If yes, attach a description of the variance(s) and the reason for it.

2. Two sets of the following drawings are to be submitted in A3 format:
 Site Plan
 Elevations
 Floor Plans
 Note: Floor plans and elevations shall be submitted at the same scale.

Date Submitted: _____ Signature: _____

For The Village Architect use only:
 Review date: _____
 Application status: _____
 Approved by: _____

Signature: _____

Comments: _____

APPENDIX OF STANDARD FORMS

FORM B

CONSTRUCTION DOCUMENT REVIEW APPLICATION

Lot Number: _____ Lot Type: _____ Phase: _____

Owner: _____
Address: _____
Telephone: _____ Email: _____

Architect/Designer: _____
Address: _____
Telephone: _____ Email: _____
Contact: _____

Landscape Architect (if selected): _____
Address: _____
Telephone: _____ Email: _____

Builder (if selected): _____
Address: _____
Telephone: _____ Email: _____
Contact: _____

1. Are any variances requested from The Village Codes?
 No Yes
If yes, attach a description of the variance(s) and the reason for it.

2. Submit two (2) sets of the following documents as described in the Preliminary Design Review Requirements:
 Form A (signed)
 Form C
Two sets of the following drawings are to be submitted in A3 format:
 Site Plan Floor Plans
 Elevations Details
 Landscape Plan

Date Submitted: _____ Signature: _____

For The Village Architect use only:
Review date: _____
Application status: _____
Approved by: _____

Signature: _____

Comments: _____

MATERIALS AND FINISHES LIST

Lot Number:

Lot Type:

Phase:

Identify the proposed materials and colours as noted below. Included pertinent information samples, such as photographs or cut sheets. Include colours samples for all painted, stained, or factory-coloured materials.

Elements	Description (include manufacturer and product # if available)	Colour/Finish	
Railings			
Chimney			
Driveway			
Walks			
Fence			
Gutter			
Lighting			
Roofing			
Elements	Description (include manufacturer and product # if available)	Preferred Colour Palette	Alternate Colour Palette
Door Main Entrance			
Door Other			
Garage Door			
Deck			
Shutters			
Soffit			
Walls			
Windows			

Two sets of the following documents are to be submitted: Form A (signed)
 Form C

Date Submitted: _____

Signature: _____

APPENDIX OF STANDARD FORMS

FORM D

CONSTRUCTION COMMENCEMENT APPLICATION

Lot Number: _____ Lot Type: _____ Phase: _____

Owner: _____
Address: _____
Telephone: _____ Email: _____

Architect/Designer: _____
Address: _____
Telephone: _____ Email: _____
Contact: _____

Landscape Architect (if selected): _____
Address: _____
Telephone: _____ Email: _____

Builder (if selected): _____
Address: _____
Telephone: _____ Email: _____
Contact: _____

Two sets of the following documents are to be submitted:

- Form B (signed)
- Form C (signed)

Staple the Construction Deposit cheque to the left side of this form. The cheque should be made payable to The Village Architect in the amount of five-thousand dollars (\$ 5,000.00)

Date Submitted: _____ Signature: _____

For The Village Architect use only:

Review date: _____
Application status: _____
Approved by: _____

Signature: _____

Comments: _____

MINOR CHANGE REVIEW APPLICATION

Lot Number: _____ Lot Type: _____ Phase: _____

Owner: _____
Address: _____
Telephone: _____ Email: _____

Architect/Designer: _____
Address: _____
Telephone: _____ Email: _____
Contact: _____

Landscape Architect (if selected): _____
Address: _____
Telephone: _____ Email: _____

Builder (if selected): _____
Address: _____
Telephone: _____ Email: _____
Contact: _____

Brief description of the minor change (if the change involves a variance from The Village Codes, please describe the variance and the reason for it. Attach a separate sheet if necessary):

1. Two sets of the following documents are to be submitted:
 - Form A (signed)
 - Form C

2. Two sets of the following drawings in A3 format detail the required changes:
 - Site Plan
 - Elevations
 - Landscape Plan
 - Floor Plans
 - Details

Submitted by: _____ Signature: _____

For The Village Architect use only:
Review date: _____
Application status: _____
Approved by: _____

Signature: _____

Comments: _____

APPENDIX OF STANDARD FORMS

FORM F

FINAL INSPECTION APPLICATION

Lot Number: _____ Lot Type: _____ Phase: _____

Owner: _____
Address: _____
Telephone: _____ Email: _____

Architect/Designer: _____
Address: _____
Telephone: _____ Email: _____
Contact: _____

Landscape Architect (if selected): _____
Address: _____
Telephone: _____ Email: _____

Builder (if selected): _____
Address: _____
Telephone: _____ Email: _____
Contact: _____

I, the Builder, do certify in good faith that the contracted structure on said lot conforms to The Village Codes and the Construction Documents as approved by The Village Architect. All site work, landscaping, cleaning, removal of temporary utilities, and repair of damage to rights-of-way and common areas has been implemented. This constitutes a request for the return of the Construction Deposit.

Signature: _____ Date: _____

I, the Owner, approve the return of the Construction Deposit to the Builder.

Signature: _____ Date: _____

Date Submitted: _____ Signature: _____

LANDLAB

