



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: \_\_\_\_\_



WILLOW CREEK  
AT BEARSPAW



### 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 e-transfer)

### 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			

