



Security deposit(s) are required to ensure compliance with the community's architectural, sustainability and landscape guidelines.

The deposit release and submission process has five steps:

1. Conceptual Design Review
2. Construction Document Review
3. Landscape Design Review
4. Landscape Completion Approval
5. Final Completion Review

Submit all home designs to the designated **Design Review Consultant** (Steps 1 and 2).
Submit all landscape designs to the designated **Landscape Review Consultant** (Steps 3 and 4).

The Design Review Consultant is:

Mariah Consulting Ltd.
#210, 9038 – 51 Avenue
Edmonton, AB T6E 5X4
Ph: 780-437-3443 Fax: 780-436-5920
E-mail: reception@mariahconsulting.com

The Landscape Review Consultant is:

IBI Group
Attn: Luc Deniger
Email: luc.deniger@ibigroup.com
Phone: 780-428-4000

The consultants will review the design and recommend approval or rejection based on the application's adherence to the Larch Park guidelines.

A copy of the application form and a marked-up set of plans shall then be made available to the builder. The original application and one set of similarly marked drawings will be kept for future reference.

Incomplete applications cannot be processed. An application is deemed to be received on the date that it is complete in its entirety. Submittal requirements and forms are outlined ahead.



SUBMITTALS REQUIREMENTS

1. Conceptual Design Submittal Requirements

- Form A (attached as an appendix, ahead)
- Site Plan: minimum scale of 1:250, showing property lines, setbacks, north arrow
- Elevations, minimum scale of 1:100
- Plans, minimum scale of 1:100
- Outline of materials and colours
- Outline of sustainable design initiatives

2. Final Design Submittal Requirements

- Form B (attached as an appendix, ahead)
- Site Plan: minimum scale of 1:200, showing property lines, setbacks, north arrow, landscape areas, grading information, all buildings and structures, driveways and walks, patios and decks,
- Elevations: minimum scale of 1:75, labelled north, south, east and west, NOT left, right, front, back. (Houses should take into consideration solar orientation.)
- Floor Plans, minimum scale of 1:75
- Foundation Plan, minimum scale of 1:75, with
- Building Section, minimum scale of 1:75
- One Set of plans reduced to 11x17 paper.
- Projected Energuide Rating
- Materials list (include manufacturer, colours, sample (Y/N) and any supporting notes)
 - roof surface
 - soffit
 - fascia
 - eavestrough
 - wall materials
 - accent materials / trim
 - window materials
 - glazing specs
 - chimney
 - foundation cladding
 - porch / deck floor
 - porch / deck railings
 - doors
 - garage doors
 - driveway

3. Landscape Design Submittal Requirements

- Landscape Plan, minimum scale of 1:200, metric scale showing: north arrow and planting, lawns and hard surfaced areas
- All surfaces treatments and descriptions of materials and finishes.
- All proposed planting with complete tree, shrub, and perennial lists.
- List of proposed species including caliper size and quantities.
- Inventory and location of existing trees plus proposed tree care program for these trees.
- Location of proposed fencing.
- Design details such as fence elevations, gate details, exterior trash or recycling storage, or any other proposed hard landscaping elements.
- Site grading plan consistent with the City of Edmonton's requirements, clearly showing site grades, stormwater capture/management, rainwater capture and reuse.

4. Landscape Approval

Following completion of landscaping contact the Landscape Review Consultant for final review for compliance with submitted and approved design.

5. Final Completion Review (prior to release of Guidelines Deposit)

Submittal Requirements

- Signed Landscape Approval Form from IBI Group
- Lot Grading Inspection Report from the City of Edmonton
- Final Grading Certificate from the City of Edmonton
- Built Green Certification (or LEED or R2000 if applicable)
- Final Energuide Rating
- Digital copy of Hot2000 model to reflect as-built conditions
- Copy of written request for release sent to the Design Review Consultant

Security Deposits

Prior to release of security deposits, the developer must be in receipt of the following:

- Rough grading and final grading approval from the City of Edmonton
- Written request for release accompanied by lot grading certificate
- Final inspection report by the Design Review Consultant outlining as-built conformance with the guidelines, house plan approval, confirmation of landscape completion
- Final review by the Design Review Consultant for report of damages to municipal or developer improvements
- Inspection at completion of all minimum landscape requirements
- Receipt of environmental certification from relevant third-party agency
- Final Energuide Rating
- Hot2000 model updated to reflect as-built conditions.

APPLICANT INFORMATION

Builder

Telephone

Email

Purchaser

This review is concerned primarily with the architectural design, massing and siting of the home. This step will also ensure that any lot specific guidelines are being addressed.

Each submission will be reviewed within five working days for conformance with the intent of the guidelines. The design review consultant will provide a response indicating: “meets intent of guidelines”, “meets intent with changes noted” or “revise and resubmit”.

REQUIRED SUBMITTALS

Site Plan (min 1:250) showing property lines, setbacks and labelled north, south, east and west, NOT left, right, front, back

Elevations (min 1:100) labelled north, south, east and west, NOT left, right, front, back

Plans (min 1:100)

Outline of Materials and Colours

Outline of Sustainable Design Initiatives

OUTLINE OF REQUIREMENTS FOR HOUSING DESIGN

Area (sq. ft)	Main	Second	Total (M+S)	Basement	Other
Style	Contemporary	Craftsman	Other		

OUTLINE OF EXTERIOR MATERIALS AND COLOURS

Describe the overall exterior materials and colours you are considering for this home below. Specific colour numbers and product information is not required at this step.

OUTLINE OF SUSTAINABLE DESIGN INITIATIVES

Describe the overall efficiency or sustainable design initiatives you are considering for this home below.

ADDITIONAL COMMENTS

If necessary attach additional comments on another sheet.

APPLICANT INFORMATION

Builder

Telephone

Email

Purchaser

The Final Design review is concerned with environmental performance (projected Energuide rating), the more detailed aspects of the design such as colour and materials, hard landscaping (driveway, walks, patios, fences) and proposed grades.

Each submission will be reviewed within five working days for conformance with the intent of the guidelines. The design review consultant will provide a response indicating: “approved for building permit application” or “revise and resubmit”.

REQUIRED SUBMITTALS

Site Plan (min 1:200) showing property lines, setbacks, north arrow, landscape areas, grading information, all buildings and structures, driveways and walks, patios and decks	Building Section (min 1:75)
Elevations (min 1:75) labelled north, south, east and west, NOT left, right, front, back (houses should take into consideration solar orientation)	Grade Slip
Floor Plans (min 1:75)	One Set of Plans Reduced to 11x17 Paper
Foundation Plan (min 1:75)	Materials and Colour List
	Hot 2000 Model. Projected Energuide Rating

OUTLINE OF REQUIREMENTS FOR HOUSING DESIGN

Area (sq. ft)	Main	Second	Total (M+S)	Basement	Other
Style	Capital Modern	Craftsman	Other		
Materials					
Description	Material	Manufacturer	Colour	Sample (Y/N)	Other
Roof					
Primary Surface					
Fascia					
Eavestrough					
Downspouts					
Soffit					
Walls					
Primary Surface 1					
Primary Surface 2					
Accent 1					
Accent 2					
Foundation Cladding					

Description	Material	Manufacturer	Colour	Sample (Y/N)	Other
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Porch

Floor / Deck

Railing / Guard

Soffit

Foundation Cladding

Windows

Exterior Material

Colour

Glazing Spec

Doors

Front Door

Garage Door

Door Frames

Other Exterior Doors

Hard Landscape

Driveway

Walks

Patio

Deck

Fence

OUTLINE OF SUSTAINABLE DESIGN INITIATIVES

Description / Comments

ADDITIONAL COMMENTS

If necessary attach additional comments on another sheet.