

**WHITETAIL CROSSING**  
**APPROVAL PROCESS GUIDELINES**

1. Obtain a copy of building pocket, lot grading and driveway location plan from Hagen Surveys. These documents display the area your house must fit on your lot as well as the location of your garage (left or right side). Please note that you can use any qualified surveyor, however, they must obtain the building pocket and driveway plans from Hagen Surveys.
2. Review the attached architectural guidelines. Pay close attention to the required square footage of your house, utilizing minimum 70% lot frontage, minimum double attached garage, etc.
3. Design your house according to the architectural guidelines and garage location plan.
4. Have a surveyor create your site plan (plot plan). Please include the lot grades with the plan.
5. Submit 1 (one) copy of the following to Image Design & Drafting for approval:
  - construction drawings of the house (house plans/blue prints)
  - site plan/plot plan prepared by your surveyor
  - application for House Plan Approval
7. Apply for Development Permit from the Town of Mundare. The development permit application is attached. Cost is \$300.00. Please include the \$1,000.00 Security deposit with the following documents
  - construction drawings of the house (house plans/blue prints)
  - Site plan/plot plan
  - copy of approved house plan by Image Design and Drafting
  - signed Statement Regarding Abandoned Wells-No Wells (attached with a map)
8. Apply for Building Permit from Superior Safety Codes Inc.
9. Once obtaining your development permit from the Town and the building permit from Superior Safety Codes Inc., contact your surveyor to arrange for them to stakeout your lot when you are ready to start digging.
10. **BUILDERS/HOMEOWNERS ARE RESPONSIBLE FOR SITE CLEANLINESS.  
NO GARBAGE, BOARDS, PLASTIC, ETC.**

**The above information is to assist the builders/homeowners with the process involved prior to building. Any questions or comments can be directed to the Town of Mundare.**

**The contact information for respected parties is included below:**

Town of Mundare  
Email: [cao@mundare.ca](mailto:cao@mundare.ca)  
Phone: (780) 764-3929  
Fax: (780) 764-2003  
Box 348  
Mundare AB T0B 3H0

Superior Safety Codes Inc.  
Toll Free 1(866) 999-4777  
Phone: (780) 489-4777  
Fax: (780) 489-4711  
14613-134 Ave  
Edmonton AB T5L 4S9  
Image Design & Drafting

Tracy Campbell  
Email: [tracy.campbell@shaw.ca](mailto:tracy.campbell@shaw.ca)  
Phone: (780) 464-6700  
Fax: (780) 464-9680  
60 Granville Crescent  
Sherwood Park AB T8A 3B8

Hagen Surveys  
Suzanne Perras (Sue)  
Email: [sperras@hagensurveys.com](mailto:sperras@hagensurveys.com)  
Phone: (780) 464-5506 Fax:  
(780) 464-4450  
8929-20 St  
Edmonton AB T6P 1K8

**WHITETAIL CROSSING**  
**ARCHITECTURAL GUIDELINES**

**HOUSE SIZES**

All homes must comply with the following minimum area standards which are calculated above grade:

<b>Lot Widths</b>	<b>40 feet</b>	<b>50 feet</b>	<b>60 feet</b>
Bungalow	1000 Sq Ft	1200 Sq Ft	1400 Sq Ft
BiLevel	1000 Sq Ft	1200 Sq Ft	1400 Sq Ft
Split Level	1000 Sq Ft	1200 Sq Ft	1400 Sq Ft
1 1/2 Story	1400 Sq Ft	1600 Sq Ft	1800 Sq Ft
2 Story	1400 Sq Ft	1600 Sq Ft	1800 Sq Ft

All homes must occupy a minimum 70% of the lot frontage.

**GARAGES AND DRIVEWAYS**

Each residence is to have a minimum 2-car attached garage. Garages are to be located in conformance with the driveway location plan. Driveways and front walks are to be constructed of the same material (concrete, paving stone, or an approved equivalent. No asphalt.)

**VARIATION**

Housing units with similar elevations must be built with at least 2 houses between, on either side of the street; i.e. XOYX (X denotes repetition). To be different, an alternate elevation must reflect significant change to exterior treatment such as roof design, windows, styling, colors and finish.

**REAR ELEVATIONS**

Extra detailing in rear of house will be strictly enforced on lots backing onto the golf course. Rear elevation shall not have 3 storey clear elevations. Walkout basement houses must utilize decks, bay windows, roofs, etc. Decks must be constructed concurrently with the home.

**ROOF LINES**

A maximum 1/2 storey spread or appropriate roof line transition between houses. Minimum 18" overhangs. All homes shall have minimum 5/12 pitch.

**CORNER LOTS**

Special exterior design must be given to the flank age side of homes on all corner lots. Low profile homes are preferred on corner lots.

**EXTERIOR FINISHES**

Materials shall include siding, brick/stone, stone tile, or stucco.

**ROOF**

Materials shall consist of asphalt shingles, pine/cedar shakes, or concrete tiles.

**LANDSCAPING**

Landscaping of the front yard must be completed within 1 year of house construction. This is to include sod to the sidewalk or curb and one tree planted in the front yard. The minimum tree size shall be 2 inch caliper deciduous and 5 feet in height for coniferous. If extra landscaping is desired, approval may be given without a tree.

**LOT GRADING**

To adhere to the approved subdivision grading plan. All plot plans and stakeouts will be done by Certified Surveyor.

**APPROVAL PROCESS**

Application must be submitted to the Town of Mundare including the following:

- a completed and signed application form
- a complete set of plans and elevations
- surveyor's plot plan

Construction may not commence until approval is given by the Town of Mundare. Decisions regarding the conformance of house plans or interpretations of the architectural guidelines are strictly the right of the Town of Mundare in conjunction with recommendations of the designated consultant(s).

**SECURITY DEPOSIT**

A \$1,000.00 security deposit will be collected from the builder prior to construction commencing.

The \$1,000.00 security deposit will be refunded to the builder only when it is confirmed that:

- the as-built house conforms with the approved plans
- there is no damage to the municipal improvements
- a lot grading certificate has been issued on clay
- a \$1,000.00 security deposit is received from the homeowner

The \$1,000.00 security deposit will be refunded to the homeowner only when it is confirmed that:

- the front yard landscaping is completed as per the guidelines.
- there is no damage to the municipal improvements

Any deficiencies or damage will be deducted from the \$1,000.00 security deposit.

APPLICATION FOR HOUSE PLAN APPROVAL  
WHITETAILED CROSSING

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ PLAN \_\_\_\_\_ STAGE \_\_\_\_\_  
CIVIC ADDRESS \_\_\_\_\_

BUILDER \_\_\_\_\_ CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_ POSTAL CODE \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ JOB # \_\_\_\_\_  
HOMEOWNER \_\_\_\_\_

House Type: Bungalow \_\_\_ Bi-level \_\_\_ Split \_\_\_ 1½Story \_\_\_ 2 Story \_\_\_ Roof Pitch \_\_\_\_\_  
\_\_\_\_\_ Sq. Ft. Main Floor + \_\_\_\_\_ Sq. Ft. Second Floor = \_\_\_\_\_ Sq. Ft. TOTAL

	Material	Manufacturer	Color
Roof	_____	_____	_____
Wall Cladding	_____	_____	_____
Soffit/Fascia	_____	_____	_____
Eaves/Downspouts	_____	_____	_____
Trim	_____	_____	_____
Veranda	_____	_____	_____
Brick/Stone	_____	_____	_____
Window Sash/Grills	_____	_____	_____
Entry Door	_____	_____	_____
Garage Door	_____	_____	_____
Driveway/Walkway	_____	_____	_____

**SITING AND GRADES IN ACCORDANCE WITH THE ATTACHED PLOT PLAN PREPARED BY THE DESIGNATED SURVEYOR. THE BUILDER IS RESPONSIBLE FOR MEETING THE REQUIRED ELEVATIONS AND ENSURING ACCEPTABLE DRAINAGE IN COMPLIANCE WITH THE APPROVED GRADING PLAN AND PLOT PLAN.**

Use of House Plan Approval

The Applicant acknowledges that the house plan approval is provided as a service and the Town of Mundare and Image Design & Drafting by Tracy Ltd. assume no responsibility for the accuracy of the information provided or for any losses or damages resulting from the use thereof. The Application further acknowledges that he will hold the Town of Mundare and Image Design & Drafting by Tracy Ltd harmless from any action resulting from the use of this information.

Date \_\_\_\_\_ 20\_\_\_\_ Signature of Applicant \_\_\_\_\_

IMAGE DESIGN AND DRAFTING BY TRACY LTD.

60 Granville Crescent, Sherwood Park AB T8A 3B8 Phone: (780) 464-6700 Fax: (780) 464-9680

**\$1,000 BUILDING DEPOSIT TO BE SUBMITTED TO THE TOWN OF MUNDARE PRIOR TO CONSTRUCTION. HAGAN SURVEYORS WILL NOT PROVIDE STAKEOUT UNTIL THE DEPOSIT IS RECEIVED BY THE TOWN OF MUNDARE.  
PAYMENT IS TO BE MADE TO: TOWN OF MUNDARE**

# Town of Mundare

## Application for Development

No.
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Name: \_\_\_\_\_ Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Plan \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Street Address \_\_\_\_\_

Registered Owner \_\_\_\_\_ Mailing Address \_\_\_\_\_  
(If different than above)

Existing Use \_\_\_\_\_ Lot Type: Interior \_\_\_\_\_ Corner \_\_\_\_\_

Lot Width \_\_\_\_\_ Lot Length \_\_\_\_\_ Lot Area \_\_\_\_\_ Percentage of Lot Occupied \_\_\_\_\_

Proposed Development \_\_\_\_\_

Size of Building \_\_\_\_\_ Height of Building \_\_\_\_\_

Estimated Cost of the Project or Contract Price \_\_\_\_\_

Estimated Date of Commencement \_\_\_\_\_ Estimated Date of Completion \_\_\_\_\_

I hereby give my consent to allow all authorized persons the right to enter the above land and /or buildings with respect to this application only.
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**DATE:** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**Note:**

1. Development includes a change in use of land or buildings and the construction, addition to or major alteration or renovations to buildings and any other development as defined in the land use by law.
2. A site plan showing all building locations, dimensions, distances between buildings and the property lines is required. A lot grade plan may be required.
3. Building, electrical, plumbing and gas permits are mandatory and the responsibility of the developer.
4. Location of gas electrical, water, sewer and TV cable lines is the responsibility of the developer. You must contact the utility companies to ensure no encroachment exists.

STATEMENT REGARDING ABANDONED WELLS  
LOCATED ON THE SUBJECT PROPERTY

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I, \_\_\_\_\_, registered owner (or  
(please print)

their agent) of \_\_\_\_\_, have consulted the Energy  
(Legal land description)

Resources Conservation Board (ERCB) Abandoned Well Map Viewer, and verified that **abandoned wells are located** on the property subject to this application. I have contacted the responsible licensee(s), and the exact well location(s) has/have been confirmed.

Additional information provided by the licensee(s) requiring a change in the setback area is attached:

- Yes  
 Not applicable

In the event that construction activity occurs within the setback area of the abandoned well(s) as a result of development on the subject property, the abandoned well(s) will be temporarily marked with on-site identification to prevent contact during construction.

A copy of the ERCB map showing the subject property and a list identifying and locating the abandoned well(s) and on the subject property and a list are attached.

\_\_\_\_\_  
Signature of registered owner (or agent)

\_\_\_\_\_  
Date

# Map Results

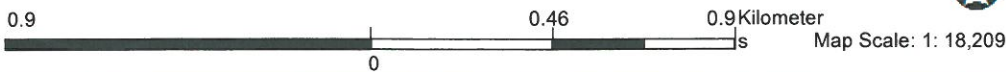


Monday, December 10, 2012 9:51:35 -07:00

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**Alberta** Government  
GeoDiscover Alberta