



Welcome to the neighborhood!

Congratulations on purchasing your new building lot! A.J. Muir Design has created the Building Scheme which is registered on your property. As you prepare to design and build your new home there will be a few steps in the process which we will be involved with. This document will hopefully provide you with a quick overview of the process so we can get started on the right foot and quickly get you on your way to building your dream home.

What is the first step?

- The very first thing you should do is contact us by email to let us know you have purchased your lot. If you have received our Registration Form please fill it out and include it in your email, if not we will send it to you. Email: Approvals@AJMuir.com.
- If you have any questions about the Building Scheme, process, etc. please include them in your email. Many questions are answered in the sections below.
- If you don't have any questions then you would simply hire a home designer (we do that too) and get started on the design of your new home.
- Be sure to give your home designer a copy of the registered building scheme and lot grading plan you received with the purchase documents for your lot.

Plan Approvals

- Before you can submit your home design drawings to the City for permit you need to have your drawings reviewed and approved by A.J. Muir Design. Design drawings (not details or engineering) must have our approval stamps prior to permit submission.
- When you register your lot with A.J. Muir Design an invoice for the per-lot review and inspection fee is provided to you and must be paid prior to plan approvals.
- All submissions to A.J. Muir Design are initially done digitally by emailing PDF copies of the drawings. Do not print hard copies. Revisions are often required before drawings can be approved. Submit your drawings for review to Approvals@AJMuir.com.
- It is highly recommended that you or your designer submit a preliminary design or draft copy of the final drawings to A.J. Muir Design **before** completing engineering to ensure revisions are not complicated or involve multiple consultants, which can be costly.
- Approved drawings are typically provided to you in PDF format which can be submitted to the City digitally or printed and submitted for permit. Occasionally hard copies of the drawings need to have approval stamps and signatures added manually.
- Drawings are reviewed only for conformance with the restrictions in the registered building scheme. Zoning and Building Code conformance is not reviewed so it is very important for your home designer to ensure the drawings will be accepted by the City, otherwise additional charges for changes to the approved drawings may apply.
- A colour scheme is required for each lot. This is reviewed for conformance with the registered building scheme but also reserves the colours you want to use for your home. Ask for our Colour Scheme Submission form if you have not already received it.

During Construction

- When the City issues you a building permit you will begin construction of your new home. It is very important to follow the approved drawings and not make any unnecessary changes. However, changes happen and need to be dealt with.
- If changes are made during construction the City will often require those changes to be registered by submitting revised drawings. Any revised drawing must be approved by A.J. Muir Design prior to submission to the City. Additional fees for changes will apply.
- It is very important to consult with A.J. Muir Design **before** you make any changes. Changes which may be accepted by the City may not necessarily be in compliance with the registered building scheme and may not be approvable.

Final Approval

- When you have completed your home, including landscaping, you can request a final inspection from A.J. Muir Design to confirm compliance with the registered building scheme. If your home and landscaping comply then A.J. Muir Design will notify the Developer so you can request a refund of your compliance deposit.
- To request a final inspection please email us at Approvals@AJMuir.com. You must include a copy of the Final Building Approval issued by the City.
- All portions of the home and landscaping must be fully complete prior to inspection. If there are portions which are not complete then they would not comply with the registered building scheme. Additional fees for reinspections will apply.
- An inspection report will be issued after a final inspection and will either indicate compliance or list the non-compliances.

Important Information

- A.J. Muir Design does not collect or hold compliance deposits and is limited to notifying the Developer of final compliance with the registered building scheme.
- The building scheme registered on the lots is a legal document and A.J. Muir Design does not have the authority to amend or vary the restrictions and requirements.
- Compliance with the registered building scheme is completely independent of zoning or building code requirements.
- All fees paid are for reviews and inspections, not approvals. Approvals are not associated with any fees and A.J. Muir Design cannot unreasonably withhold approval.

Working together we can create a beautiful neighborhood in which you will be proud to live. You can rest easy knowing your investment is protected with all neighbors maintaining the same level of quality. A.J. Muir Design is pleased to be a part of this exciting new development.

Best Regards,

Angus J. Muir

N.H.D.A. – Certified Residential Designer

N.H.D.A. – Certified Residential Design Consultant