



LANDSCAPING – SARAH’S COVE

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This information does not attempt to set rigid policies, but rather provide homeowners with a guide outlining the Town of White City’s requirements to ensure a landscaping and ditch deposit can be refunded. The town has a natural drainage plan and it is very important that your landscaping is finished to grade to ensure your property runoff follows this natural drainage plan. Landscaping completed in a timely fashion helps improve the town’s overall image and has a positive impact to neighbouring properties. Please review the information presented below when considering completing your landscaping.

As noted in the Lot Purchase Agreement with the Developer for **Sarah’s Cove**:

Must plant a minimum of thirty (30) trees or shrubs on the lot within two (2) years after completion of the residential building, (cottonwood poplars are not allowed) and must seed grass or plant sod grass for its lawn within two (2) years after completion of residential building. Absolutely no xeriscaping or xerograting is permitted in the front yard or ditch areas.

Must within two (2) years after completion of construction, finish the driveway with an appropriate hard surface of concrete or paving stone (no asphalt driveways are permitted). A permit for the driveway must be obtained from the Town of White City after approval is obtained from the developer, Great Plains Leaseholds Ltd. The driveway entrance cannot exceed 24 feet, with an allowable 4-foot flare on each side at a maximum 45-degree angle.

On lots where culverts are required, a minimum 18-inch depression at the edge of the pavement must be maintained as a minimum standard; all other lots must have a u-channel with a covering grate installed in the driveway at a minimum depth of 12 inches and minimum width of 12 inches throughout. U channel must have steel grate and cemented bottom.

You are expected to have your landscaping and hard surface driveway finished within two years after completion of the residential building. Failure to complete the landscaping in the required time frame could result in the forfeiture of the landscaping and ditch deposit. If for some reason you are unable to complete the landscaping within 2 years, you must contact the town to discuss the option of receiving an extension to this timeline.

Landscaping Permit (Pre-Landscaping)

A landscaping permit is required prior to starting your landscaping. To apply for a landscaping permit, please consider the application process as follows:

1. Draw your proposed landscaping plans on your Real Property Report (Surveyor’s Certificate). If your designs are done by a professional design company, please include a copy of your Real Property Report for reference.
2. Take these proposed landscaping plans to the developer, Great Plains Leaseholds at 30-28 Great Plains Road, Emerald Park, for approval.
3. Once you have received the developer’s approval, bring the approved drawing to the Town of White City, along with a completed Landscaping Permit Application form. Drawings and the

subsequent permit application will not be accepted unless they are approved by the developer first. The town also will not accept the landscaping permit application without a copy of the grade elevation certificate for the property.

4. The town will authorize your application and return the approved permit to you for your records.

Important Notes Prior to Landscaping:

- If the grade elevation certificate (which is supplied by the builder as a condition of occupancy) is outdated or the survey stakes can no longer be read, we recommend having the survey stakes replaced prior to landscaping. The town orders these survey stakes for you through Midwest Surveys and the cost is deducted from the deposit. There is no extra cost to the resident.
- Knowing the elevations prior to landscaping will ensure that you can complete the landscaping according to subdivision design and helps to ensure your final landscaping certificate will pass, which leads to the refund of your deposit.
- Remember when planting trees, they may start small but will need room to expand as they grow. Please allow enough expansion room when planting trees by a fence line.
- No rock, bark chips or any other material other than grass is allowed in the ditch area. Grassed swales provide good filtration and sediment control.

Inspection Process (Post-Landscaping)

1. Once the landscaping is complete, you can email townoffice@whitecity.ca to request an inspection. It is important that the landscaping is completed (all grass established, all other landscaping materials placed, hard surface driveway, trees and shrubs are installed, etc.) prior to requesting an inspection. Having town staff visit an incomplete property only creates extra work and delays the approval process for other residents.
2. Within a couple of weeks of the inspection request being submitted, Public Works staff will complete a visual inspection of the property to ensure the landscaping is complete and it meets all regulations.
3. If the property passes this visual inspection, the town will contact Midwest Surveys to survey the property for a Final Landscaping Certificate. This certificate is an official confirmation that you have completed your landscaping to the design elevations. Midwest issues these certificates with a tolerance of 3 inches lower than subdivision design, meaning your finished elevations can be up to 3 inches low and the certificate will pass. There is no tolerance for high elevations.
4. If the Final Landscaping Certificate is approved, your landscaping is finalized, and you have qualified for your landscaping and ditch deposit refund.

Important Notes Prior to Requesting an Inspection:

- The town does inspections on properties between **May 30th and September 30th** each year. Any inspection requests received after September 30th will be added to the following year's inspection list.

Landscaping & Ditch Deposit Refunds

- The cost of this certificate and the initial grade stakes (if ordered pre-landscaping) will be deducted from this deposit before it is issued. The deposit refunds are offered via cheque after the next council meeting.
- You are entitled to a \$2000.00 refund for landscaping and \$400.00 refund for completing the town's ditch area. As mentioned, the cost of the pre-landscaping stakes (if applicable) and Final Landscaping Certificate will be deducted from your deposit. The estimated cost of pre-landscaping stakes is \$250.00 and final landscaping certificate is \$400.00.

Disclaimer: Landscaping approvals are not always a straightforward or simple process and they do take time. It can take 6 weeks or longer from start to finish, as it depends on the schedules of our Public Works staff, Midwest Surveys, and council meetings. We appreciate your patience with landscaping approvals.

Other Information

Driveway permits are required prior to driveway construction. See the 'Driveways' section on the website for more information. Note that the developer's engineer will stake the elevation of the u-channel according to subdivision design.

Fence permits are required prior to installing a fence. See the 'Fences' section on the website for more information.

Development permits are required for sheds under 100 square feet. Building permits are required for sheds/accessory buildings over 100 square feet.