



August 17, 2023

To Whom it May Concern:

Firstly, we would like to express our appreciation for being a part of the Lakes of Muirfield development. Since Wheatland County assumed ownership of the Lakes of Muirfield development in 2020, we have been fortunate to collaborate with the Homeowners Association to maintain the overall vision of this master-planned community. In order to achieve this vision, lot owners are encouraged to refer to the Lakes of Muirfield Architectural Control Guidelines, which specify building details such as exterior finishes, colours, veranda columns and rails, and other design elements. The Architectural Control Guidelines also outline lot construction requirements, the approval process, fee structures, and necessary security deposits.

As we advance with the development of Phase 2, it has been observed that some builders or lot owners are not adhering to the Architectural Control Guidelines or to their conditions of their specific Development Permit. This has resulted in unsafe and untidy sites owing to the presence of loose construction debris, grading issues, and inadequate weed control. With everyone's safety and the community's aesthetics in mind, we are introducing some modifications to the Development Permit application process:

- 1) **Architectural Design Approval** – Architectural plans are to be submitted to Arcadis at: www.archcontrol.com. (Please note that you will require a username and password to login. Contact chris.ohalloran@arcadis.com to obtain a password.) A Development Permit will not be issued without Architectural Design Approval. An additional fee of \$1,000 for single family dwellings or \$1,500 for duplexes will be required with the submission of your Development Permit application.
- 2) **Security Deposit** – A refundable security deposit will be required as a condition of Development Permit approval, as per the Architectural Control Guidelines. The security deposit in the amount of \$25,000 is to be submitted to the County in the form of cash or a Letter of Credit.
- 3) **As-Constructed Grade Certificate (ACGC)** – An ACGC will be required following construction of the dwelling and grading of the lot. At a minimum, the certificate must include all four corners and the mid-point of the lot. The plans must be presented to the County for final approval prior to the house being turned over to a purchaser.

For a comprehensive understanding of the building design and application processes, please refer to the Lakes of Muirfield, Phase 2 Architectural Control Guidelines.

Should you need any clarification or have concerns about these process changes, please don't hesitate to reach out to me.

Sincerely,

Sherry Baers, GM Community & Development Services
Wheatland County
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cc: Brian Henderson, CAO Wheatland County