

Policy: Deck & Patio Installation**Doc. No:** WSSC_PP001**Address:** 66 Eastview Road, Guelph ON**Authorized By:** Board of Directors**Administered By:** Property Manager**Date:** 30-JUL-2020

PURPOSE

This policy is intended to ensure adherence to the rules for deck and patio installation. Decks and patios must also comply with City Bylaws as well as the Site Plan. The Board has updated this policy from the original 2016 policy to ensure clarity and key information is provided for the construction of private decks and patios in the Natura Condominium Complex, officially named Standard Condominium Corporation No. 226 (WSSC #226). Since the construction of decks and patios could potentially affect the enjoyment of neighbouring units and property, the Board has outlined the requirements for the construction of decks and patios in this policy.

Ultimately, it is the Board's prerogative to approve deck construction, with its principal goal being to ensure the safety and appearance of all decks and patios so as to ensure consistency with Corporation standards and rules. The Board also wants to ensure that deck improvements conform to this policy and City Site plan requirements.

Note: Of primary concern is ensuring that decks and patios are constructed safely and do not impede drainage or affect the existing grade, which could negatively impact neighbouring properties.

- The BOD reserves the right to have decks or patios installed in violation of this policy removed or modified to comply at the owners expense.
- The BOD reserves the right to request inspection of decks during or upon completion to ensure compliance with this policy.

SCOPE

This policy applies to all unit owners of WSSC #226. The Board must be notified prior to construction and approval must be received before the installation of any decks commences. The Board will request verification of any deck requiring a building permit and verification that permit has been closed upon completion.

RELEVANT LEGISLATION & STANDARDS

- **W.S.C.C. No. 226 Declaration, By-Laws, and Rules**
- **CAO: Condominium Authority of Ontario**
- **OBC:** Ontario Building Code – Administered and enforced by City of Guelph.
- **City of Guelph Bylaws**

RESPONSIBILITIES & ACCOUNTABILITIES

Board of Directors

- Ensure that this policy and related procedures is communicated to all unit owners of Standard Condominium Corporation No. 226 (WSSC #226).
- Ensure that issues of non-compliance are identified and addressed in a timely manner with affected team members.
- Report any deficiencies or ongoing issues of non-compliance to the Property Manager without delay so that corrected measures can be discussed and implemented.

Unit Owners:

- Ensure that this policy is reviewed and understood prior to the construction and installation of decks and patios.
- Ensure that the construction of any deck or patio complies with all applicable codes and regulations (e.g. local building code and bylaw requirements – if applicable).
- Ensure that contractors hired to perform such work carry appropriate liability insurance including WSIB clearance (if applicable).

Property Manager:

- Ensure this policy is communicated and enforced to the standards presented in this policy.

PROCEDURES

1. The Corporation, Board or Management are absolved of any liability in the event of any alteration, improvement, or non-conformance to this policy – such as the installation of a deck/patio that impedes or alters the grade of landscaped common elements thus affecting surface water drainage in a negative way.
2. Unit owners considering a deck or patio installation shall notify the BOD through the Property Manger prior to installation. Deck or patio requests shall include the following:
 - Reference to property lines shall be included in submitted drawings, along with the location of the proposed deck (including setbacks to property lines);
 - Whether or not a permit is required – if so, include a copy of the deck permit with your submission;
 - Overall dimensions of the deck - specifying all dimensions and orientation to the back wall of the unit; (removed reference to North)
 - Type, depth and size of footings/foundation/piers or other support structures (e.g. deck blocks);
 - Construction materials as well as size and location of beams and joists;
 - Location and width of stairs (if applicable);
 - Height of deck;
 - Inclusion of any privacy screens and associated placement and dimensions;
 - Reference to existing property boundaries with setback dimensions (i.e. how far will the deck or patio terminate from existing property lines);
 - Support structure (e.g. fixed or set concrete footings, deck blocks or other accepted construction methods such as anchor screws set below grade).

3. Owners considering deck or patio installations requiring permits are encouraged to submit their documents to the BOD prior to application for a permit, in case the design needs to be amended prior to permit approval.
4. Floating decks shall not be constructed in a method that impedes surface water drainage (i.e. beams /joists shall be constructed no lower than 6" above grade).
5. All extensions can only run from the back wall of the unit with a minimum 12" setback from the property line or current fence of the builder (which ever is less distance from the back wall of the unit).
6. Excavations are permitted to set concrete footings so long as they do not impact or impede the existing grade for surface water drainage. Swales must not be altered or impacted in a negative fashion.
7. To comply with City of Guelph Bylaws, decks higher than 24" above grade must receive a building permit. In addition, unit owners shall abide by any other related City bylaws governing the construction of decks, of which the Board may not be aware. It is the owner's responsibility to ascertain and adhere to such requirements. This is to ensure protection of the Corporation as a whole, and Property Management from any resulting liability, which could arise from the incorrect installation of a deck or patio.
8. In receiving approval from the Board, the unit owner remains responsible for the maintenance and upkeep of the deck/patio, since the structure remains within the confines of the unit description and plan.
9. Railings are allowed, but shall be constructed of materials and design that again comply with local building code and bylaws. Railings shall not be no higher than 12" below existing fence height.
10. Privacy screens shall not exceed 12" in height above existing fence structures.
11. While the staining or painting of decks is permitted, the colour must be of a natural wood colour (i.e. brown or grey tones). The painting or staining of fences constructed by the original builder is not permitted.
12. For safety, each step from the deck to grade shall conform to the building code.
13. Basement windows cannot be obstructed due to the potential for water infiltration. Materials are available for safely constructing decks or patios around grade level basement windows.
14. Type of railing system (if applicable);
15. The name of the deck installer shall be provided along with your deck or patio request.

Notes:

- Poured concrete patios are NOT permitted on grade. However, interlocking stone patios are permitted so long as they do not impede existing grades or drainage (e.g. an interlock patio may have to be sloped at a minimum 2% grade away from building structure).
- Decks requiring anchoring to the unit structure (i.e. wall or foundation), shall be done in accordance with proper industry standards and methods to ensure the structure is not compromised (e.g. water infiltration) as well as anchored in a method that is secure (e.g. securing to foundation or rim joists).

Acceptable finishing material for deck and railings:

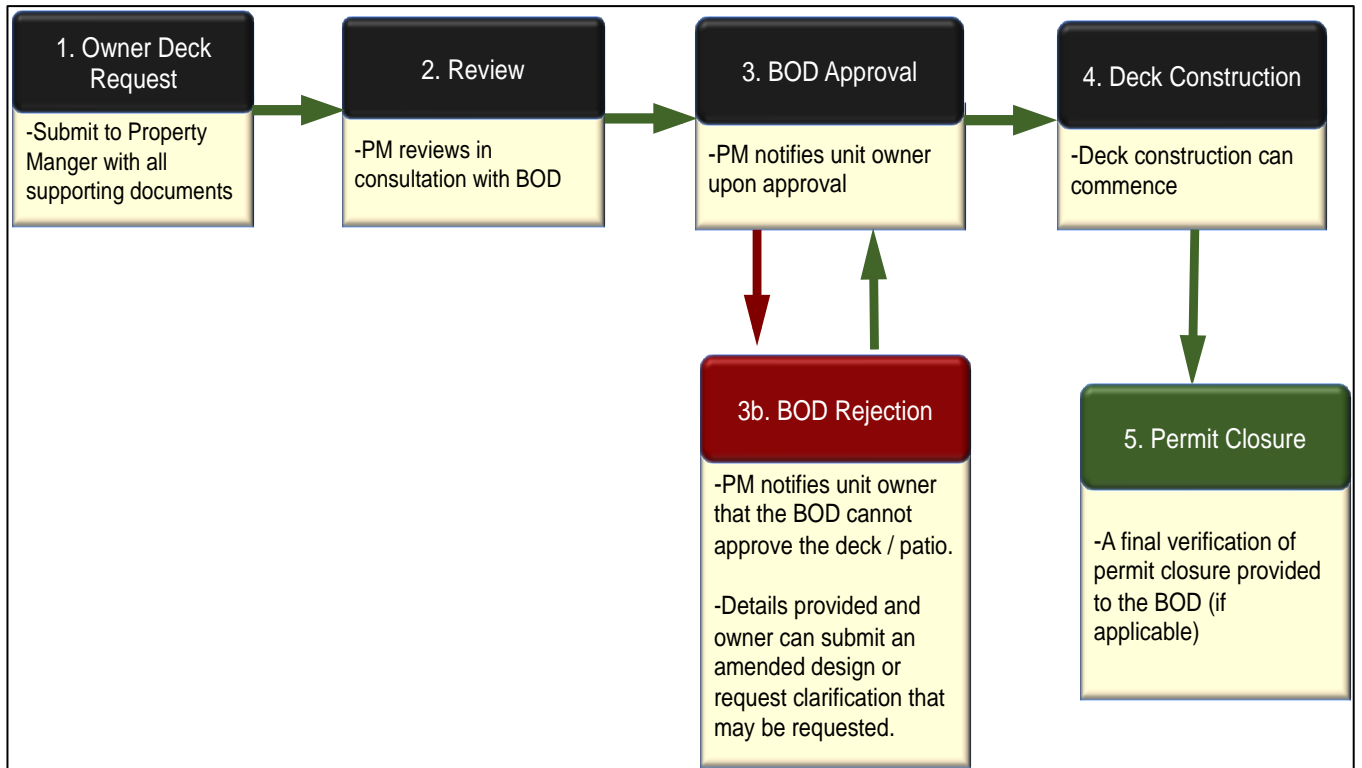
So as to look similar, all decks are to be constructed within the following parameters:

- Treated wood, composite or other industry standard materials of a natural wood colour or stain.
- Wood or composite coloured or stained to match natural wood colours and shades (e.g. brown or grey tones). Leaving wood untreated is also acceptable.
- *Railings:* Black, or natural coloured metal spindles, aluminum railings, or glass barriers are acceptable as they are a common style now often integrated into deck railing kits and designs. (so long as meeting building code requirements for structure, strength and design).

For more information, visit: <https://guelph.ca/city-hall/building-permits-inspections/residential-building-permits/decks-and-porches/>

APPENDIX A

Deck/Patio Quick Reference Guide



APPENDIX B

Deck/Patio Request Checklist

Item	Check Item	Explanation (if required)
Deck or Patio	<input type="checkbox"/> Deck <input type="checkbox"/> Patio	Note: Patios meaning on grade, floating such as stone pavers.
Permit Required	<input type="checkbox"/> YES <input type="checkbox"/> NO	Note: Owners are responsible to verify.
Drawings / Plans depicting the following: <ul style="list-style-type: none"> • Dimensions • Fence Line • Back Wall of Unit • Placement of Footings • Height above grade 	Detailed Drawing Submitted: <input type="checkbox"/> YES <input type="checkbox"/> NO	Please refer to policy for further details required on submitted drawings
Support / Type of Footing	<input type="checkbox"/> Floating Blocks <input type="checkbox"/> Concrete Piers <input type="checkbox"/> Other	If other, please specify: _____
Stairs	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, how many steps and width - specify placement on drawings
Deck or Patio Height	<input type="checkbox"/> Surface/Grade <input type="checkbox"/> Elevated <2ft <input type="checkbox"/> Elevated > 2ft <input type="checkbox"/> Elevated 2 nd Floor	Note: Elevated decks must be properly supported and anchored in accordance with industry standards, codes, regulations and bylaws.
Finished Construction Materials of Main Deck Surface	<input type="checkbox"/> Treated Wood <input type="checkbox"/> Composite <input type="checkbox"/> Patio Stones/Pavers <input type="checkbox"/> Other	If other, please specify: _____
Drainage / Swales Impacted	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, the BOD must inspect and reserves the right to have a qualified drainage inspector review at the owners expense.
Railing	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, Specify type of railing structure: _____
Privacy Screen	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, height not to exceed 12" above existing fence height.
Installed by Self or Contractor	<input type="checkbox"/> Self <input type="checkbox"/> Contractor	If Contractor, Name: _____
Date of Planned Installation: _____		