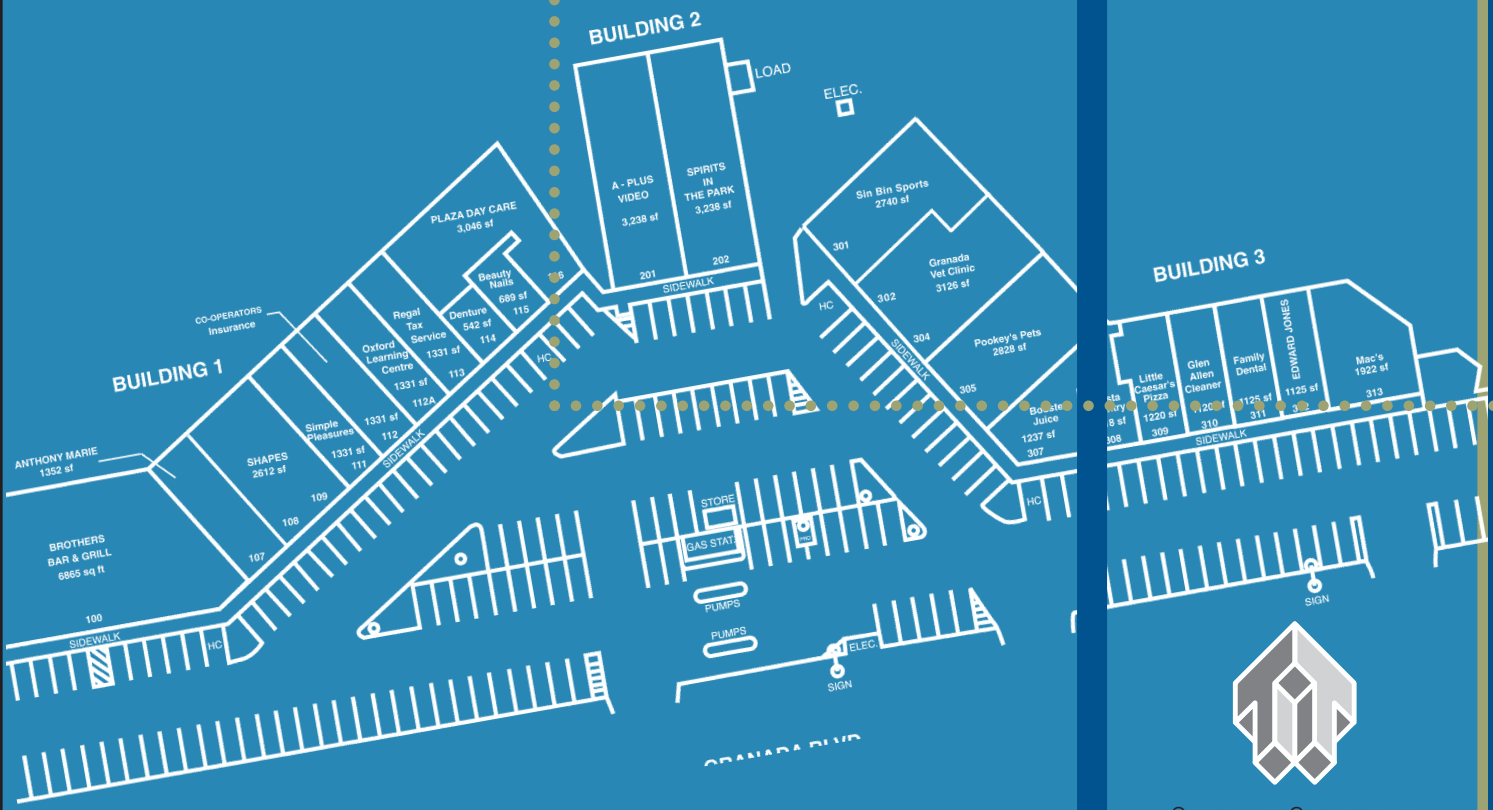




# Sherwood Park Plaza

## DESIGN CRITERIA



OWNED AND OPERATED BY  
T&T PROPERTIES



## ***INTRODUCTION***

Welcome to Sherwood Park Plaza! The enclosed package of information is provided to assist you in the planning and design of your store. T & T Properties is committed to creating a premier urban retail environment in the community of Sherwood Park, Alberta. We are Sherwood Park's largest retail landlord.

The guidelines presented herein have been established in the spirit of encouraging innovative and creative design, so that you may maximize your retail presence and to ensure the quality of your presentation. We look forward to receiving your design submission and signage details.

This Design Criteria outlines the general parameters of the development and provides guidelines for drawing submissions, signage, and conduct of the Tenant's Work.

This Design Criteria does not take precedence over the interim lease agreement or Lease, and any conflict between the terms and conditions of the Lease, and this criteria will be governed by the terms of the interim agreement or Lease as the case may be.

## **THE PROJECT TEAM**

### **TENANT CO-ORDINATOR**

**T & T PROPERTIES**  
#403-11012 MACLEOD TRAIL SE  
CALGARY, ALBERTA T2J6A5  
Phone: (403) 225-5975  
Fax: (403) 225-5949  
ATTENTION: MARK TRAYHORN  
Email: [mtrayhorn@ttproperties.com](mailto:mtrayhorn@ttproperties.com)

### **ON-SITE GENERAL MANAGER:**

**SHERWOOD PARK MALL**  
Administration Office  
2020 Sherwood Drive  
Sherwood Park, AB  
T8A3H9  
Phone: (780) 467-7766  
Fax: (403) 449-0737  
ATTENTION: Mr. Joe DeMont, CSM  
email: [jdemont@ttproperties.com](mailto:jdemont@ttproperties.com)

### **ON-SITE SUPERINTENDANT:**

**SHERWOOD PARK MALL**  
Administration Office  
2020 Sherwood Drive  
Sherwood Park, AB  
T8A3H9  
Phone: (780) 467-7766  
Fax: (403) 449-0737  
ATTENTION: Mr. Leonard Baird

### **DEVELOPER / LEASING**

**T & T PROPERTIES**  
#403-11012 MACLEOD TRAIL SE  
CALGARY, ALBERTA T2J6A5  
Phone: (403) 225-5975  
Fax: (403) 225-5949  
ATTENTION: MR. IAN MACKAY  
Vice-President Real Estate  
email: [imackay@ttproperties.com](mailto:imackay@ttproperties.com)

**Please download a current mall plan from the  
Landlord's web site at [www.ttproperties.com](http://www.ttproperties.com)**



## **TENANT CO-ORDINATION**

The Landlord's Tenant Co-ordinator represents the design and construction departments of Landlord. From the point where a binding agreement to lease has been executed by the Landlord and Tenant, the Tenant Co-ordinator will act as liaison between the Tenant and the Landlord in all matters pertaining to the design and construction of the Tenant's Leased Premises.

**Please submit all drawings and inquiries to:**

**T & T PROPERTIES**

**#403 – 11012 Macleod Trail SE**

**Calgary, Alberta, T2J6A5**

**Phone: (403) 225-5975**

**Fax: (403) 225-5949**

**ATTENTION: MARK TRAYHORN**

**Director of Construction & Facilities**

**Email: [mtrayhorn@westjet.com](mailto:mtrayhorn@westjet.com)**

**The Landlord's on-site liaison is the General Manager of the Development**

**Mr. Joe DeMont, CSM, Ph: (780) 467-7766 Fx: (780) 449-0737**

**E-mail: [jdemont@ttproperties.com](mailto:jdemont@ttproperties.com)**

Within a few days after completion of the interim lease agreement, the Tenant Co-ordinator will contact the Tenant representative to obtain contact information. In addition to this downloadable Design Criteria, the Tenant Co-ordinator will forward the Tenant a copy of the area certification for the subject premises, the "Tenant Package".

## **SIGNAGE CONTROL**

Exterior Signage will be raceway mounted wherever possible. Raceway to be painted to match the mounting surface.

### **Types of Acceptable Signage**

In all cases the size of signage will shall be proportionate to the storefront design and shall be subject to the Landlord's review and approval.

- Back-lit Neon Signs: All forms of non-exposed neon signage will be permitted. In particular, the use of neon backed individual channel letters is encouraged.
- Non-Illuminated Signs are not permitted.
- The electrical feed shall be included in the Tenant's electrical contract and will not be the responsibility of the Sign Contractor. The Tenant's sign is to be fed from the Tenant's panel.
- No exposed light of any kind shall be permitted on the Tenant's sign.
- Plastic faced, interior lighted channel letters shall have an approved acrylic or polycarbonate face uniformly illuminated at 200 feet lumens, and be mounted on the grills provided, or mounted to a tenant supplied raceway painted to match the back ground.
- No moving signs or moving lighting shall be permitted and no sign shall be illuminated by lighting of intermittent or varying intensity, without the consent of the Landlord.
- Back-lit Box or Can Signs are not preferred, unless they are sculpted or designed so the ends are flush with the mounting surface, so the sign face is convex.
- Vinyl Canopy Signs are not permitted.
- Advertising slogans will not be permitted to be permanently attached to the storefront
- Sign manufacturers identification stickers visible to public view must be removed.
- Mirror flex, foam, wood or cut plastic letters are not acceptable.

## **EXTERIOR ELEVATIONS**

Changes to the base building elevations, storefronts, finishes or colors of the development will not be permitted without the expressed written consent of the Landlord, which consent may be withheld.



- (i) furniture and fixture layout; and
  - (j) bulkhead signage.
- (3) All plans shall include details and performance characteristics of all fixtures, equipment, and connections to base building services. To the extent that any of the Tenant's Work or any of the proposed plans reflect work which may affect any structural component of the development, the Tenant shall show all aspects of such work, and to the extent reasonably required such plans will be engineered.
- (4) The Tenant's Detailed Plans shall be submitted to the Landlord for approval at least thirty (30) days before commencing any Tenant's Work. No Tenant's Work may proceed prior to the Tenant receiving the Landlord's written approval of the Detailed Plans, which shall not be unreasonably withheld or unduly delayed. The Tenant shall take into account, when scheduling its work, a five (5) day turnaround time for the Landlord's review of plans, and shall also allow for the possibility of revisions to the plans.
- (5) A set of the Detailed Plans shall be sent to the Tenant Co-ordinator in PDF format by E-mail.

## **PLAN APPROVAL PROCESS AND FEE**

If the Landlord, acting reasonably, determines the Tenant's Detailed Plans to be inadequate or of poor quality or depicting a design that does not comply with the Design Criteria, the Landlord may, at its sole discretion, require the Tenant to revise and/or upgrade its plans, which revision and/or upgrading shall be made expeditiously by the Tenant at the Tenant's expense.

Any delays of the Tenant's taking possession of the Leased Premises resulting from the necessity for such revision and/or upgrading shall not affect the commencement of the Term under the Lease.

The Tenant shall pay to the Landlord the sum of Three Hundred (\$300.00) Dollars for Tenant coordination, supervision, and assistance during construction and pre-opening of the Leased Premises.

## **TENANT'S DRAWINGS**

The Tenant shall submit three (3) sets of all drawings. All drawings submitted by the Tenant are to be in a format size of 24" x 36" to a suitable scale (i.e. 1:50 or 1/4" = 1' for floor plans, layouts and elevations, 1:25 or 1/2" = 1' for preliminary drawings of storefront, 1:10 or 1" = 1' for storefront and sign detail and 1:5 or 3" = 1' for specific details).

Approval by the Landlord denotes only acceptance that the Tenant's design concept is in general conformity with the design concept of the Development. Approval by the Landlord's architect(s) or engineer(s) denotes approval and acceptance of the information contained in the Tenant's Detailed Plans. No such approval shall infer confirmation of dimensions shown on the plans.



## **TENANT CONSTRUCTION CRITERIA**

### **KEY RELEASE FORM**

The Tenant Contractor must sign a KEY RELEASE FORM to be obtained at the Sherwood Park Mall Administration Office, and provide proof of contractor's liability insurance, building permits and city contractor's license to the General Manager of the Development, prior to gaining access to the Leased Premises. Obtaining a key for the Leased Premises triggers the possession date defined in the interim lease agreement.

### **TENANT WORK REGULATIONS**

In order to expedite the completion of all tenant work with the least amount of inconvenience to all concerned, we are setting out the following rules and regulations which will be applicable to all tenants upon starting their construction work. These regulations will be enforced to ensure no interruption by tenant contractors to other tenants or public movement:

#### **1. SECURITY**

The Tenant will be entirely responsible for the security of the Leased Premises during construction and the fixturing period, and shall take all necessary steps to secure the same. The Landlord shall have no liability for any loss or damage including theft of building materials.

#### **2. WORKING HOURS**

The Tenant's contractor and suppliers are subject to restrictions, which may be imposed by the Landlord in regard to the hours of work, and scheduling and coordination of work. In particular, saw cutting, coring, or jack hammering of floors will be required to be done after normal business hours.

#### **3. DELIVERIES**

Deliveries of building materials will be made at the loading dock of the Development, (if one is provided), failing which at the rear entrance to the Leased Premises. If front loading is necessary, it will be done prior to 9:00AM so as not to interfere with the adjacent tenancies.

#### **4. PUBLIC SAFETY**

It is the responsibility of the Tenant to ensure that his contractors exercise all caution in matters relating to public safety and construction safety or standards established by authorities having jurisdiction. The Landlord may from time to time issue instructions to a tenant's contractor regarding safety and these instructions must be strictly adhered to. The latest Construction Safety Act governs all work and the Tenant's contractor must abide with the Landlord's Tenant Co-ordinator and on-site General manager in these areas.

#### **5. UTILITIES**

On all existing building construction, the Tenant will have applied for all metered utilities prior to the possession date. For new building construction, the Landlord, through its contractor when active on site, shall provide the Tenant, with temporary utility services during the construction phase at the Tenant's expense.

#### **6. SCAFFOLDING**

Temporary scaffolding mounted on rubber-tired rollers may be used in the common area of the Development to permit the installation of sign panels. All work benches, bench saws, tools, equipment and construction materials must be confined within the limits of the Leased Premises.

#### **7. ACCESS TO LEASED PREMISES**

Access to the Leased Premises, for both construction personnel and material handling, will be restricted to such entrances and service corridors as shall be designated for each Tenant's use. Front loading of building materials is acceptable only if no accessible rear-loading door is available.

#### **8. FLOOR LOADS**

The Tenant in the conduct of the Tenant's work shall observe the following limitations.

- a) No suspended loads will be attached to the underside of the floor or roof structure, with the exception of normal suspended ceiling or lighting fixtures, without the Landlord's written approval.
- b) The Tenant acknowledges that the base building steel stud and drywall demising walls are not designed to support wall-mounted fixtures, unless the Tenant has added blocking and backing.
- c) No load shall be imposed upon any floor areas of the Leased Premises in excess of the design live load of 100 pounds per square foot, plus a dead load of 40 pounds per square foot for tenant partitions, general equipment, fixtures and fittings, uniformly distributed and subject to the Landlord's written approval.
- d) Nothing shall be attached to or suspended from mechanical equipment or electrical conduit in ceiling space.

#### **10. TENANT CONTRACTOR - ON SITE CONDUCT**

The Tenant shall ensure that its contractor contains its work within the Leased Premises, at all times being responsible for working to rules and regulations defined herein or as may be imposed by the Landlord's Tenant Co-ordinator or General Manager to ensure that tenants who are already open for business may have quiet enjoyment of their premises without any other disturbing influences.

#### **11. BUILDING PERMITS**

All necessary building permits, and sign permits must be obtained prior to construction commencement, or sign installation as the case may be.

#### **12. GARBAGE DISPOSAL**

Tenant Contractor must make arrangements for garbage bins prior to construction commencement. Location of bin to be determined by General Manager on-site.

#### **13. HOT WORK PERMITS**

Such permits must be obtained from the Landlord's on-site Superintendent prior to any hot work being performed. Hot work would include, but not be limited to, soldering of pipes, welding, etc.

#### **14. FIRE CONTROL**

Prior to any fire suppression work being carried out by a Tenant contractor, the General Manager will be notified at least 48 hours in advance of any planned drain down or modification which may activate fire control alarms.

# APPROVED "BASE BUILDING" CONTRACTORS

## **ROOFING**

Acron Roofing & Consulting  
1423 – 70 Avenue  
Edmonton, AB

Tel: (780) 440-4140

## **CONCRETE CORING**

Derrick Concrete Cutting & Construction  
7039 – 103 Street  
Edmonton, AB

Tel: (780) 436-7934

## **GARBAGE DISPOSAL**

Canadian Waste  
7940 – 25 Street  
Edmonton, AB

Tel: (780) 440-1700  
Fax: (780) 472-9559

Wasteless Environmental Services  
710, 10909 Jasper Avenue  
Edmonton, AB

Tel: (780) 433-5685  
Fax: (780) 433-5703

## **HVAC**

Spark Heating & Air Conditioning  
115 Ordze Avenue  
Sherwood Park, AB

Tel: (780) 464-7911

Dynamic Heating & Air Conditioning  
836 Blacklock Way  
Sherwood Park, AB

Tel: (780) 462-0937  
Fax: (780) 463-0287

Penguin Air-Tech Corporation  
12522 – 126 Street  
Edmonton, AB

Tel: (780) 448-1426

## **PLUMBING**

Lehman Plumbing  
3645 – 73 Avenue  
Edmonton, AB

Tel: (780) 465-4434  
Fax: (780) 465-4595

## **ELECTRICAL**

All Type Electric  
4242 – 91A Street  
Edmonton, AB

Tel: (780) 462-8226

Pace Technologies  
112, 4220 – 98 Street  
Edmonton, AB

Tel: (780) 450-0404  
Fax: (780) 461-4232

## **SPRINKLER**

Century Automatic Sprinkler  
21, 363 Sioux Road  
Sherwood Park, AB

Tel: (780) 417-3150  
Fax: (780) 417-3151

## **CITY CONTACTS**

SENIOR DEVELOPMENT OFFICER  
Joyce Perkins

Tel: (780) 464-8020

DEVELOPMENT OFFICER  
Laraine Stewart

Tel: (780) 464-8224

BUILDING PERMITS

Tel: (780) 464-8215



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*The information contained in  
the criteria is deemed to be  
accurate but is not  
guaranteed by the landlord.*

 **SHERWOOD PARK PLAZA**  
SHERWOOD PARK, ALBERTA - CANADA  
JANUARY 2008  
This plan is not to scale. Field verification of the site is recommended.

10000 10th Street NW  
Sherwood Park, Alberta T8B 0E7  
403-463-8888  
www.tandtproperties.com

**T&T PROPERTIES**

