

Village Park

Design and Development Guidelines

Purpose: These design and development guidelines are to serve as a minimum set of design standards for the Village Park Community. In order to enhance the beauty of Village Park, to establish and preserve harmonious and aesthetically pleasing designs incorporated into Village Park and to protect and promote values for Village Park, no lot site plan will be undertaken (including clearing, excavation, grading and other site work, exterior alteration of existing improvements, and planting or removal of landscaping materials) nor any structures placed, located or installed upon any lot without written approval from Village Park’s Architectural Review Committee.

Authority: The Village Park Architectural Review Committee (hereafter referred to as the “ARC”) is established by the developer in accordance with the Declaration of Covenants of Village Park. The Developer reserves the right, in its sole and absolute discretion, to either approve or disapprove of any plans and specifications for any reason whatsoever. The Developer reserves the right to charge a fee for receiving an application for approval of plans and specifications; said fee could be used for a “damage fee” during construction. All site work and construction shall thereafter be completed in strict conformity with approved plans and specifications and the Developer shall be entitled to stop any construction which is in violation of these restrictions.

Design Guidelines: The Developer will prepare the initial design and development guidelines as well as the forms of application and review procedures which will apply to all development and construction activities within Village Park.

Architectural Review Committee: The Architectural Review Committee, hereafter called ARC, will consist of the Developer and other persons that are chosen by the Developer.

Plan Approval Procedure: The process begins with the lot owner’s application for plan approval. A review by the ARC will follow (will include site visit with the applicant) and a letter of approval, a letter of approval with modifications or a letter of disapproval will complete the process. If a letter of disapproval is determined by the ARC, the applicant, if so desired, can appeal the decision in writing and may request a meeting with the ARC.

Design Review Process:

A. Preliminary Review – As early as possible the owner/architect/builder shall prepare and submit two sets of preliminary plans, along with the required preliminary review materials. The intent of this preliminary review is to discuss the project and review the intended architectural style and site plan. All preliminary submittals must contain the following:

Site Plan – A site plan shall be presented at a maximum scale of 1” = 20’. The site plan shall show all trees greater than 6” in diameter at a point 4 ½ feet above ground level, any trees to be taken out, property lines, site retention and erosion control measures,

easements, setbacks, contour lines, building footprint with overall dimensions, walkways, driveways, any driveway drainage pipe (to be a minimum of 15 inch diameter and 20 feet in length if needed), any retaining walls, grading requirements and service line locations for all utilities.

Floor Plan – Schematic and preliminary in nature; floor plans to have a minimum scale of $1/8'' = 1'$ showing all rooms, windows, door openings, etc. with the calculation of the heated space.

Elevations – Schematic and preliminary in nature; drawings to be a minimum scale of $1/8'' = 1'$ representing the view of all exterior sides of the proposed structure, principle materials identified and finish floor elevations in relation to finish grades.

Preliminary Stake Out – The home shall be staked out on the lot with at least 2 feet tall stakes making the corners. All trees proposed to be removed shall be marked with a surveyor's ribbon.

Preliminary Review Form – The ARC will either grant preliminary approval or provide reasons for rejection of the submittal. If the preliminary drawings are substantially changed; either by the ARC or desire of owner, they must be resubmitted and receive Preliminary Approval before proceeding for Final Approval. A Preliminary Approval is valid for six months from the date of the initial approval.

Final Design Review – The final construction documents shall include the following:

Final Site Plan – A final site plan shall be submitted with a maximum scale of $1'' = 20'$ and shall show north arrow, lot lines, all buildings, structures, trees, setbacks, sidewalks, easements and street right of ways, all existing trees over 6" in diameter at a point 4 ½ feet above ground level, trees to be removed, building footprint with overall dimensions driveways (material and labor) with drainage, walkways (material and labor), landscape areas, all utility service line locations, limits of construction authority, location of all external equipment (electric meter, air conditioning units, etc.) location of waste and recycling bins, final grading, silt retention and erosion control measures, location of construction dumpsters and portable toilets and any special construction parking plans.

Floor Plans – Floor Plans to have a minimum scale of $1/4'' = 1'$ containing all information necessary for construction. Electrical plans must be submitted for the exterior with these plans.

Elevations – Drawn to a $1/4'' = 1'$ scale accurately representing the view of all sides of the house. Floor elevations must be designated and existing and proposed grade levels must be shown. All exterior materials must be defined and specified as to material type and color.

Landscape Plans – Drawn to a $1'' = 20'$ (maximum) scale and must convey a scaled representation of all planting materials, identified as to size, common name and variety.

Plans shall also show location of landscape lighting with fixture catalogue cuts, walls, fences, pools, decks, patios, play structures and mailboxes (detail). Adequate plant screening shall be provided for HVAC units and waste collection containers. The contractor shall be responsible for locating existing utilities before excavating.

Final Stake Out – A final stake out must be completed and reviewed on site by the ARC before any construction can take place.

Product and Material Samples – Photographs or cut sheets from manufacturers' catalogs of proposed windows, doors and lighting fixtures are required. Physical samples of rock, brick, stucco, etc. with colors, roof samples and other exterior features will be required.

Final review – If the ARC fails to grant Final Approval of the project it will suggest corrective action for resubmittal. If the ARC grants Final Approval in Village Park, an approval form will be given to the owner.

General Regulations – All builders (and owner builders) of residences in Village Park must be licensed by the State of North Carolina.

Construction and landscaping of the residence must be completed within 18 months of the commencement of construction.

Access to Village Park will be controlled. Construction traffic and parking will be monitored.

The maximum hours allowed for construction personnel will be from 7:00 a.m. and 7:00 p.m. Monday through Saturday. No residential construction work will be performed on Sundays or National holidays without written permission from the Developer.

The Builder will be responsible for the conduct and actions of subcontractors and workmen on his job. Loud cars or loud music from radios that disturb property owners, guests or neighbors will not be permitted at any time. The Builder will be responsible for the condition and cleanliness of his site. An approved commercial dumpster shall be placed on each site and shall be dumped when necessary.

The Developer, at its sole discretion, may bar or constrict any builder or subcontractor from entering Village Park.

Speed limit is no greater than 25 miles per hour in Village Park.

Construction Guidelines – After the completion of the review process and receiving final approval, all site retention and erosion control must be installed before any lot clearing, grading or construction can begin.

Every job site must contain an approved sign identifying the builder and/or the architect, landscape architect or the design professionals. The sign must be approved and in accordance with Village Park standards. The job site sign must not interfere with the safety of the traveling public. At no time shall a sign or permit be nailed to a tree. Subcontractor signs are not allowed.

Builders, subcontractors or their personnel may not bring pets into Village Park.

The Developer shall be notified immediately of any accident, injuries or other emergencies within one hour of the occurrence.

Job site portable toilets must be provided at each residence in as inconspicuous a location as possible with the door facing away from the street and neighboring homes.

Any damage to streets, drainage, street lights, mailboxes, etc. must be repaired by the owner and/or builder to its original condition.

ULOCO should be called before any digging begins, but if any telephone, electrical, cable TV, water or other utilities are damaged, the Developer and the effective utility company shall be immediately notified.

The Builder is responsible for arranging for all temporary utility service.

Fires are not permitted on any site under any circumstances.

Care should be taken when loading trucks with dirt, construction debris, etc. The Builder is responsible for trash and construction debris falling from construction vehicles, including any and all spillage from concrete trucks.

An approved "mud mat of stone" shall be installed on each driveway during construction with the rest of the driveway to be covered with protective base or washed stone.

All Builders are expected to comply with all related OSHA safety regulations.

Parking – All vehicles must be parked so as not to impede traffic or damage vegetation. Parking is not allowed on the shoulder of the streets. On site parking at building site is required and "carpooling" is recommended. No parking in front of existing homes and driveways.