The Parc

DESIGN APPROVAL PROCESS

I: Design Review Policy

1.1 Function. The Primary function of the Design Review Process: To encourage the architectural harmony of The Parc. The Parc Design Code, the developer, and all property owners are bound to the regulations defined in The Parc Declaration of Covenants and by the requirements contained in this document. To that end, no structure or improvement shall be erected or altered until approvals described in this document have been obtained.

1.2 Scope of Responsibility. The Parc Design Review Board has the right to exercise control over all construction in The Parc and will also review all alterations and modifications to structure and improvements (even after initial construction is complete), including, but not limited to: painting, renovations, and landscaping.

1.3 Enforcing Powers. Should a violation occur, The Parc Design Review Board has the right to injunctive relief, which requires the owner to stop, remove, and/or alter any improvements in a manner that complies with the standards established by The Parc. Approval by The Parc Design Review Board does not relieve an owner of his/her obligation to obtain any governmental approvals. If such approvals are required and are not obtained by the owner, The Parc and/or the applicable governmental agency may take whatever actions are necessary against the owner to force compliance.

1.4 Limitations of Responsibility. The primary goal of The Parc Design Review Board is to review the submitted applications to determine if the proposed construction conforms to the Design Guidelines. The Parc Design Review Board does not assume responsibility for the following:

A) The structural adequacy, capacity, or safety features of the structure and/or improvement.

B) Non-compatible or unstable soil conditions, soil erosion, etc.

C) Compliance with any or all building codes, safety requirements, and governmental laws, regulations or ordinances.

D) The performance or quality of work of any architect or contractor.

1.5 Membership. Membership shall consist of individuals appointed by the Founder or once 90% of all property has been sold to individual Owners, the Association.

1.6 Meetings. Meetings are held as requests are received.

1.7 Review Fees. Review fees are established by The Parc. The Parc Design Review Board reserves the right to waive these fees at its discretion. Review fees shall be payable to The Parc Design Review Board. The Parc Design Review Board may charge a fee for services attendant approval of plans not to exceed $10.00 per thousand square feet of floor area or fraction thereof if plans are submitted prior to approval. The Design Review Board may charge a fee of $100.00 per thousand square feet of total floor area or fraction thereof, plus reasonable attorney's fees, if the plans are submitted after construction has begun.

1.8 Review Policy. The Parc Design Review Board reviews the submission and either grants approval, approval with stipulations, or denies approval. The owner is notified of the decision in writing and/or drawings within thirty days from the date of receipt. One set of plans will be returned with comments. The Parc Design Review Board may deny approval because the application is incomplete or inadequate. If approval is not granted, a revised application may be submitted and reviewed in the same fashion as the initial application. If the application is denied approval, a formal appeal may be made in writing to The Parc Design Review Board.

1.9 Application Withdrawal. An application for withdrawal may be made without prejudice.

1.10 Variances. All variance requests pertaining to The Design Guidelines must be made in writing. Any variance granted shall be considered unique and will not set precedence for future decisions.

1.11 Builders Group. All builders must be approved by The Parc Design Review Board to build in The Parc. A list of pre-approved builders who understand the high quality of construction expected at The Parc is available from The Parc Website. (www.TheParc.Live) A builder not on the list must receive approval by The Parc Design Review Board.

1.12 Constructions Inspection. Periodic inspections may be made by The Parc Design Review Board while construction is in progress to determine compliance with approved plans and

specifications. The Parc Design Review Board is empowered to enforce its policies as set forth in The Design Code and the Declaration of Covenants by any action, including in a court of law, to ensure its compliance.

1.13 Waiver and Additional Requirements. The Design Guidelines have been adopted to assist the owners in connection with the review procedure. However, The Parc Design Review Board has the right to waive the Design Guidelines requirements on the basis of architectural merit or demonstrated hardship.

II: Design Review Procedure

2.1 Submittal. Submit two copies (or one digital file) of all required documents and drawings to info@TheParc.Live

2.2 All documents shall include the name of the project, The Parc lot number, owner(s)' name(s), and the date.

2.3 Step 1: Review Documents. In order to proceed, you should have reviewed the following documents:

A) The Lot Purchase Agreement

B) Plat (shows individual setbacks)

C) The Parc Design Code: Acknowledge Receipt

D) The Declaration of Covenants: Acknowledge Receipt

E) The Design Review Procedure (this document): Acknowledge Receipt

F) The list of recommended architects and approved builders.

2.4 Step 2: Concept Review. This review confirms a correct interpretation of The Design Guidelines. The Parc Design Review Board will stamp the drawings upon approval.

A) Form A: Concept Review Application

B) Complete Schematic Drawings

C) Site Plan (1/16" = 1') showing:

(i) N arrow

(ii) Building footprints with entries, porches and balconies delineated and overhangs shown as dashed lines.

(iii) Drives and walks, with dimensions of each.

(iv) Existing trees shown.

(v) Any garden information.

D) Floor Plans (1/8" = 1' or ¼" = 1')

E) Elevations showing:

(i) Porches, balconies, doors and windows.

(ii) Principal materials rendered and specified.

(iii) Height of each floor, eave, and maximum height in relation to ground level.

(iv) Roof pitch

F) Variances. If there are any variances to The Design Guidelines, submit a description of them and the justification based on merit or hardship.

G) Architectural Type. Please note which of the approved types best fits your home style (Colonial, Classical, French, Bungalow, Transitional, Farmhouse Revival)

2.5 Step 3: Constructions Documents Review. This review is the final step before construction can begin. The following documents are required for Construction Documents Review.

A) Form A: Concept Review Application (Stamped by The Parc)

B) Form B: Construction Document Review Application

C) Form C: Materials and Finishes List

D) Complete Construction Drawings

E) Site Plan

F) Floor Plan

G) Elevations

H) Details

I) Landscape Plan

J) Variance

FORM A:

CONCEPT REVIEW APPLICATION

LOT: _____

Owner: _____

_____

Name, Address, Phone, Email

Architect: _____

_____

Name, Address, Phone, Email, Website

Landscape Architect: _____

_____

Name, Phone, Address, Email, Website

Builder: _____

_____

Name, Address, Phone, Email, Website

Two sets of Site Plans, Floor Plans, and Elevations are to be submitted.

Date Submitted: _____

Signature: _____

FORM B:

CONSTRUCTION DOCUMENT REVIEW APPLICATION

LOT: _____

Owner: _____

_____

Name, Address, Phone, Email

Architect: _____

_____

Name, Address, Phone, Email, Website

Landscape Architect: _____

_____

Name, Phone, Address, Email, Website

Builder: _____

_____

Name, Address, Phone, Email, Website

Date Submitted: _____

Signature: _____

FORM C:

MATERIALS AND FINISHES LIST

Identify the proposed materials and colors noted below. Include pertinent information or samples, such as photographs or cut sheets. Include color sample board for all painted, stained, or factory-colored materials. Include brands and manufacturer's names.

Owner: _____

_____

Name, Address, Phone, Email

Lot Number: _____

Builder: _____

_____

Name, Address, Phone, Email, Website

- Railings: _____
- Chimney: _____
- Doors: _____
- Main Entrance, Other Driveway: _____
- Walks: _____
- Garage Door: _____
- Fence Gates: _____
- Gutter: _____
- Lighting: _____
- Deck: _____
- Roof: _____

- Shutters: _____
- Soffit: _____
- Walls: _____
- Windows: _____