

1 Introduction

The Residences at Whitehall provide a neighborhood of single family homes located in historic Beverly, Massachusetts. The residences seek to provide a pleasant and desirable environment, which is also informal and refined. The residences intend to preserve the beauty of the natural setting, protect and promote the value of the property, and achieve and maintain an overall harmonious design within the residential neighborhood, while simultaneously encouraging unique expression in individual homes.

To that end, these Design Guidelines have been established. All construction with the Residences at Whitehall is subject to these provisions, and all building construction or site work of any kind shall be subject to design review in accordance with these guidelines. The guidelines establish the general design vision, specific design requirements, and the review process whereby projects may be deemed to fall in conformance with them.

This document may be amended from time to time by the Grantor.

2 Vision Statement for Residences at Whitehall

The Residences at Whitehall are an informal, yet refined community of properties that reflects the rich architectural heritage of the region. The architecture and landscape design of the residences are envisioned to be an outgrowth of this tradition.

Building forms will be most responsive when they relate strongly to their landscape, achieve a comfortable, human scale, and achieve authenticity in materials and expression. Crafted materials and a comfortable, yet refined aesthetic are of primary importance.

3 Architectural Guidelines

3.1 Form and Massing

The intent of these Design Guidelines is to encourage diversity and individual expression while assuring that the collective result creates visual harmony between neighboring properties and within the overall community. The design of each home must respond to the unique characteristics of its specific site...the trees and vegetation, topography, natural drainage patterns, location of adjacent residences, views, and solar orientation, as well as the other residences. While individual homes can and should be unique in their design, it is very important that each residence also add to the overall visual harmony of its neighborhood.

It is particularly important that the overall form, massing, and scale of residences be designed in a manner that blends the landscape and the architecture. With that goal achieved, diversity of expression can be enriched through variety of detail and color, the composition of windows and doors, and the placement of additive elements such as porches, dormers, bay windows, and chimneys.

Residential designers in Whitehall are encouraged to address both privacy and community. "Privacy" can offer solitude. "Community" can be achieved through fostering interaction between neighbors by providing the opportunity for informal neighborhood contact. To achieve this second quality, the design of homes can benefit by providing porches, terraces, and "outdoor rooms" that orient toward the street. These semi-private places can extend the livability of the home, while allowing friendly interaction with neighbors.

The form and massing of residences within Whitehall will be important factors in establishing an architecture that blends comfortably within the landscape. This can be accomplished if the building composition is made of simple, additive forms that adapt to the landforms yet express the functions they enclose. Large, monolithic forms of harsh geometric shapes or formal symmetry are to be avoided in favor of informal building compositions.

Primary structures of simple geometry enhanced by additive elements such as porches, bay windows, dormers, balconies, doorways, and window patterns can present a rich and varied architecture that reinforces the design vision of Whitehall.

3.2 Scale

Sensitivity to a human, residential scale will help ensure that the architecture of Whitehall presents an image that is welcoming and supportive of a relaxed, informal yet refined lifestyle. Appropriate building scale will also help establish a balance between buildings and their natural setting and assure a compatible visual relationship between neighboring homes. To help achieve this residential scale, single-family residences that include portions at two or three stories should also include portions of the building that are only one story in height. In no case may eave heights exceed two stories.

3.3 Building Height and Area

Building Height will be limited to 35 feet. Per City of Beverly Zoning, building height shall be defined as the vertical distance from the lower of a) the average grade of the footprint of the building, or b) the average grade at the front of the building, to the top of the highest roof beams of a flat or pitched roof.

Architectural features such as chimneys and cupolas may exceed the height limits with written approval of the Grantor.

The building area shall be a minimum of 3,000 square feet of conditioned space, not including finished basements and attics, unless approved otherwise in writing by the Grantor.

3.4 Driveways, Garages, and Parking

In order to present the character of the neighborhood rather than a suburban street, strong consideration should be given to the visual image and orientation of the garage doors. The design principle of "architectural forward," whereby the visual awareness of garage doors is minimized from the primary frontage, should be incorporated into the design of residences. Various techniques should be considered, such as rotating the garage orientation, separating the garage from the home with a connecting link, or providing a detached garage. When possible, garages are to be located and oriented so they become subordinate to the home itself. The primary exposure to the main frontage should be the residence, rather than garage doors as the dominant image. Where conditions require the garage doors to front the primary exposure, design techniques should be used to reduce the visual impact of the doors...such as setting them back from the front of the home or placing them within the recesses and shadows of other building forms.

Careful design consideration in site planning and overall massing should address the neighborhood streetscape as well as the design of the individual home. Driveways are to enter each site in a discreet manner, responding to topography and considering existing trees while avoiding formal entryways and extensive paved areas. Private gates, monuments, and grand entries are not consistent with the informal character of Whitehall.

Driveways should also be designed with snow removal and storage in mind.

Garages may be attached to the residence or be freestanding. In either case, the architecture of the garage must be consistent with that of the primary residential structure. Detailing on garage doors should consider minimizing the horizontal appearance of the garage door sections, as well as discouraging the look of manufacturer's standard raised or flat panel garage door designs. The use of transoms above (and separate from) the doors is encouraged for natural light. Cottage style garage door manufacturers are recommended, such as Wayne Dalton or Designer Doors.

Porches, entryways, and other secondary components of the house may be used effectively to screen or lessen the visual impact of the garage doors from the adjacent street. The same positive effect may be accomplished by locating the garage deeper into the site than the primary front elevation of the house. When garage doors face the street with less than 45 degrees offset from the direction to the street, the garage shall be limited to a two (2) car garage.

Each residence is required to provide a minimum of at least two off-street parking spaces, in addition to the garage.

Driveways are to be a maximum of 12 feet wide, except where they provide a turn around. They are to be built of asphalt, natural stone, patterned concrete, or concrete pavers, generally without curbs. When used, concrete and pavers shall be integrally-colored in muted gray and buff tones. Generally, when any material other than asphalt is used, the curb cut transition should be in asphalt for at least ten feet from the adjacent roadway; however, consideration will be given to specific site conditions such as driveway slope, snowmelt, and the proposed driveway material.

Individual lot owners are responsible for providing driveway curb cuts at Whitehall. In cases where there is curbing adjacent to the sidewalk, driveway aprons are to be constructed with mountable curb sections, also made of granite to match the existing curbs. Damaged or relocated granite curb sections shall be replaced as needed once driveway construction is complete. All curb cuts are to be constructed in accordance with engineered details provided by Griffin Engineering.

3.5 Porches

As part of a residential design, porches can offer many attributes that will enhance lifestyle. Porches can provide a welcome link to the neighborhood, extend the opportunity for outdoor living in a sheltered place, and convey a sense of casual relaxation. Therefore, these Guidelines encourage the incorporation of a porch that fronts a street.

The design of porches-in terms of column and railing detail, configuration, and trim and color-provides a great opportunity for individual expression.

3.6 Energy Conservation

To be consistent with "green building" principles such as those advocated through the U.S. Green Building Council LEED program and Energy Star, all residences within Whitehall are to be energy-efficient and designers should consider the use of sustainable or recycled building materials. All mechanical and energy systems must be designed in coordination with Massachusetts State Code.

3.7 Roofs

Given the summer rain and winter snow, roofs play a vital role in the architecture of Whitehall...both functionally and aesthetically. Overall, roofs should convey a sense of shelter and protection for the home. They can also establish scale and interest through a successful composition of varied pitches and forms.

All roof forms are to be gable, hip, and shed profiles. Both practically and visually it is important to keep basic roof forms simple and to strive to avoid complex intersections at awkward pitches and angles. Roofs should be designed to efficiently deal with the rain and snowfall of the region, and simple forms will help achieve this goal. Sheltering roof forms can convey a sense of protection and provide a welcome retreat on shaded porches and terraces. Dormers are encouraged to enhance the architectural scale, to allow natural daylighting, and to create individual identity and character.

Major roofs for residences in Whitehall shall have a minimum pitch of 6:12 and a maximum pitch of 12:12. Secondary roofs over building components such as porches and dormers may have lesser pitches, down to a minimum of 4: 12.

Roof materials may be architectural-grade composition shingles, cedar shingles or shakes, Vermont slate, or metal with a natural patina, such as copper. Painted or non-patina metal is not to be used.

Roof forms must consider snow and rain shedding to avoid potential for personal injury and property damage. The roof plan should be designed in concert with the site and landscape plans to avoid safety and drainage conflicts.

A strong part of the heritage of Whitehall is found in the warmth and relaxation offered by a fireplace. The four different types of fireplaces that may be used for Single-Family Residences include:

- prefabricated (sealed) gas appliances
- prefabricated fireboxes with gas logsets
- masonry fireboxes with gas logsets.
- and masonry wood-burning fireplaces

Sealed gas appliances are typically required by Building Codes within sleeping rooms. Prefabricated fireboxes and masonry fireboxes, both with gas sets, are attractive alternatives to gas appliances in living areas where sealed appliances are not required by Code. However, designers should take care to review restrictions related to these types of fireplaces, as they are often regulated the same way – or more stringently – as true wood-burning, masonry fireplaces.

The exterior expression of a fireplace is the chimney. The scale and form of chimneys should relate to the primary structure...to add balance or to provide a counterpoint to the primary forms of the building. Chimneys must be finished with stone or brick. Thin veneer stone and half brick are acceptable, but in no case should designs use cultured stone. If a half brick system such as Brick-It is used, chimney termination detail shall be as per detail provided by Grantor, or as approved in writing by Grantor.

Large flues and mechanical vents are to be consolidated when feasible and hidden within a chimney-type enclosure, clad in brick or stone. Small flues such as plumbing vents may be exposed if painted to match the adjacent roof and placed in the rear of the building.

3.8 Gutters, Downspouts, and Snow Shedding

Long-term enjoyment of residential property at Whitehall will be enhanced if the effects of rain and snow are thoughtfully addressed. This can be accomplished through the careful design of roofs and their secondary systems such as gutters, downspouts, and flashing.

The overall design and configuration of roof forms should be the primary way to effectively manage water runoff. In addition gutters and downspouts may be needed for a well-functioning roof system. These devices can be used effectively to divert water away from entries and patios and toward surface drainage on the site, which should consist of hard pipe to a drywell.

Gutters, downspouts, and flashing will ideally be fabricated from copper and allowed to reach a natural patina. In lieu of copper, metal with an applied coating to relate to, or match, the primary or secondary roof color may be used.

3.9 Dormers

Dormers are strongly encouraged as both functional and aesthetic elements of Whitehall architecture. Placement, shape, and size of dormers should take into consideration the scale and proportions of the associated roof and building form as well as interior spaces and functions. With proper placement, dormer windows can provide welcome daylighting into interior spaces. Dormer materials may be selected from the exterior wall materials and roofing materials used on the building.

3.10 Skylights and Solar Panels

These devices offer energy savings through natural daylight and solar heat gain. Layout, location, size, and configuration of skylights and solar panels are to fit with the design and proportions of the building and roof forms. They are to be designed in a manner that avoids random patterns or interruption of visual continuity on the roof. Solar panels are to be mounted in the same plane and angle as the associated roof, in a location such that they cannot be seen from the public way.

3.11 Exterior Walls

Exterior walls provide a major opportunity to be creative with the primary exterior materials of Whitehall...wood and stone. By incorporating these two primary materials in a variety of techniques, the residences of Whitehall can achieve an individual *identity* while supporting the overall design vision. Often, the use of a single dominant material on the exterior walls of a secondary building form can add emphasis to the composition of additive forms.

The following exterior wall materials may be used at Whitehall;

Stone: Stone indigenous to the region such as weathered granite or fieldstone, may be used to express structural mass walls and chimneys. The stone must be laid in a manner that appears structural, with careful fitting of individual pieces. Stone walls should appear "dry-stacked" with minimum exposed mortar, or in contrast can include flush mortar as seen in traditional foundation walls. No cultured stone shall be used, however, thin-veneered stone will be acceptable.

Wood Shakes and Shingles: The use of shingles, often found in the houses of the region, is very appropriate for Whitehall residences. Shingles can add a refinement, varied texture, and pattern to wall surfaces. They can provide individual expression through techniques that vary the size, texture, and exposure of the material.

Wood Board-on-Board: Vertical board-on-board may be used in varied sizes and widths.

Wood Siding: Various sizes and profiles of wood siding including shiplap, v-groove, and beveled with or without a random irregular edge, may be used. Siding may be placed horizontally or vertically. Diagonal siding is discouraged for primary wall areas, but may be used for secondary accent areas.

Ornamental and Structural Steel: Steel may be used and expressed as secondary structural components. Appropriate uses include banding at column bases, crossties, and wood connectors. However, these steel components should be dealt with in a subtle and artistic manner. As such, large connecting plates for trusses and other assemblies should be visually concealed.

Trim Materials: Exterior trim should be clear cedar. Azek and Hardie-board trim are acceptable, but in no case shall artificial materials such as these be used for the clapboards.

No aluminum or vinyl siding of any type will be accepted.

3.12 Doors and Windows

Doors and windows, through their configuration, scale, and proportion, can link the architecture of the neighborhood to the crafted look of the region. At the same time, doors and windows can provide important transparency between indoor and outdoor spaces, and can provide the opportunity to capture views of the surrounding land.

The primary entry door of a residence can be a welcoming expression of home and can depict the personality of the architecture...accomplished through creative, artistic design.

The relaxed, refined character of Whitehall residences can be enhanced through the informal design of window patterns and sizes.

Generally, windows that are set into stone walls should be smaller than those set into wood or surrounded by siding. They also should include headers and sills of stone or arches that represent the structural support for the window opening in the stone wall.

When set within wood and shingle walls, windows should be trimmed on all sides. This trim can be made of multiple board members to express a crafted or classic trimmed opening and may be painted or stained.

Windows in primary living spaces can provide expansive glass for viewing if set within a structural frame of wood. In such cases, roof overhangs should be used to shade the large glass areas and to avoid reflective glare. No single pane of glass shall exceed 32 square feet, and larger expansive window areas must be composed of secondary window divisions and a supporting structure within the context of the overall building structure. Reflective glazing or coatings are not permitted.

To recall the architectural heritage of the region, individual windows and divided lites should have simple, square, or vertical proportions as opposed to horizontal or complex shapes. When used, divided lights must be authentic or simulated to appear authentic, using internal spacer bars to simulate true divided lites. No fiberglass doors or divider materials and no brass leading or faceted glass will be accepted.

3.13 Guardrails

Guardrails on exterior stairs, balconies, decks, and porches offer an opportunity for personalized, crafted designs. The material for guardrails should either be consistent with the materials of the primary structure or made of a complementary wood or metal. Generally guardrails should be open visually with space between

adjacent members rather than solid filled in panels. Pressure treated wood and wrought iron will not be acceptable.

3.14 Colors

There are two important aspects to building color within Whitehall. The first is the predominant color palette of overall building forms...the major exterior exposures of walls and roofs. The second aspect of color is the accent found on details and trim.

Major Building Forms

The primary goal for major building forms is to blend into the colors and textures of the trees, soils, and rocks of the native landscape, and we encourage you avoid stark color palettes.

Stone should relate to outcroppings in the general area...typically in the gray and brownish-gray colors. Bright, reflective stone such as white or buff limestone should be avoided.

Major wood wall materials, including siding, shingles, timbers, should be treated or stained to enhance the natural colors and qualities of the wood.

Roof color, when roofing is made of composite shingles, should be in the green to brown-green or gray-green colors. When using natural slate, roofing color should be gray to green-gray or purple-gray. Metal roofing must be allowed to patina to its natural color, whether it is copper, terne metal, or corten.

Details and Trim

Within the context of subtle overall building colors that blend with the landscape, the color of details and trim can offer a touch of individual identity and interest. The color of window frames and small details can either be the same as the primary wall materials or may be from a broad range of colors that are found on the site in soils and plant materials, including flowers, trees, and other foliage. However, these accent colors should be deep and rich tones, or white, as opposed to bright, vivid colors.

Exterior Equipment

Exterior equipment such as mechanical equipment, vents and flues, and satellite dishes is to be finished or painted in a dark brown, dark gray, or gray-beige to match the color of the nearest primary building material.

3.15 Exterior Equipment and Satellite Dishes

Exterior Equipment

All exterior mechanical, electrical, and other utility equipment such as air conditioning units, metering devices, transformers, utility service lines, and the like shall be concealed from public view and adjacent homes, by location or by screening. Air conditioning equipment shall be located a maximum of six (6) feet from the building. Wall-mounted utilities shall be screened using landscaping or similar materials as exterior walls, with exposure only as required by utility companies for meter reading.

Satellite Dishes

Satellite dishes are permitted if 24" or less in diameter. All satellite dishes shall be painted to match adjacent exterior walls, and located in inconspicuous areas to the fullest extent practical.

Exterior Furniture and Artwork

Any exterior furniture, play toys, recreational vehicles, or artwork that can be seen from off-site requires the approval of the Grantor prior to placement or installation.

Accessory Structures

Accessory structures shall conform to local zoning requirements in terms of dimension, location, and number, and any other pertinent guidelines or restrictions. Further, except for garages, accessory structures must be located between the back wall of the primary building and the rear lot line. Accessory structures are subject to the same material and design guidelines listed above for primary structures.

4 Site Planning and Landscape Design

4.1 Setbacks

The residential lots in Whitehall have been configured within the Whitehall Master Plan to respond to topography, road access, and natural site conditions. Front and side setbacks have been described on the plat map for each residential lot in Whitehall.

Within the zoning required setbacks, each home should be located to provide a sensitive response to the qualities of the site such as existing trees, views, and sun exposure. Building location and configuration should also consider privacy to neighboring properties. In no case shall the building site coverage, measured to the outside of foundation walls and exclusive of driveways, patios, balconies, and roof overhangs, exceed 35% of the total lot area.

Individual lot owners are responsible for soils tests, radon testing, and other geotechnical requirements.

4.2 Area of Disturbance

The area around each residence that will be impacted by construction activity shall be limited to the immediate area around the building excavation, with reasonable allowances made for practicality of construction and access.

4.3 Fences and Walls

In order to maintain the visual quality of the natural wooded landscape, fences and walls within Whitehall are to be minimized. Their primary purpose is to enclose service areas, small gardens, or courtyards and to enclose areas such as pools for safety reasons. Fences and walls are not to be used to define or enclose property boundaries.

Wood fences are to be designed in a manner that recalls the fences of rural areas, such as post and rail or vertical board fences. Wood should be left natural to weather or should be treated and stained to match the adjacent residence. Stone walls should match the stone material of the primary residential structure. Plastic fences will not be acceptable.

All fences and site walls must be approved by the Grantor prior to installation.

4.4 Paths, Terraces, and Exterior Stairs

Within residential lots, all paths, terraces, and exterior stairs are to be set into the topography with natural-looking transitions. Any walls related to these improvements are to be constructed of material that is consistent with the primary residential structure. Paths may be constructed of stone or gravel.

4.5 Dog Runs

Dog runs are permitted within the residential lots of Whitehall, provided they are constructed of appropriate materials (see Fences and Walls) and in colors to complement their associated residences. In order to limit the

disturbance of the natural site area, dog runs are to be adjacent to residences-not free-standing-and are limited to an area of 400 square feet.

4.6 Landscaping and Plant Materials

The beauty of the natural landscape at Whitehall is the source of both enjoyment and value. Therefore it is very important that new residential construction include landscaping and plant materials that recover disturbed areas and allow the residential improvements to transition back to the native landscape.

By maintaining and supplementing existing trees and plant communities that exist on each lot, landscape planting can retain and enhance the visual quality of the wooded site. For the areas of each lot that contain outside defined lawn or garden areas, plant materials must be selected from an indigenous palette and placed in a manner that is consistent with the natural pattern of plant communities found in the area. Size, location, and mix of plant materials-including native ground cover and wildflowers as well as trees and shrubs-should appear natural and should blend into the surrounding natural environment.

Within the garden area, a greater variety of plants may be used as long as they are not invasive or otherwise destructive to native plant communities. Any proposed area of manicured grass lawn must be depicted on the landscape plan and be specifically approved by the Grantor prior to construction.

New trees and shrubs are to be a mix of sizes and species that will blend naturally into the vegetation of the site.

- If significantly large areas of a residential site are to be re-vegetated, the mix of sizes of materials may include smaller tree and shrub material; however, the design of these areas and the specific plant mix must be approved by the Grantor.
- The design of residences, garages, driveways, on-grade patios and other such improvements are to take into consideration the major trees (4-inch caliper and greater) that may exist on the specific site. Techniques including the construction of tree wells, root aeration, and feeding and pruning should be implemented under the supervision of an arborist to protect and maintain existing trees.
- Riparian and wetland areas that may exist on a residential site are to be protected from construction disturbance.
- As part of the final landscape plan, all significant trees (4-inch caliper and greater) will be surveyed. Residential design for all improvements including the house, driveway, patios, utilities, and associated grading will be done with careful consideration given to the preservation of significant trees. Those trees scheduled for removal shall be specifically identified for GRANTOR approval. Unauthorized removal or cutting of significant trees will be subject to a fine of \$10,000 per tree.

4.7 Grading

Grading will be designed to blend the architecture and other site improvements back to the existing topography with a minimum amount of land disturbance and tree removal, yet in a manner that appears consistent with the natural landforms of the general site area. Slopes should not exceed 3: 1 without the use of retaining boulders

or walls. Site grading must provide continuity to any existing drainage patterns such that the point of arrival into the lot and the point of departure from the lot for all existing drainages remain in place.

4.8 Retaining Walls

Site retaining walls can be used to transition grades and help set buildings and driveways into the natural topography. In order to blend into the site, retaining walls are to be built of boulders or stone-faced concrete walls. Wood or railroad tie walls will not be permitted. Walls that exceed six feet in height should be stepped back or terraced to allow planting between the vertical walls. The top and ends of retaining walls should merge into the natural topography rather than ending in an abrupt manner. Where possible, retaining walls can merge into architectural walls of the residence in a manner that extends the building into the landscape.

4.9 Drainage Patterns and Structures

Natural drainage patterns within a residential lot should be maintained as much as feasible while accommodating the design of the residence and other site improvements. It is especially important that existing inflows and outflows from the lot remain in the same location, and that no change in drainage patterns is imposed on adjacent properties. Runoff from impervious surfaces such as roofs and paved areas should be directed to natural or improved drainage courses or dispersed into shallow vegetated retention areas.

Where new drainage courses are needed they are to be designed to appear as natural drainage ways. Headwalls for bridges or culverts are to be faced with stone so that no metal or concrete is visible from off-site.

Refer to and conform with attached site drainage plan from Griffin Engineering.

4.10 Site Utilities

Site utilities that serve Whitehall residences are to be installed underground and are to be located in a manner that minimizes grading and the removal of trees. Generally they should be aligned to follow driveways, pathways, and other areas of disturbance.

Utility boxes and meters are to be located and/or screened to diminish their visibility from off-site.

4.11 Address Markers

Each residence is to have its address identified using high quality, black metal numerals in Arial font (or similar) in a horizontal or vertical arrangement somewhere on an exterior wall near the main entry door, but visible from the street for emergency personnel and delivery services. Numerals used for address markers shall meet the requirements of emergency personnel within the local area, but shall be no more than 5 inches high.

4.12 Exterior Lighting

The key to exterior lighting is to keep it understated and minimized in order to maintain the night sky at Whitehall. Exterior lighting is to be used essentially to meet safety and code requirements and to identify entrances and pathways. Except for lanterns of low-intensity light sources (25W or less) that may be used at the primary entrance of a residence, all fixtures are to be shielded, cutoff luminaires with amber or pale yellow

light so that the light source is completely contained within the fixture and is not visible from off site. Downlights within soffits are also permitted, as long as they are not visible from offsite.

All Designers shall show that any proposed exterior building and site lighting within Whitehall is in compliance with state and local regulatory requirements. Exterior lighting shall be constructed of high-quality materials in finishes and colors that complement the other metal work found within Whitehall, and in a scale that is appropriate to the scale of the architecture and the purposes for which it is intended.

5 Design Review Deliverables

5.1 Design Review Process

Proposed designs for the Residences at Whitehall shall be subject to two design review approvals, Preliminary Design Review and Definitive Design Review. The deliverables for these two approvals are listed below. Preliminary Design approval does not guarantee Definitive Design approval.

5.2 Preliminary Design Review

Preliminary Design proposals shall include the following:

1. Application Form / Cover Sheet
 - a. Name of Project
 - b. Location of Project
 - c. Applicant name, address, phone, and email
 - d. Owner name, address, phone, and email
 - e. Architect name, address, phone, and email
 - f. Other team member name, address, phone, and email, if applicable
 - g. Total lot size
 - h. Total proposed maximum site coverage
 - i. Number of bedrooms
 - j. Number of parking spaces (including garages)
 - k. Total proposed gross floor area
 - l. Proposed maximum building height
2. Site and Landscape Plan
 - a. Scale = 1:20'
 - b. Topography in 1' contours
 - c. Setbacks and easements (if applicable)
 - d. Proposed curb cut and driveway location
 - e. Proposed building footprint, including decks, porches, patios, etc.

- f. Call out proposed materials to be used on site
 - g. Spot elevations at building thresholds and ridges
 - h. Proposed other site improvements including walls, fences, accessory structures, etc.
 - i. Proposed planting concept, including species proposed if possible
3. Floor Plans
- a. Scale= 1/8": 1'-0" minimum
 - b. Hand drafted plans are acceptable, but plans should be hard-lined and to scale
 - c. Schematic floor plans for all floors, including basement and attic, even if unfinished space
 - d. Roof plan indicating pitches and materials proposed, chimney terminations
 - e. Include overall dimensional information sufficient to describe building envelope
 - f. Depict proposed building configuration and circulation
 - g. Depict primary and secondary entrances and egress locations
 - h. Depict all interior and exterior door and window locations
 - i. Indicate finish floor heights
4. Elevations
- a. Scale 1/8": 1'-0" minimum
 - b. Hand drafted elevations are acceptable, but plans should be hard-lined and to scale
 - c. Schematic elevations for all primary elevations
 - d. Indicate proposed materials to be used
 - e. Label roof pitches
 - f. Indicate finished floor heights and ridge heights, including building height per zoning
 - g. Show proposed grade adjacent to the building, indicate major adjustments to existing grade
 - h. Show window and door styles, including proposed glazing divisions

5.3 Definitive Design Review

Definitive Design proposals shall include the following:

1. Application Form / Cover Sheet
 - a. Name of Project
 - b. Location of Project
 - c. Applicant name, address, phone, and email
 - d. Owner name, address, phone, and email
 - e. Architect name, address, phone, and email
 - f. Other team member name, address, phone, and email, if applicable
 - g. Total lot size
 - h. Total proposed maximum site coverage
 - i. Number of bedrooms
 - j. Number of parking spaces (including garages)
 - k. Total proposed gross floor area
 - l. Proposed maximum building height
 - m. Date of Preliminary Design Approval
2. Site and Landscape Plan
 - a. Scale = 1:20'
 - b. Topography in 1' contours
 - c. Setbacks and easements (if applicable)
 - d. Proposed curb cut and driveway location and material
 - e. Proposed building footprint, including decks, porches, patios, etc., include exact distance from lot lines
 - f. Call out proposed materials to be used on site
 - g. Spot elevations at building thresholds and ridges
 - h. Proposed other site improvements including walls, fences, accessory structures, etc.

- i. Proposed planting plan, including caliper and species of plants to be included
 - j. Include drainage information, including downspout, piping, and drywell locations and inverts
3. Floor Plans
- a. Scale= 1/4": 1'-0"
 - b. Hand drafted plans are acceptable, but plans should be hard-lined and to scale
 - c. Definitive drafted floor plans for all floors, including basement and attic, even if unfinished space
 - d. Roof plan indicating pitches and materials proposed, chimney terminations
 - e. Include complete dimensional information for interior and exterior, including window and door centerlines
 - f. Depict proposed building configuration and circulation, including tread and riser sizes
 - g. Depict primary and secondary entrances and egress locations
 - h. Depict all interior and exterior door and window locations
 - i. Indicate finish floor heights, including any elevation changes
4. Elevations
- a. Scale 1/4": 1'-0"
 - b. Hand drafted elevations are acceptable, but plans should be hard-lined and to scale
 - c. Definitive drafted elevations for all elevations, including partial elevations
 - d. Indicate proposed specific materials to be used for all exterior materials
 - e. Label roof pitches
 - f. Indicate finished floor heights and ridge heights, including building height per zoning, indicate window and door head heights
 - g. Show proposed grade adjacent to the building, indicate and dimension major adjustments to existing grade
 - h. Show window and door styles, including definitive glazing divisions, include window and door manufacturer information
5. Sections
- a. Scale 1/4": 1'-0"

- b. Hand drafted sections are acceptable, but should be hard-lined and to scale
 - c. Definitive drafted sections in both longitudinal and transverse directions
 - d. Indicate finished floor heights and ridge heights, including building height per zoning, indicate window and door head heights
 - e. Show proposed grade adjacent to the building, indicate and dimension major adjustments to existing grade
6. Specifications
- a. Provide material specifications and information as necessary to provide a clear and complete description of the proposed project, as relates to the exterior envelope.