

# ARCHITECTURAL REVIEW APPLICATION

## MODIFICATION TO AN EXISTING STRUCTURE OR GROUNDS

### **Introduction:**

Tuscany Ridge requires a written application (attached) and approval of such application by the Architectural Committee prior to construction beginning on a modification to an existing structure or grounds. The Homeowner's Association Covenants and Architectural Guidelines are helpful governing documents regarding the types of items that require approval.

Homeowners are encouraged to review the attached application before beginning planning in order to be aware of the required items, to commission professionals if needed, and to avoid delays in preparing for submittal of an application.

Thorough upfront design planning, involving professionals when pertinent, typically greatly benefits the homeowner by producing the best combination of appearance, functionality, and quality. Incomplete planning can lead to costly design "discoveries" and the requirement to resubmit for re-approval after an architectural application has been approved. For example, a vendor quote may reveal that the original plan is \$10,000 more expensive than expected - a design or location change must be resubmitted to the architectural committee. Or, the County may require a change to the location of proposed modifications due to septic, well, or other municipal requirements. Or, a grading plan may not have been performed for installation of an outdoor area and once construction begins, a retaining wall that is visible from the street becomes necessary. The architectural committee may require retaining wall design elements, such as stone, that the homeowner would have chosen to avoid if the grading plan had been performed during the planning process. The Tuscany Ridge Homeowner's Association would like to avoid these types of issues by requiring a 100% complete, written application.

The application will only be reviewed if 100% of the applicable information is provided. All applicable information must be provided along with the application in one package (not piecemeal). Partially complete applications will not be accepted. Applications containing ambiguous or conflicting information (ie, image differs from text description) will be returned as incomplete.

### **Application Guidelines:**

**Application should completely communicate the intended modification without verbal explanation required.** A subcontractor should be able to order reasonably close parts and construct the modification from the application. Text stating "post lanterns shall be installed" is vague. What style, color, type of power source (gas, electric, or solar), wattage bulb, etc.

**Text descriptions should be very clear. Ambiguous information shall make an application incomplete.** For example, 45 feet from the front corner of the home is ambiguous. Which corner, right of left? The corner of the home or the garage? 45 feet in which direction? 45 feet to which part of the modification? Where does the rest of the modification reside compared to the 45 feet? For example, "color shall match home". Which color on the home, - trim, shutter, garage door, stone, wall etc.? What specific paint number will be used (it will have to be determined for the painter to perform the painting)?

**Each exterior design element/component should be described in detail.** For example, text stating "dry stacked stone shall be employed" is not specific enough. What specific stone name? Thickness? Lay pattern? Is wall cap a different type of stone? Footers to be installed? A picture can be helpful. Or,

stating that the stone will match that on the wall of the home (provided only one stone type and pattern is on the home) would be informative.

**Photos or images can quickly communicate design information.** Exact intended design photos are best and if not exact, should be thoroughly commented so the intended design is clear. Text descriptions differing from included photos will make the application ambiguous and incomplete.

**The Application and all supporting schedules, drawings, and information must be provided in one package at one time.** The application should not be partially submitted with attachments arriving later from vendors. The homeowner should submit the application, not a vendor. The architectural committee should not be expected to contact 3<sup>rd</sup> parties for drawings or schedules.

**Involve professionals where pertinent to complete and improve the design, such as;** Architect, Landscape Architect, Surveyor, Engineer

**The application must be signed and a review fee check to the HOA included.**

**ARCHITECTURAL REVIEW APPLICATION**

**MODIFICATION TO EXISTING STRUCTURE OR GROUNDS**

**Tuscany Ridge Homeowner's Association, Orange County**

**SECTION 1. OWNER AND TYPE OF MODIFICATION**

**Modification Identifying Name, Revision date, other identifying number(s) of modification plan submitted for Review:**

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Work Tel:** \_\_\_\_\_

**Home Tel:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Lot #:** \_\_\_\_\_

**Type of Improvement:** \_\_\_\_\_

**Estimated Start Construction Date:** \_\_\_\_\_

**Estimated Completion Date:** \_\_\_\_\_

**THE FOLLOWING SECTION REQUESTS SPECIFICATIONS AND DRAWINGS. PLEASE PROVIDE THOSE ITEMS THAT ARE RELEVANT TO THE PROPOSED MODIFICATION.**

## SECTION 2. MODIFICATION SPECIFICATIONS

Item Supplied

YES NO

**A. Architectural Plans** – Full set of scaled architectural drawings or plans showing at least;

a) 4 elevations (front, right-side, left-side, rear)

 

b) Floor plan

 

Plans should include scaled drawings for exterior proposed structures such as decks, porches, garages, etc.

 

**Square Footage:**

<b>Heated Area (Ground floor)</b>	_____
<b>Heated Area (2<sup>nd</sup>/3<sup>rd</sup> Floor)</b>	_____
<b>Basement Area</b>	_____
<b>Total Heated Area</b>	_____
<b>Garage + Porch Area</b>	_____

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. Design Element / Component Images**

 

<u>Element / Component</u>	<u>Image Reference #</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**YES   NO**

**C. Site and Grading Plan** – Site plan showing;

- |   |                          |                          |
|---|--------------------------|--------------------------|
| a) Home location/envelope, including decks, fences, walls, etc.   | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Dimensioned driveway   | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Septic field and well location   | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Minimum setbacks from lot lines  | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Improvement location(s), dimensions, and distances to other items.                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| (i) Distances of proposed improvement relative to home foundation, and                                    |                          |                          |
| (ii) Dimensions of proposed improvement, and  |                          |                          |
| (iii) Relationship to lot setbacks, plus any relevant easements, rights of way, or buffers, and           |                          |                          |
| (iv) Shortest/closest point and distance between improvement shown and each of the well and septic system |                          |                          |
| f) Grading contours showing 1' original contour elevations and 1' proposed contour elevations             |                          |                          |
| g) Clearing limits / boundary   | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Labeling of "Thinned" area boundaries inside the Clearing limits                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Erosion control fence location, riprap, basin, or other erosion or stormwater control items            | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Item Supplied**

**D. Landscaping Plan** – Detailed landscaping plan, including;

YES    NO

a) Location of landscaping intended (plantings, mulch, hardscape, etc.)

  

b) Planting Plan (locations of proposed plants, plant list)

  

c) Hardscape Plan

  

a. Wall specifications

b. Walkway Specifications

c. Other hardscape specifications

  

**E. Irrigation Plan** – large-area irrigation is strongly discouraged due to stress on the homeowner’s well, and the potential impact on neighbors’ wells. Irrigation can easily use 30 to 50 times more water than non-irrigation uses.

a. A 7 zone system with 4 heads (spray or rotary stream) per zone that is operated 10 minutes per day (70 minutes per week) will, on average, spray 4900 gallons per week and 21,233 gallons per month (more if >10 min. per day). Regular non-irrigation water usage of a two-adult household is typically 875 – 1400 gallons per week (greater if more people).

b. Proper soil preparation before seed, sod, or plantings coupled with shade from the home or trees during part of the day, coupled in July and August with soaker hoses or placed sprinklers, can produce excellent results without irrigation. Or, same can significantly reduce the cost and size of an irrigation system.

If an irrigation system is proposed, provide:

a) Landscaping plan with irrigation head locations and coverage circles

b) Label on each head showing the type (ie. 4” pop-up spray, 15 foot rotary, etc.) and min and max GPM rating from the irrigation head label.

  

**F. Exterior Lighting Plan** – Provide Plan showing location, fixture style, wattage, bulb type, and envelope of light emitted for each exterior lighting fixture other than standard motion-detector flood lights.

**G. Exterior Paint and/or Exterior Stains –**

- a) If same color as used on home to be utilized, provide text description and specific paint brand and color code with correlation to where color to be applied:

<u>Location of Existing Color on home</u>	<u>Color Location on Modification</u>	<u>Paint Brand &amp; Color Code</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- b) If cannot reference color already used on home, provide color sample from paint color wheel and paint brand and color code;

<u>Color Location on Modification</u>	<u>Paint Brand &amp; Color Code</u>	<u>Color Wheel sample attached</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

YES NO

**H. Exterior Material Specification List (below)** (Samples of exterior materials may be requested for non-standard material.

	<b>Type / Mfg.</b>	<b>Color</b>
STONE	_____	
BRICK	_____	
MORTAR	_____	
BOARD SIDING	_____	
STUCCO	_____	
ROOFING	_____	
FASCIA & TRIM	_____	
WINDOWS	_____	
GARAGE DOORS	_____	
FENCES / WALLS	_____	
DRIVEWAY	_____	
EXTERIOR LIGHTING	_____	
OTHER	_____	

**I. Orange County Review and written statement of compliance with Orange County guidelines. NOTE: NEIGHBORHOOD REQUIREMENTS MAY BE MORE STRICT THAN THOSE OF ORANGE COUNTY AND ORANGE COUNTY COMPLIANCE DOES NOT MEAN APPROVAL WILL BE GRANTED BY THE ARCHITECTURAL BOARD**

<u>Modification Item</u>	<u>Approving Dep't</u>	<u>Attached/Reference#</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION 3. OWNER SIGNATURE**

- a) Application does not imply or guarantee compliance with Orange County building and construction requirements. Architectural Committee is not liable for errors or omissions in plans or plan compliance with local building ordinances. AC does not guarantee structural integrity or assume liability for construction materials.
- b) Building permits must be obtained from Orange County prior to construction start.
- c) **No work may begin until written approval is received from the Architectural Board**
- d) Homeowner bears the cost of correcting unapproved items if corrections are requested.
- e) Approvals are valid for 6 months unless construction or extended in writing by the AC.

**I certify that I have read the Architectural Guidelines and Covenants and that the proposed improvements are in accordance with these documents except as noted.**

**Owner's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attached**

**YES NO**

**Please include \$150 application review fee made payable to the Tuscany Ridge Homeowner's Association.**

<input type="checkbox"/>	<input type="checkbox"/>
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**Please deliver to:** Tuscany Ridge Architectural Committee  
PO Box 16935  
Chapel Hill, NC 27516