

## Procedure for Obtaining Design Review Committee Approval

The Declarations, Restrictions & Covenants of Hallbrook require that approval of the HOA DRC Committee must be obtained **prior** to commencing certain activity, changes, modifications and construction to your home and/or yard.

- A. Completion and submittal of this application with a nonrefundable application fee. Below is the fee schedule.

### DRC Fees:

New Home & Rebuild	\$2,500
Exterior Addition or Modification to Home	\$ 500
Swimming Pool	\$ 350
Major Landscaping	\$ 300
Outdoor Fireplace/Gazebo's/Cabana's	\$ 300
Decks/Retaining Walls	\$ 250
Changing Color of Home	\$ 100
Fencing the Yard	\$ 100

Any change from the original plan is \$100 per change order. Any modifications that do not get DRC approval or work performed that is not per the approved plans could result in replacement and fines up to \$10,000.

The following items need to have DRC approval but would not be charged a review fee:

Basketball Goals	Playground Equipment
Sculptures/Lawn Ornamentation	Outside Lighting
Driveways/Sidewalks	Tree Removal

- B. Submittal of two sets of construction documents as outlined on the following pages.
- C. A signed contract.
- D. Stake-out and stringing of the proposed new construction. Flag trees that are to be removed.

The following is a list of items which **MUST** be included in Design Review Committee submittals and will be considered by the DRC prior to approval of any proposed construction.

(Normally the same documents that would be presented to the City for approval)

### CHECK LIST FOR DOCUMENTS REQUIRED FOR SITE REVIEW PLAN

\_\_\_\_\_ Minimum scale: 1'' = 20'' - 0''

\_\_\_\_\_ Building locations (house, garage, deck, adjacent homes and structures)

- \_\_\_\_\_ Line of proposed roof overhangs
- \_\_\_\_\_ Property lines (survey may be required)
- \_\_\_\_\_ Direction of primary views
- \_\_\_\_\_ Natural site topography
- \_\_\_\_\_ Existing trees, shrubs, and other natural features, such as rock outcroppings
- \_\_\_\_\_ Proposed removal of trees (See note below)
- \_\_\_\_\_ Privacy screening and/or service yard
- \_\_\_\_\_ Outdoor lighting layout
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Setbacks and easements – side yard, front and rear (Note: Dimension of the common area surrounding the lot must be noted on the site plan)
- \_\_\_\_\_ Construction staging and access areas
- \_\_\_\_\_ Temporary structures
- \_\_\_\_\_ Proposed landscape plan and description of plant material and berm locations (if planned). May be submitted at a later date for approval.

A HALLBROOK TREE CUTTING PERMIT will be required with all plan submittals when cutting trees other than those necessary for removal within the building/home envelope and driveway area. This requirement has been determined necessary to assure compliance with HALLBROOK environmental concerns. The permit can be arranged through the DRC.

ARCHITECTURAL PLANS REQUIRED:

Floor Plans

- \_\_\_\_\_ Minimum scale: 1/8" = 1' - 0" for preliminary submittal, 1/4" for final submittal.
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Overall exterior dimensions

- \_\_\_\_\_ Door and window openings
- \_\_\_\_\_ Walls, partitions and stairways
- \_\_\_\_\_ Decks and porches
- \_\_\_\_\_ Type and location of outdoor heating and cooling units

Elevations

- \_\_\_\_\_ Building elevation showing all views at minimum of 1/8" = 1' - 0" scale
- \_\_\_\_\_ Door and window openings

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>_____ <u>ALL</u> exterior building features</li> <li>Roof materials</li> <li>Types of materials (samples may be required)</li> <li>Siding</li> <li>Fireplaces</li> <li>Railings</li> </ul> | <ul style="list-style-type: none"> <li>Rims and faces (note sizes)</li> <li>House numbers</li> <li>Solar panels and/or mechanical units</li> <li>Lights</li> <li>Decks</li> <li>Cornice and fascia details</li> </ul> |
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**IMPORTANT:** Show the proposed structure's floorlines, wall heights, overall building height, foundation lines and the finish grade. Submit sample chip of exterior paint color if it is being changed.

**FORM B**

HALLBROOK FARMS SINGLE-FAMILY RESIDENCE COMMUNITY

("COMMUNITY")

DESIGN REVIEW COMMITTEE

CONSTRUCTION AGREEMENT

(FOR ALTERATION/REMODEL/LANDSCAPING)

As a Community homeowner(s) requesting an alteration/remodel or landscaping to the home at \_\_\_\_\_, I/we, \_\_\_\_\_, \_\_\_\_\_, (print or type names) have read the current Design Standards and the submittal form and fully understand the requirements of this construction submittal.

**FORM C**

( ) Schematic/Preliminary Submittal

Date \_\_\_\_\_

( ) Construction Documents Submittal

Date \_\_\_\_\_

HALLBROOK FARMS SINGLE-FAMILY RESIDENCE COMMUNITY

(“COMMUNITY”)

DESIGN REVIEW COMMITTEE

SUBMITTAL FORM AND APPLICATION

Project Location: Lot/Block \_\_\_\_\_ Street \_\_\_\_\_

Property Owner (s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Type of Submittal: ( ) New Construction ( ) Alteration ( ) Landscape

Square footage of home or addition: \_\_\_\_\_