



THE PONDS

**DESIGN REVIEW BOARD  
APPLICATION PROCEDURES**

November 2007

# The Ponds

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## Design Review Board Application Procedures

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### **General:**

Exterior design control within The Ponds will be executed through a Design Review Board (DRB) empowered by Covenants and Restrictions running with the property. Detailed submission requirements and procedures are outlined in applicable Design Review Board Application Procedure forms and design requirements are outlined in The Ponds Design Guidelines. The DRB must review and approve all exterior building designs, site designs, site features, drainage plans, landscaping, exterior materials, exterior colors, and exterior lighting plans. The DRB has absolute discretion to approve or disapprove any plan based on any reason including aesthetics. Design Guidelines and associated forms and procedures may be revised from time to time at the discretion of the DRB.

### **Variations:**

All deviations from DRB approved house and landscape plans must be approved by the DRB as a Variance prior to Final Compliance Approval. Requests for Variations may be submitted through a DRB Variance Request Form.

### **Disclaimer:**

The purpose of The Ponds design review process is to encourage and protect community design standards and protect property values. The DRB will make every effort to assist owners, design professionals and contractors with this process. Oral representations of any DRB decisions are non-binding. All binding rulings are in writing. No approval of plans/location/specifications and no publication of Design Guidelines by the DRB shall ever be construed as representing/implying that such plans/specifications/standards will, if followed, result in a properly designed residence or that such standards comply with pertinent law. Such approvals and standards shall in no event be construed as representing or guaranteeing that any residence will be built in a good workmanlike manner. NO IMPLIED WARRANTIES OF GOOD WORKMANSHIP, DESIGN, HABITABILITY, QUALITY, FITNESS FOR PURPOSE OF MERCHANTABILITY SHALL ARISE AS RESULT OF ANY PLANS, SPECIFICATIONS, STANDARDS, OR APPROVALS MADE OR PUBLISHED BY GREENWOOD COMMUNITIES AND RESORTS, THE DRB, OR THEIR SUCCESSORS OR ASSIGNS.

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### Review of Submissions:

The DRB will meet at prescribed intervals and review submissions as they are received in a timely manner. Once reviewed, DRB approvals, disapprovals and/or comments will be issued to the applicant in writing either via hard copy or e-mail.

If desired, an applicant can attend meetings of the DRB to discuss submissions and items that have either been denied or are deemed unacceptable by the DRB.

All submittals should be made directly to Greenwood Communities and Resorts.

### Design Review Fees:

Applicable design review fees and Compliance Deposits are payable to The Ponds DRB and submitted directly to Greenwood Communities and Resorts. Verify fee schedule with Greenwood Communities and Resorts prior to application submittal.

### Submissions:

All submissions should be in accordance with applicable requirements for each stage of review. The DRB strongly prefers electronic submissions of both applications and drawings to [tmunroe@greenwoodcr.com](mailto:tmunroe@greenwoodcr.com). Drawings sent electronically should be in an Adobe PDF format. If drawing prints are submitted, two copies must be submitted. Incomplete drawing sets will not be reviewed. Submittals will also not be reviewed unless they are accompanied by appropriate application forms.

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### Conceptual Design Review:

The Conceptual Design Review process is created to assist the applicant on the general design direction of the house. Upon review, the DRB will provide comments on issues to address while moving forward with the design of the house as well as opportunities to explore during the design process. All conceptual design review are suggested to include the following, however, any reasonable representation of a design concept is acceptable.

1. **Submittal form**
2. **Site plan**  
Minimum Scale:  $\frac{1}{8}" = 1'0"$   
Indicating:
  - North Arrow
  - Easements
  - Setbacks
  - Sidewalks
  - Trees
  - Footprint of proposed home
3. **Floor plans**  
Minimum Scale:  $\frac{1}{4}" = 1'0"$
4. **Conceptual Elevations**  
Minimum Scale:  $\frac{1}{4}" = 1'0"$   
Indicating:
  - Doors and windows
  - Massing
  - Proposed materials

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### Preliminary Design Review:

The Preliminary Design Review is a detailed review of the proposed design of a house and will review plans for possible improvements to the design. Upon review the DRB will either approve, approve with conditions, or not approve a house design. If a house is approved with conditions or not approved, the DRB will provide comments detailing improvements to be made to the design. All submittals for Preliminary Design review shall meet the following requirements:

1. **Preliminary Design Review Application**
2. **Site plan**  
Minimum Scale:  $\frac{1}{8}'' = 1'0''$   
Indicating:
  - North Arrow
  - Easements
  - Setbacks
  - Sidewalks
  - Trees (as required in Design Guidelines)
  - Building footprint dimensioned to property lines
  - Roof overhangs
  - Driveways and walks
3. **Floor plans**  
Minimum Scale:  $\frac{1}{4}'' = 1'0''$   
Indicating:
  - All rooms
  - Porches and exterior stairs
  - Windows and doors with swings shown

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### 4. Elevations

Minimum Scale:  $\frac{1}{4}'' = 1'0''$

Indicating:

- Doors and windows
- Exterior building materials identified and rendered
- Finish floor elevations from grade
- Ceiling heights
- Window header heights
- Ridge height from grade
- Roof pitches

### 5. Typical Wall Sections

Minimum Scale:  $\frac{3}{4}'' = 1'0''$

Indicating:

- Foundation, wall, roof, and floor structure
- Exterior building materials
- Dimensioned roof overhangs
- Finish floor elevations from grade
- Ceiling heights
- Roof pitches

### 6. Typical Porch Sections

Minimum Scale:  $\frac{3}{4}'' = 1'0''$

Indicating:

- Foundation, roof, and floor structure
- Handrails
- Screening (if applicable)
- Ceiling heights
- Roof pitches

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### Final Design Review:

The Final Design Review is the last stage of the design review process. All applicants have the option of going straight to final review, however, both the Conceptual and Preliminary Design Reviews are encouraged. Upon review the DRB will either approve, approve with conditions, or not approve a house design. If a house is approved with conditions or not approved, the DRB will provide comments detailing improvements to be made to the design. Submittals that have been approved with conditions or were not granted approval, must submit required modifications to the DRB for approval prior to construction. Once a house has been granted approval the applicant may proceed with requesting a Clearing Inspection. All submittals for Final Design Review shall meet the following requirements.

**1. Final Design Review Application**

**2. Application Fee**

**3. Site Plan**

Minimal Scale:  $\frac{1}{8}'' = 1'0''$

- North Arrow
- Easements
- Setbacks
- Sidewalks
- Trees
- Building footprints dimensioned to property lines
- Roof overhangs
- Driveways and walks
- Any walls or fences
- Service yards
- Drainage Plan / structures

**4. Floor Plans**

Minimal Scale:  $\frac{1}{4}'' = 1'0''$

- All rooms
- Porches and exterior stairs
- Windows and doors with swings shown

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### 5. Elevations

Minimal Scale:  $\frac{1}{4}'' = 1'0''$

- Doors and Windows
- Exterior building materials identified and rendered
- Finish floor elevations from grade
- Ceiling heights
- Window header heights
- Ridge height from grade
- Roof pitches

### 6. Typical Wall Sections

Minimal Scale:  $\frac{3}{4}'' = 1'0''$

- Foundation, wall, roof and floor structure
- Exterior building materials
- Dimensioned roof overhangs
- Finish floor elevations from grade
- Ceiling heights
- Roof pitches

### 7. Typical Porch Sections

Minimal Scale:  $\frac{3}{4}'' = 1'0''$

- Foundation, roof, and floor structure
- Handrails
- Screening (if applicable)
- Ceiling heights
- Roof pitches

### \*8. Exterior Color and Material Samples

- Paint swatches
- Brick samples
- Roofing samples
- Stucco samples
- Siding samples

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**\*9. Landscape Plan**

- Planting plan
- Plant sizes
- Outdoor features (fountains, sculpture, etc.)
- Fences (details and materials)
- Driveways and walks (showing materials)
- Lighting
- Confirmation of irrigation coverage and design

\* Later submissions of colors and landscape plan may be approved by DRB on a case by case basis.

### **Clearing Inspection/Ponds Construction Permit**

Upon completion of Final Design approval and prior to any clearing, an applicant must request a Clearing Inspection by the DRB. Prior to such Inspection the four corners of proposed structures must be staked and all trees (oaks 4" in caliper and above, other 6" in caliper and above) proposed to be removed must be clearly marked with tape. A satisfactory Clearing Inspection is a prerequisite for applying for a Ponds Construction Permit. A Construction Permit request must be accompanied by the applicable Compliance Deposit. No clearing is allowed prior to receipt of a Ponds Construction Permit. Light underbrushing is allowed prior to receipt of a Construction Permit to gain reasonable access to a lot.

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## Application & Fee Schedule

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### Application Fees

A DRB standard Final Design Review application form must be completed and submitted along with one of the following Application fees:

(a) Final Design Review of Initial Plans	\$ 500
(b) Additions, new dependency or major alterations	\$ 500
(c) Other Supplemental	\$0-500
- pool	
- decks and porches	
- fences or walls	
- other	

Drawings and submissions for (b) and (c) above must be sufficient to adequately display scope of work proposed. Application Fees help cover the cost of the DRB process. The new plan or addition application fee includes a standardized job sign at the site.

### Construction Compliance Fees

A Construction Compliance Deposit is required as part of each application for construction. This deposit is fully refundable, upon meeting the requirements as set forth by the DRB. The deposit is not a limit of your liability; it is only a deposit. Should fines or assessments exceed the amount of the deposit, they will have to be paid in full before a final Certificate of Compliance can be issued.

Terms of use and return of the Construction Compliance Deposit are outlined in Section 3.9 of the Covenants. The Current Construction Compliance Deposit requirements are as follows:

(a) New Plans	\$3,000
(b) Additions, new dependency or major alterations	\$3,000
(c) Other	\$500 to \$3,000 Reflective of Scope

At the time of issuance of a Ponds Construction Permit, the DRB will have a standard community construction sign erected at new building sites.

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### **Final Compliance:**

Upon completion of a residence and landscaping, the applicant property owner must request a DRB Final Compliance Review. Such a Review must be requested within 90 days of receiving a certificate of occupancy. Such a Review will confirm that all improvements and landscaping are in accordance with DRB approved plans of record. Any deviations from such plans must have been approved by the DRB as Variances prior to issuance of a Final Compliance Approval letter by the DRB. Upon satisfactory completion of a Final Compliance Review, applicants will receive a Final Compliance Approval letter, or notice of any deficiencies in Final Compliance Approval. Once any deficiencies have been corrected or Final Compliance Approval has been received, a refund of the applicant's Compliance Deposit minus any special assessment or fines will be issued by the DRB.

### **Construction Site:**

The DRB will issue from time to time requirements for certain items, behavior and schedules associated with construction sites. Non conformance with such requirements by an applicant/owner, contractor or subcontractor can result in DRB fines, special assessments or work stoppage.



THE PONDS

Conceptual Design Review

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

Lot Number: \_\_\_\_\_

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

Applicant (Owner): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Builder: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Architect/Designer \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
Owner/Applicant Signature

Submitted By: ( ) Owner ( ) Architect/Designer ( ) Builder



THE PONDS

Preliminary Design Review

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

Lot Number: \_\_\_\_\_

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

Applicant (Owner): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Builder: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Architect/Designer \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Total Square Footage: 1<sup>st</sup> Floor: \_\_\_\_\_  
 2<sup>nd</sup> Floor: \_\_\_\_\_  
 3<sup>rd</sup> Floor: \_\_\_\_\_  
 Total: \_\_\_\_\_

Lot Coverage: \_\_\_\_\_ %

\_\_\_\_\_  
Owner/Applicant Signature

Submitted By: ( ) Owner ( ) Architect/Designer ( ) Builder



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Final Design Review  
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Date: \_\_\_\_\_

Lot Number: \_\_\_\_\_

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

Applicant (Owner): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Builder: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Architect/Designer \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Total Square Footage: 1<sup>st</sup> Floor: \_\_\_\_\_  
2<sup>nd</sup> Floor: \_\_\_\_\_  
3<sup>rd</sup> Floor: \_\_\_\_\_  
Total: \_\_\_\_\_

Lot Coverage: \_\_\_\_\_ %

\* I request to submit exterior colors \_\_\_\_\_ (check if applicable) and a landscape plan \_\_\_\_\_ at a later date, but understand that such submissions must be made and approved prior to any application of these items on the site.

\_\_\_\_\_  
Owner/Applicant Signature

Submitted By: ( ) Owner ( ) Architect/Designer ( ) Builder



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**Final Design Review**  
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Exterior Materials & Colors:

<b>Item</b>	<b>Color/Finish</b>	<b>Material/Manufacturer</b>
Siding		
Roofing		
Foundation		
Door (entry)		
Door (other)		
Trim		
Eaves/Soffit		
Shutters		
Gutters		
Porch Flooring		
Porch Ceiling		
Stairs		
Windows		
Garage Doors		
Chimney		
Drives		
Walks		
Other		



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Variance Request Form

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

Lot Number: \_\_\_\_\_

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

Applicant (Owner): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Proposed Change: *Attach sketch(s) and describe*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Owner/Applicant Signature

Submitted By: ( ) Owner ( ) Architect/Designer ( ) Builder