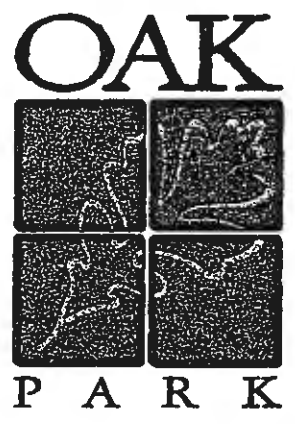


**THE OAK PARK
DESIGN REVIEW PROCESS**

THE OAK PARK CIVIC ASSOCIATION, INC.

The Oak Park
Design Review Process



Introduction to Design Review

Oak Park is being built with a single, and simple, premise in mind – to respect the time honored design principles that create neighborhoods of long-lasting value and charm. The design review process outlined in this manual (the “Design Review Process”) seeks to ensure that these principles are adhered to and, moreover, that Oak Park helps to re-establish a design ethic that has been largely passed over by the builders of our contemporary residential communities. The Design Review Process will serve to integrate people into the design of Oak Park, fully aware that individual decisions about home and landscape will define the overall neighborhood.

All Oak Park residents will be guided through the Design Review Process and should use all the tools at their disposal to prepare for site planning and home and landscape designing. The *Oak Park Architectural Code* will serve as the basis for most of the design elements to be included; however, utilization of other sources of inspiration is highly encouraged. Resources such as books and magazines (including those available for loan from Oak Park’s “library”) or the many displays lining the walls of the Royer House are some of the tools available to potential residents. People should use these tools, not so much to copy the images, but more so to understand the scale and harmony that the images portray. Additionally, those beginning the process of designing their home are highly encouraged to visit and photograph any number of the fine residential neighborhoods in and around Richmond. The historic precedents set in these areas are certainly one of the most valuable resources available for obtaining inspiration for a new Oak Park design. Driving tour maps can be obtained from the Royer House leading visitors to areas of town that exemplify the design principles upon which Oak Park will grow.

Since Oak Park will not be dominated by any one home style, different ideas and interpretations of design methods will exist side by side. In an effort to create a sense of cohesiveness and neighborhood, the design of each homesite should respond and respect the character of its immediate surroundings. A key goal of the procedures set down in the Design Review Process will be to ensure that house and garden complement one another and, in turn, complement the neighborhood at large. Where distinct styles of homes are encouraged in Oak Park, such as the homes around Live Oak Circle, the Design Review Process will seek to ensure a cohesive look while, at the same time, stressing the strengths inherent to unique designs.

In order to encourage this blending of architectural harmony and individual design, The Oak Park Design Review Committee (the "Design Committee") has developed the procedures outlined in this manual. In addition to the expectation that all future Oak Park residents are bound by the procedures as laid out, all residents shall adhere to the provisions set forth in the recorded covenants and bylaws of the Oak Park Civic Association, Inc. (the "Civic Association"), in which each Oak Park property owner shall be a member. No structure within Oak Park shall be built or altered until proposed site plans, required building plans, construction materials and colors have been approved by the Design Committee.

The Design Review Committee

Members of the Committee

The Design Committee consists of a select group of registered architects and landscape architects from the Richmond area who have contributed to the planning and design of Oak Park and have been instrumental in the preparation of the Oak Park Architectural Code. The developer is also represented on the Design Committee.

Duties and Powers

The Design Committee has been established under the Oak Park Covenants to administer the Design Review Process on behalf of the Oak Park Civic Association for all new construction within Oak Park. Additions and alterations to existing properties will also fall under the Design Committee's jurisdiction. The judgement of the Design Committee on all matters pertaining to the interpretation and implementation of the *Oak Park Architectural Code*, the Civic Association's covenants, or any other design guidelines established from time to time shall be final and binding on all residents and applicants under the Design Review Process outlined in this manual. There is no appeal from a decision or ruling of the Design Committee. Decisions may be made on a subjective basis, and may differ from property to property. The approval by the Design Committee of a design or a design element for one property in Oak Park is not a guarantee that the same or similar design or design element will be approved for another property.

Scope of Design Review

For the benefit of all, the Design Committee reserves the right to review plans, specifications, materials and samples submitted to them by the applicant. This serves as verification of two things: 1) that new construction, and alterations to existing structures, conform to the *Oak Park Architectural Code*, and 2) that aesthetic integrity is maintained throughout the neighborhood, based on the original Oak Park vision.

The Design Committee will be guided by the *Oak Park Architectural Code* during the Design Review Process. While functioning as a backbone document, the *Architectural Code* is not expected to form the basis for all review decisions. While compliance with the *Architectural Code* is expected, compliance does not guarantee application approval. The Design Committee may consider any factor it deems relevant to achieving its ends. For example, in rendering a definitive judgement on any particular application, the Design Committee will undoubtedly examine the plan's harmony with the existing surroundings, its scale and appropriateness to the area, its architectural consistency and respect of the environment. As such, aesthetics may weigh heavily upon a design's approval or not. Each resident must understand and accept these premises when title to property in Oak Park is conveyed. Determinations on such matters can be subjective in nature and opinions may differ as to the aesthetic qualities of particular improvements to the homesite. However, the Design Committee will have the responsibility and absolute authority to interpret design review submittals fairly and to grant final approvals.

The Design Review Process – General Information

Design Review Submissions

The Design Committee has established the procedures outlined in this manual for the review of architectural and landscape designs. Homeowners, builders, architects and landscape architects/designers are encouraged to actively participate in the overall process. In addition to contact directly with the Design Committee at the beginning of the process, the applicant and/or their representatives should freely contact the Design Committee during the process for any clarification of the *Oak Park Architectural Code*, the Design Review Process or any design review comments.

Four (4) sets of plans and related attachments shall be submitted to the Design Committee with any application or resubmittal. The Design Committee will review design submissions as they are received and will respond to them in a timely manner. Any submission returned for further explanation or comment will be reviewed immediately upon re-submittal. After the plans have been reviewed, one set of plans and/or comments from the Design Committee shall be returned to the applicant. Submissions are intended to be acted upon within thirty (30) days after a complete submission has been received by the Design Committee, but failure to do so shall not have any effect upon the application's status.

Submissions should be directed to:

The Oak Park Design Review Committee

8730 Stony Point Pkwy.
Suite 185
Richmond, VA 23235

Use of Certified Professionals

It is highly recommended that a team of qualified professionals be used in the preparation of the design review package. All official plans for new construction and alterations to existing structures, as well as landscape conceptual plans, shall be prepared by licensed and certified

architects, landscape architects, engineers, or other qualified designers acceptable to the Design Committee. A list of design professionals familiar with Oak Park's special requirements is available from the Design Committee.

Design Review Fees

Design review fees will be established and published by the Design Committee. Fees are subject to change or waiver at any time.

Design Variances

The Design Committee may authorize variances from compliance with the *Oak Park Architectural Code* or any of its guidelines and procedures given special circumstances (i.e. architectural merit or site conditions). Variances will be considered on a case by case basis. However, it is important to note that the Design Committee is not obliged to review any variance deemed inappropriate by the Design Committee. A variance granted by the Design Committee will be not become effective until the applicant is notified in writing – and, most importantly, does not bind the Design Committee to review or grant a variance in any other circumstance for the applicant, or any other applicant.

Non-Compliance

The Design Committee has the authority take whatever steps are required to enforce the *Architectural Code* and any of its approvals or disapprovals under the Design Review Process, including sanctions under the Covenants or other legal action.

Design Committee Meetings

The Design Committee may establish a regular meeting schedule and related procedures. At any time, an applicant may request a meeting with the Design Committee to discuss applications which have not been approved or applications which have been approved subject to certain conditions deemed unacceptable by the applicant.

Design Review Process – Sequence of Events

Stage 1 – Orientation Meeting (Optional, But Encouraged)

The Orientation Meeting would provide an overview of the *Architectural Code*, the Design Review Process, and the principles behind the process. Participants would include the future homeowner, the builder and/or architect, and a representative of the Design Committee. The specifics addressed will include a discussion of homesite characteristics, how the homesite relates to surrounding homes, lots, or open spaces, potential garage locations, building materials, and landscaping opportunities.

Stage 2 – Concept Review (Submit Form A)

The Concept Review involves a review of potential design concepts for the home and the landscape of a particular homesite. Topics discussed at this stage will be style and architecture of the home, house and garage siting and landscape concepts. The interrelationships between house and lot, as well as house and neighborhood will continue to be explored.

Requirements for the Concept Review are as follows: informal drawing of proposed homesite plan (in plan view), inspirational materials for house and landscape (photos, magazine clippings, sketches, etc.). Optional materials (again encouraged) include proposed house elevations and any written thoughts discussing particular inspirations or ideas that you would like the reviewer to know about.

The Concept Review concludes with a series of comments and/or recommendations from the Design Committee.

Stage 3 -- Preliminary Review (Submit Form B)

The Preliminary Review of the overall homesite plan is the next phase of the review process. Comments made by the Design Committee during the Concept Review should guide the design of the Preliminary Plan. The Plan should include all potential lot improvements (i.e. footprint of house and outbuildings, potential location of fences, driveways and walks, etc.). Make a note that all improvements must adhere to Chesterfield County setback requirements, building and zoning regulations (e.g., maximum building heights) and any applicable Oak Park siting requirements. Documentation of these standards are available from the Design Committee. *Minimum floor elevations have been established by the County on certain lots within Oak Park; refer to the record plat for these requirements.*

Preliminary Plan requirements:

Site Plan (at 1" = 10' scale)

- All dimensions should be denoted (i.e. lot dimensions, building footprint dimensions, and limits of construction activity)
- Conceptual landscape/hardscape areas denoted (i.e. drives, patios, pathways, fences, garden zones, etc.)
- Tree and habitat preservation concepts (tree removals beyond house footprint and natural area disruptions, if any, must be denoted)

Grading Plan (at 1" = 10' scale)

- Grading plans (if significant lot grading is required or anticipated) showing both present and final grades

Building Plans (at 1/8" = 1' scale)

- Floor plans and all exterior elevations of the home and all accessory structures to include: all windows and doors, building materials identified and rendered, tentative color scheme, finish floor locations (in relation to final grade), eave and roof ridge (in relation to final grade), roof pitch and

overhangs denoted, and a front porch concept. Please include a garage front elevation if it is to be detached from home.

The Preliminary Review concludes with the one of the following:

- Scenario A Approval of preliminary plan without conditions
- Scenario B Conditional approval of preliminary plan
- Scenario C Recommendation to revisit Concept Design

Scenario A With the Design Committee's approval of the Preliminary Plan without conditions, the applicant and the applicant's design professionals may proceed directly to the preparation of final plans and submittal for Final Review.

Scenario B If the applicant agrees to the conditions imposed by the Design Committee in approving the applicant's Preliminary Plan, the applicant and the applicant's design professionals may proceed directly to the preparation of final plans and submittal for Final Review.
If the applicant does not agree with the conditions imposed by the Design Committee in approving the applicant's Preliminary Plan, a re-submittal of the Preliminary Plan is required in order to resolve the outstanding issues before the applicant may proceed to the Final Review stage.

Scenario C The applicant must revisit the Concept Plan stage with the Design Committee and resubmit a new Preliminary Plan based on approved Concept Plan revisions.

Stage 4 – Final Review (Submit Form C)

The Final Review ensures that all recommendations made by the Design Committee during the Preliminary Review phase have been incorporated into the final design of the home and

homesite. Additionally, the Final Review ensures that adherence to the *Oak Park Architectural Code* has been respected and all improvements are in compliance with this document.

Final Plan requirements:

Site Submission

Site Plan (at 1" = 10' scale)

Per preliminary requirements with the addition of:

- fences (showing location, materials, typical sections, gate designs)
- exterior lighting locations and type
- external mechanical(s) location and proposed screening (i.e. meters, HVAC equipment, etc.)
- refuse/recyclable storage location and proposed screening
- final tree and habitat protection plan (to be used during construction activities to limit disturbance to natural areas)

Grading Plan (at 1" = 10' scale)

Per Preliminary Plan plus:

- finish floors dimensioned in relation to final grade

Conceptual Landscape Plan (at 1" = 10' scale)

Showing location, species, and planting size of landscape materials within conceptual bed design. Defer to listing of plants appropriate to Oak Park. Include any garden structures anticipated. (See "Stage 6 – Final Landscape review (Form E)" for final requirements of landscape plans.)

House Design Submission

Floor Plans, Exterior Elevations and Detail Sheet (at no less than 1/4" = 1' scale)

Fully dimensioned and showing:

- All principal building materials identified and rendered (to include: siding/brick/stone/stucco, roofing and foundation materials)
- all floors, including garage
- colors and materials
- exterior siding (brick selection and bond pattern, corner boards, foundation, etc.)
- eave and cornice
- chimney (if applicable)
- columns, posts
- railings, secondary porches and stairs
- windows, headers, jambs, sills
- doors, headers, frames

Front Porch Detail Sheet (at no less than 1/4" = 1' scale)

Fully dimensioned detail showing materials and referenced to both finish floor elevation and final grade. A detail of the steps and/or landings should be included.

Fence and Wall Sheet (at appropriate scale)

Fully dimensioned and showing design details (materials, colors, gates, etc.)

Product and Material Samples (Submit Form C2)

To include the following:

- manufacturer photos/cutsheets/catalogues of proposed windows, doors, outdoor lighting fixtures, etc.
- materials and color listing and/or samples of all exterior finishes and architectural elements. Non-approved materials and/or colors (see the *Architectural Code* for approved list) must be submitted to the Design Committee for study.

A condition to any Final Plan approval shall be the posting of a Compliance Escrow with the Design Committee to assure that all landscaping, fences and exterior garden structures are constructed in accordance with the approvals of the design Committee. The Design Committee shall determine the amount of the Compliance Escrow on a case by case basis, but not to exceed \$5,000. The Compliance Escrow is returned to the applicant upon final inspection of the property by the Design Committee after completion of construction.

The Final Review concludes with the following:

- | | |
|------------|--|
| Scenario A | Final Approval without conditions |
| Scenario B | Final Approval with conditions |
| Scenario C | Final Plan rejection |
| Scenario A | With the Design Committee's approval of the Final Plan without conditions, the applicant and the applicant's design professionals may seek and obtain a building permit from Chesterfield County and proceed with construction of homesite improvements. |
| Scenario B | If the applicant agrees to the conditions imposed by the Design Committee in approving the applicant's Final Plan, the applicant and the applicant's design professionals shall revise the final plans and re-submit for Final Review. With the Design Committee's approval of the Final |

Plan as resubmitted, the applicant and the applicant's design professionals may seek and obtain a building permit from Chesterfield County and proceed with construction of homesite improvements.

If the applicant does not agree with the conditions imposed by the Design Committee in approving the applicant's Final Plan, a re-submittal of the Final Plan is required in order to resolve the outstanding issues before the applicant may proceed with construction.

Scenario C The applicant must revisit the Final Review stage with the Design Committee and resubmit a new Final Plan based on the approved Preliminary Plan and any Design Committee final review comments. If modifications to the Final Plan are not made by the applicant, the application will be considered rejected by the Design Committee. Applicants who have their plans rejected by the Design Committee must re-design and resubmit plans for consideration for approval.

Stage 5 – Construction Stakeout (Submit Form D)

This meeting will be held on the property with a member of the Design Committee, the applicant and the chosen builder to approve the final layout of homesite improvements. All trees above 6" in diameter to be removed outside of the building footprint must be flagged and the building corners must be denoted by the applicant's engineer or architect. Natural habitat areas and wetlands, if any, should be fenced off with orange snow fence and/or silt fence for their protection during the construction process.

During construction, each applicant is required to provide the Design Committee with a certification from a licensed engineer that the first floor elevation is above the minimum established for the lot on the plat of Oak Park (if any), and that the height of the structures on the lot does not exceed the allowable Chesterfield County maximum.

Stage 6 – Final Landscape Review (Submit Form E)

Final Landscape Review must take place within 45 days of Final Plan Approval. In addition to the issues covered as part of the Final Review, the Final Landscape Plan (at 1" = 10'scale) should include:

- Driveways, walks, patios and any other hardscaped areas (all dimensioned and noted)
- All beds, plants and trees identified
- Accessory or garden structures identified and designs provided
- Fencing and/or walls, with construction details
- Irrigation scheme (if any)
- Exterior lighting scheme
- Exterior mechanical(s) location and screening
- Refuse and recyclable area and screening
- Any and all pertinent information that has been requested by the Design Committee

Stage 7 – Compliance Review (Submit Form F)

Compliance Review shall take place after completion of construction with a visit to the property by the applicant, a representative from the Design Review Committee, and the applicant's builder and other design professionals. At this review, the Design Committee shall ascertain that all of the plans and submittals approved during the Design Review Process have been constructed in conformance with such approvals. The Design Committee has the authority under the Civic Association Covenants to withhold final approval of construction if its approvals have not been implemented, in its sole judgement. This approval may be necessary to satisfy the applicant's final financing arrangements for the property, so compliance with approved plans is critical.

Design Review Process – Forms

The forms that follow are to be used when submitting plans and other required materials to the Design Committee. These forms may be amended from time to time. Please check with a representative at the Royer House to determine if the forms in this Design Review Manual are the current editions.

**The Oak Park Design Committee
Conceptual Design Review Application**

Form A

Street:
Homesite:
Date:

Applicant:	
Address:	
Phone #'s:	E-Mail:

Builder:	
Address:	
Phone #:	Fax:

Architect:	
Address:	
Phone #:	Fax:

The following items should accompany this application:

- schematic drawing of homesite in plan view showing all potential improvements
- inspirational materials
- Design Review Fee of \$600. Checks should be made payable to GrayCo Realty/Oak Park Design Review Account.

Optional items:

- proposed house elevations
- your written thoughts about Oak Park, your future home and your favorite neighborhood

**The Oak Park Design Committee
Preliminary Design Review Application**

Form B

Street:
Homesite:
Date:

Applicant:	
Address:	
Phone #'s:	E-Mail:

Builder:	
Address:	
Phone #:	Fax:

Architect:	
Address:	
Phone #:	Fax:

The following items should accompany this application. Please consult the Oak Park Design Review Manual for items to be included with each.

- proposed site plan
- proposed house elevations
- conceptual landscape plan
- grading plan, if applicable

Optional items:

- architectural renderings, perspectives and/or models

Have you chosen a landscape architect or designer yet? yes no

**The Oak Park Design Committee
Final Design Review Application**

Form C

Street:
Homesite:
Date:

Applicant:	
Address:	
Phone #'s:	E-Mail:

Builder:	
Address:	
Phone #:	Fax:

Architect:	
Address:	
Phone #:	Fax:

Landscape Architect/Designer:	
Address:	
Phone #:	Fax:

The following items should accompany this application. Please consult the Oak Park Design Review Manual for items to be included with each.

- [] proposed site plan – in plan and profile view (1' = 10' min. scale)
- [] proposed house elevations (1/4" = 1' min. scale)
- [] grading plan, if applicable (1' = 10' min. scale)
- [] front porch detail (1/4" = 1' min. scale)
- [] exterior detail (1/4" = 1' min. scale)
- [] fence and/ or wall elevation and details (at appropriate scale)
- [] conceptual landscape plan (1' = 10' min. scale)
- [] completed materials and product listing – Form C2

**The Oak Park Design Committee
Colors and Materials**

Form C2

Street:
Homesite:
Date:

Applicant:	
Address:	
Phone #'s:	E-Mail:

Identify all materials and colors for the items listed below. If any of the materials or colors differ from those listed in the Oak Park Architectural Code, samples must be provided to the Oak Park Design Committee for review.

Item	Material(s)	Color(s)	Description
Front Door			
Other Doors			
Windows			
Chimney			
Gutters			
Driveway			
Walkways			
Fences			
Bricks			
Stucco			
Exterior Trim			
Foundation			
Shutters			
Roofing			
Siding Material			
Exterior Fixtures			
Railings			
Lamppost			
Mailbox			

**The Oak Park Design Committee
Construction Stake Out Application**

Form D

Street:	
Homesite:	
Date:	

Applicant:	
Address:	
Phone #'s:	E-Mail:

Builder:	
Address:	
Phone #:	Fax:

Architect:	
Address:	
Phone #:	Fax:

We are requesting a site visit with the Design Review Committee to review the removal of trees on the homesite listed above.

The following items should accompany this application:

- Proposed site plan with all improvements shown

Requirements completed by applicant prior to meeting:

- All trees over 6 inches in diameter to be removed outside the building footprint have been flagged.
- Building corners have been staked out by applicant's architect or engineer.
- All natural areas or wetlands that are to be protected during construction have been fenced off using orange snow fence or silt fence.

**The Oak Park Design Committee
Landscape Design Review Application**

Form E

Street:
Homesite:
Date:

Applicant:	
Address:	
Phone #'s:	E-Mail:

Landscape Architect/Designer:	
Address:	
Phone #:	Fax:

Estimated Date of Landscape Installation:

The following items should accompany this application. Please consult the Oak Park Design Review Manual for items to be included with each.

Landscape Plan (1" to 10' min. scale)

Have you provided your Landscape Architect/Designer with the Plants Appropriate to Oak Park list? yes no

Did you know that it is possible to save money on your water/sewer bill by installing a second meter for irrigation purposes? yes no

**The Oak Park Design Committee
Final Inspection Application**

Form F

Street:	
Homesite:	
Date:	

Applicant:	
Address:	
Phone #'s:	E-Mail:

Builder:	
Address:	
Phone #:	Fax:

Requested date of final inspection:

(please submit application at least 7 days prior to requested date)

The undersigned builder certifies that the structures on the above homesite have been completed:

- in accordance with the Final Plan drawings as approved by the OPDC
- in accordance with the Final Plan drawings as approved by the OPDC with the following modifications:

(attach additional list if necessary)

--

Signature

--

Printed Name

--

Date

**The Oak Park Design Committee
Changes to Approved Design**

Form G

Street:
Homesite:
Date:

Applicant:	
Address:	
Phone #'s:	E-Mail:

Builder:	
Address:	
Phone #:	Fax:

Design Changes for OPDC review:

Please attach appropriate drawings, photographs or other pertinent information showing desired alteration to plan

Revised 6/30/01