

The Villages of Gloucester

DESIGN GUIDELINES

OVERVIEW

The Villages of Gloucester is a proposal to implement the Gloucester County Comprehensive Plan goals of creating a Planned Community pattern of land use within the growth zone along the Route 17 corridor. The property has been assembled to include approximately 907 acres through a partnership of landowners. This significant land area will allow the County to envision and plan for the development of a mixed-use community including residential and commercial components, employment opportunities, and services within the context of natural and recreational amenities.

The Villages of Gloucester is an application for zoning change with detailed land use planning that recognizes a partnership between Gloucester County and the landowners, and a goal to create community planning with lasting value. The Comprehensive Plan and Zoning Ordinance have directed this effort toward the submission of a Planned Unit Development zoning application for review by the Planning Staff and Commission. The proposed concept plan has been revised to incorporate review comments and community input.

The Villages of Gloucester is a planned addition to the Gloucester community that will accommodate growth in a location and form to accomplish the County's goals of resource protection and directed public investment in services. The concept plan that has been prepared illustrates the following land uses:

1. Employment/Commercial Uses including community scale retail shops, professional services, restaurants, and recreational support uses located in convenient locations near the project entry. The proposed 22 acre land use area would support between 150,000 and 200,000 square feet of commercial "tax base" use with controlled access to Route 17 and Route 615.
2. Residential Uses including a variety of building types and values that are organized in numerous villages. Each village includes a center of higher density housing that is located near site amenities and connected with trail systems to the overall community. The central area of the property is planned for an 18 hole golf course that will provide a high value active lifestyle for The Villages of Gloucester residents and other community guests.
3. The Village Center will include small shops conveniently located in the center of the community to help maintain a sustainable community. This

Center will also capture a large number of traffic trip counts that would otherwise be on Route 17.

4. Civic and Open Space Uses include natural areas of the site which will provide an opportunity to meet the projected need for park space and natural resource protection. With the proposed conceptual layout plan, over 47% of the land area will be managed as open space and recreational use with a focus on maintaining stream valley corridors, wooded slopes and unique wetland features.

The Villages of Gloucester will be a Planned Unit Development form of land use approval and ultimately a form of unincorporated property owner association governance in order for the County to maintain its primary role as service provider. In this way, the economic, social, and cultural strength of The Villages of Gloucester will add value to the County as a whole.

The Villages of Gloucester will be a strong, vitally important example of the current high value market for residential community building. Scale, Design, and Land Use will be important. History, Environment and Community Involvement will be important. Most of all, the long term partnership between Gloucester County and the current and future land owners will assure success in implementing the Gloucester County Comprehensive Plan for a new Planned Community at The Villages of Gloucester.

THE PURPOSE OF DESIGN GUIDELINES

The Villages of Gloucester Design Guidelines Manual is intended to serve a number of purposes. In accordance with the County, State and National standards, they are to:

- Educate property owners, developers, the public, and plan reviewers on what is to be expected of The Villages of Gloucester Community;
- Present clear principles and priorities for achieving this preferred planned development growth pattern;
- Present clear policy guidelines and criteria for development to implement particular building design and landscaping criteria;
- Illustrate specific examples to use when evaluating the design options presented during later stages of plan review.

The Villages of Gloucester is an important project for Gloucester County, Virginia and is intended to be a premier mixed use development in a country club environment, focusing on providing neighborhood and community recreation and services, as well as providing a variety of “lifestyle” housing choices supportive of community development goals. Sound planning principles mandate that the design and upkeep of a development are critical to its success, and this can best be accomplished by adopting design guidelines which provide guidance for development, but maintain the flexibility needed to accommodate changing technology. It is intended that the development, construction and maintenance of The Villages of Gloucester be in conformance with these Design Guidelines, which have been adopted by the Board of Directors of The Villages of Gloucester Owners’ Association (“Board”) pursuant to the powers granted by the Declaration for The Villages of Gloucester (the “Design Guidelines” or “Guidelines”).

These Design Guidelines present general design priorities and core design principles that can be adapted to specific site and subdivision characteristics. While specific examples are provided, the strength of these guidelines relies on their flexibility. Not every case and circumstance can be anticipated, nor is the goal to prescribe the design of every development in The Villages of Gloucester. In fact, it is anticipated that the development of each section of the community will be able to build on these principles and create unique, livable, and viable projects that meet the overall goals.

These guidelines, including criteria and enforcement, may be more stringent than applicable governmental requirements, but these Guidelines shall not take the place of or constitute satisfaction of any rule or regulation promulgated by a government agency. All development within The Villages of Gloucester is also subject to the current ordinances and regulations of Gloucester County, Virginia. The more stringent requirements shall apply, but in the case of direct conflict between these Guidelines and a governmental requirement, which is not a case of the guideline Satisfaction of these guidelines and the obtaining of any approvals required hereunder, shall not relieve any owner or tenant from compliance with all applicable governmental ordinances, codes, regulations and rules, whether federal, state, county or otherwise.

HOW TO USE THE GUIDELINES

These Design Guidelines have been prepared to assist property owners, builders, architects and engineers in developing appropriate architectural plans and site plans for submittal to the Design Review Committee. During the overall site development of the property, it is anticipated that review of all site and architectural design submissions to Gloucester County shall be first reviewed by the DRC. A letter of conformance (or non-conformance) with the design guidelines will be prepared for submission with any County application. Following the sale of individual subdivided properties to the resident/landowner, the Property Owners Association shall continue to interact with Design Review Committee for approval of landscaping improvements and minor additions.

ESTABLISHMENTS OF DESIGN REVIEW COMMITTEE

The Design Review Committee (“DRC”) must review and approve all architectural plans for any structure prior to the commencement of construction and building permit purchase. Where the builder will be repeating floor plans and elevations, this Committee also must review and approve each standard model or unit, in addition to all colors, prior to the construction of the builder’s first structure. For buildings where the elevation and floor plan are not being repeated, approvals must include architectural plans, site plans and colors for that building. Any changes made to the DRC approved plans must be submitted and approved by the DRC if such changes are made during construction or prior to the builder’s Notice of Completion and Inspection of Work by the DRC.

The Design Review Committee (“DRC”) or its delegate must review and approve all landscaping prior to the installation of such landscaping. The DRC or its delegate also must review and approve any improvements to the Site or structure made subsequent to the initial construction of the structure. For improvements other than those standards contained and specified in this document, the DRC may delegate the review and approval of improvements to a Site (subsequent to the construction of the initial structure) to the site superintendent. The DRC shall establish design review procedure through the Declaration, Articles, Bylaws and/or Design Guidelines.

The DRC of the Owners Association or its delegate shall approve any improvement to a Site only if it deems, in its reasonable discretion, that: (a) the improvements are in conformance with the Design Guidelines established herein and the applicable Master Plan; (b) the improvement to the Site in the location indicated will not be detrimental to the appearance of the surrounding areas of The Villages of Gloucester Association areas as a whole; (c) the appearance of the proposed improvement to the Site will be in harmony with the surrounding areas of The Villages of Gloucester Association area; (d) the improvement to the Site will not detract from the beauty, function and attractiveness of The Villages of Gloucester area as a planned mixed use community or the enjoyment thereof by owners; and (e) the upkeep and maintenance of the proposed improvements to Sites will not become a burden on The Villages of Gloucester Association.

The Owners Association will require consistency from the DRC in their review of all proposed improvements to insure conformance with these Design Guidelines and the applicable Master Plan and to establish continuity throughout The Villages of Gloucester community.

The Design Review Committee (DRC) will consist of four to five members appointed by the developer initially and later by the Owners Association. The qualifications will be as follows:

- One member will be a Virginia Certified Landscape Architect
- One member will be a Virginia Registered Architect
- One member will have extensive experience in construction management and/or construction contracting as deemed appropriate by the developer

- One member will be an elected leader of the Owners Association
- One member will be a member of the Development Team

An administrative manager will be assigned to the DRC by the Project Developer to provide essential support and assistance until the site development is substantially complete.

REVIEW CRITERIA AND PERFORMANCE STANDARDS **RESIDENTIAL AND RECREATIONAL USES**

DEVELOPMENT CONCEPT

The focus of residential and open space development in The Villages of Gloucester is to create planned villages that share in the benefits of the proposed 18 hole golf course and associated open space protection. Each village will contain a variety of housing types and a hierarchy of open spaces that will be accessible for both pedestrian and vehicular mobility to schools, shops, and the greater Gloucester community. Additional uses may be permitted as listed in the PUD zoning district standards and limited by proffer language adopted with the rezoning application.

Common design elements must be used throughout The Villages of Gloucester to create cohesive high quality environment. Design elements like lighting, freestanding signage and landscaping should be consistent throughout the commercial, retail and residential landuse areas to establish an ordered high-quality environment. General design guidelines applicable throughout The Villages of Gloucester as well as guidelines for specific uses are described in the following pages of this document.

BUILDING TYPES

All permitted uses and building types identified with the Gloucester County Zoning Ordinance, Article 8 are applicable to this property, as modified by the approved Master Plan and proffered conditions.

ARCHITECTURAL STYLE

It is the intent of these Design Guidelines to ensure that each home or commercial structure has individual design quality and integrity while remaining compatible with the community as a whole. The general style of the community architecture will be in keeping with the character of Gloucester historic buildings, with a predominate use of brick and frame construction. No specific architectural styles are expressly prohibited, however the DRC reserves the right, in its sole and absolute discretion, to reject highly stylized structures with overstated design elements, overly mixed styles, with insufficient stylistic theme or treatment, or styles not keeping with an established village pattern.

BUILDING MASSING

It is the intent of these Design Guidelines to encourage design solutions which reduce the visual mass and develop proportions and details appropriate in scale to the Site. Multiple roof lines and the softening of elevations through multiple face planes will be required on all front and rear elevations, on enhanced sites and on front of other sites.

ENHANCED SITE DESIGNATION

Any Site located adjacent to any portion of the Golf Course, open space or abutting a through public street shall be considered an Enhanced Site. The incorporation of enhanced architectural features are encouraged on all structures located on Enhanced Sites in addition to any other architectural features required herein. Any enhanced side of the structure must have a minimum of two (2) planes or a distinct architectural feature such as a bay window, gable roof, masonry chimney stack, feature window element or corner porch. The intent is to bring the architectural style around the enhanced side. All enhanced elevations must be included in the architectural plan submittal and approved by the DRC.

ROOF FORM

Slope of any major roof must be 7:12 or above unless otherwise approved by the DRC. Skylights, roof ventilators, and satellite equipment must be kept to the rear roof elevation. Vents, flues, and other projectors through the roof must match roof color.

SETBACKS/HEIGHT RESTRICTIONS

Setback and height restrictions must meet all regulations defined in the approved Master Plan and within the PUD ordinance for each area.

EXTERIOR ELEVATIONS

Plans should be designed to look attractive from all four sides. Decorative elements (masonry veneer, water tables, shutters, dormer windows, bay windows, recessed windows, etc.) should not be limited to the front façade only. Consistency of style, details and window groupings shall be maintained on all four (4) sides on enhanced sites as well as on front of other sites.

Multiple plane changes will be required on all front and rear elevations on enhanced sites as well as on in front of other sites.

Windows and doors should align vertically and horizontally or be designed in an organized manner, rather than located randomly.

The Villages of Gloucester will require a balance of masonry, stone and/or stucco, non-garage area and window and door openings on every structure.

All rear elevations on Enhanced Sites will have a minimum of two window types/styles/shapes. Decorative and fixed pane windows are encouraged on Enhanced Sites.

EXTERIOR LIGHTING

Exterior lighting must be subdued and generally directed downward. The lighting should minimize light spill onto adjacent properties and may be permitted by the DRC with the architectural plans or in subsequent submittals for such purposes as illuminating entrances, decks, driveways, parking areas etc. In all cases, exterior lights should be of a design compatible with the structure.

Residential light fixtures operated by a photocell must be installed on the front elevation of each structure in order to illuminate the house numbers.

ARCHITECTURAL DETAILING

Exterior architectural detail including trim and siding shall be compatible with the particular style of the house design. A basic design may be deemed inappropriate if consideration is not given to such details as trim around windows and doors, at the eaves or gables of roofs, or porch columns, railings or steps. Such consideration does not imply that very elaborate or decorative elements are encouraged; however, Builders and property owners should discuss this issue with the DRC in conjunction with the design approval.

FIREPLACES

Fireplaces and full height of their chimneys, if any, must be fully enclosed with compatible materials. Fireplaces must visually extend to grade.

EXTERIOR MATERIALS

Wood siding shall be restricted to natural wood boards or shingles – stained or painted

Hardboard siding – pre-finished or painted

Concrete board siding – primed and painted

Smooth vinyl siding – shall be restricted to where trim work is built out to maintain a three-dimensional appearance.

Masonry/stucco shall be restricted to stone, brick or stucco for residential unless otherwise approved by the DRC. Split face block will be permitted for commercial structures when incorporated with other building materials.

All structures will include brick, stone or stucco at the front elevations and a portion of each side (wrapped around the corners). Masonry water table foundations will meet this requirement.

The rear and side elevations of any structure on an Enhanced Site will be required to include brick, stone or stucco. The DRC encourages the use of masonry on the structure

as a unifying element on all four elevations of every structure. Minimum percentages may not be appropriate or acceptable.

Tile, concrete tile or heavy textured asphalt shingles (minimum 30 year/330 lb.) are acceptable. Metal roofs, standard asphalt shingles and woodruff masonite shingles or other materials will be considered by the DRC. Selection of roofing material must be consistent with the architectural style of the structure.

Simulated materials require specific approval from the DRC.

Vinyl and aluminum siding is prohibited from use on enhanced sites and for residential use unless specifically approved by the DRC for groups of 3 to 5 homes that maintain a common design theme or character.

Window frames will be painted wood, natural wood, anodized painted aluminum or vinyl cladding.

All exposed foundations will be brick, stone or stucco to grade. Any exposed concrete must be stamped/textured and painted to match the color of the exterior materials. Exposed concrete shall be minimized by stepping the foundation and with the use of landscaping.

COLORS

ALL EXTERIOR COLOR MUST BE APPROVED BY THE DRC

The color of exterior materials shall be compatible with the exterior style. At no time will duplicated color palettes be allowed adjacent to or across the street from one another. The intent of the color palette is to provide a tasteful, yet animated, streetscape. Accent colors on doors, window frames, fascias, soffits and trims, used judiciously and with restraint, may be permitted.

Colors shall be soft, muted, earth tones and shall harmoniously blend to the visual benefit of the community. All colors must be approved by the DRC.

All projections including, but not limited to, chimney flues, vents, gutters, downspouts, utility boxes, porches, railings and exterior stairways will match the color of the surface from which that project unless otherwise approved.

The Owners Association will develop several potential color palettes. The Association encourages the use of these color palettes by all builders. Builders are required to submit color schemes with each DRC submittal. The builder may request the use of any of the approved color schemes or propose an alternative scheme, which must be approved by the DRC. Any repainting of any structure with the original colors is permitted. However, any color changes must receive approval from the DRC or its delegate.

SITING

Each building Site has its own specific qualities and characteristics. It is important to look carefully at the Site, observe its special assets and decide how each of these can best be used to increase the aesthetic value of the Site for the individual property owner and the community.

- Exterior grading will be adequate for drainage away from the structure and adjacent structures.
- Structures will be sited to complement existing or planned structures on adjacent Sites. It is especially important that any altered drainage patterns not cause soil erosion on adjacent properties. Joint cooperation between adjacent Site owners is encouraged with respect to Site grading.
- Existing and proposed grades on the Site must be shown on all site plans submitted to the DRC with the architectural plan submittal.
- No grading will extend beyond lot lines.
- No grading will exceed a 2.5:1 slope.

PROTECTION OF EXISTING VEGETATION

Beyond the general clearing limits proposed by the Master Plan and within any proposed Open Space Area, clearing of existing vegetation for landscaping and view shall meet the following requirements:

- ▶ Within required front yard, existing ground cover, shrubs and trees up to 6 inches in caliper (at 4 feet above ground) may be removed and replaced with the property owner's landscaping which shall include some combination of grass, ground cover vegetation or mulch, shrubs, and trees. The DRC may permit removal of larger trees on a case by case basis when requested.
- ▶ From front setback line to rear property line, only selective clearing is permitted beyond that approved for structures or other approved site improvements. Clearing for rear yard use areas will be permitted within building setback lines. Plan for selective clearing must be approved by the DRC. For groups of smaller lots and multifamily land bays, an overall clearing plan may be approved.
- ▶ No clearing is permitted within the designated Open Space Area, except as may be allowed by Gloucester County in accordance with the Chesapeake Bay Preservation Act . The property owner can within these limitations, maintain and manage growth of existing vegetation by pruning existing trees for view and breeze.

RETAINING WALLS

A single retaining wall will not be more than thirty-six inches (36") in height (measured at the exposed side). Retaining walls will be constructed of brick, treated wood, natural stone or similar materials, subject to approval by the DRC. Exposed concrete or creosoted railroad tie retaining walls are specifically forbidden.

Walls constructed out of brick, stone and stucco, or concrete faced and capped with brick, stone or stucco, will be allowed for retaining or changes in grade and courtyard walls, if approved by the DRC or its delegate.

PAVED AREAS

Lead walks and driveways must be hard surfaced and made of concrete or decorative pavers. Materials such as colored concrete or special paving patterns are subject to the approval of the DRC or its delegate. Community walking paths, streets and commercial parking areas will generally be asphalt. Alternate materials for walking paths may include wood boardwalks, crushed stone or wood chip trails through open space area.

The edge of the residential driveway must be a minimum of three feet (3') from the property line. Commercial parking areas must be located a minimum of five feet (5') to any property line.

Modifications to the original driveway will require the approval of the DRC or its delegate. Widening for the purpose of extra parking space is not permitted.

Parking requirements will be reviewed during subdivision and site plan application for conformance with County ordinance criteria.

DECKS, PORCHES, PATIOS, WALLS – at initial construction of the structure

DRC approval is required for all decks, porches, patios and walls which will be built or installed at the time of the construction of the initial structure. These plans are required to be submitted to the DRC, with the architectural and site plan submittal, prior to building permit purchase.

Any decks, porches, patios or walls being built subsequent to the construction of the initial structure must be approved by the DRC or its delegate. Plans must show the exterior elevations, dimensions, massing, location and must designate materials and colors.

Decks must be constructed of wood or other material compatible with the residence.

Any deck or stair accessing deck will be supported by posts built up to a minimum dimension of 8" x 8" and will be covered by a material consistent with the exterior material used in the construction of the structure. Larger columns may be necessary depending on material or architectural style. Masonry columns will be encouraged.

The deck rail, rim and supports (if wood) will be painted or stained using the same color as the body or trim color of the structure.

No deck will occur above the main level of the structure unless cantilevered or integrated into the structure design by being supported by at least two (2) walls of the structure.

Patios constructed out of brick, stone, colored concrete or other materials may be permitted anywhere on a Site as long as all landscape requirements are met.

Front porches must have a minimum depth of six feet (6').

Walks, front porches and stoops may be constructed of brick, wood, modular pavers, stone or colored or exposed aggregate concrete.

Patios and decks will not be used for storage other than patio furniture and barbecues.

Patios and decks will not be used for hanging garments or other articles or for cleaning rugs, household articles or other items.

DECKS, PORCHES, PATIOS, WALLS, GAZEBOS AND HOUSE NUMBERS –
subsequent to the initial construction of the structure

Approval by the DRC or its delegate is required for all decks, porches, patios, gazebos, arbors and walls which will be built or installed after the initial construction of the structure. These plans are required to be submitted to the DRC or its delegate with the landscaping plan submittal, prior to construction.

HOT TUBS AND POOLS

Approval of the DRC or its delegate is required for all hot tubs and pools. Plans must designate materials, dimensions and location. Hot tubs and pools will be integrated into the design of the structure and landscaping. Above-ground pools will not be allowed.

EXTERIOR STORAGE AREAS

Outbuildings, storage sheds, greenhouses, and structures of a temporary nature are prohibited.

Camping tents set up for cleaning or occasional overnight sleeping by children will not require approval from the DRC or its delegate if left up no longer than forty-eight (48) hours.

Accessory buildings (other than approved decorative gazebos and swimming pool cabanas) will only be allowed as approved by the DRC or its delegate.

EXTERIOR MECHANICAL EQUIPMENT

All exterior mechanical equipment, such as air conditioners and heating equipment, will be either incorporated into the overall form of the structure, be enclosed by a structure matching exterior house material or be landscaped to reduce impact. Installation of any exterior mechanical equipment requires approval from the DRC or its delegate.

TRASH RECEPTACLES AND MECHANICAL EQUIPMENT

All external trash receptacles and mechanical equipment shall be located on the site plan, and shall be located on the rear, or rear of a side elevation, of a building. All such equipment shall be screened with approved vegetation or structures.

ANTENNAE

No exterior radio or television antennas may be erected. This prohibition includes exterior microwave or cable television satellite dish antennas. However, the DRC or its delegates may approve satellite dishes that are less than twenty inches (20") in diameter or length and flat array wireless cable TV antennas.

Requests to the DRC or its delegate for approval of installation of such instruments must meet the following requirements:

- Each dish or antenna must be located in the least conspicuous area possible to minimize visual clutter.
- A written request with specifications and a photograph of the structure indicating the location where the instrument is to be placed must be submitted for approval prior to any installation.
- The apparatus must be painted to blend with the color of the structure within ten (10) days on installation.

SOLAR ENERGY DEVICES

Approval by the DRC or its delegate is required. Passive and active solar energy systems must be integrated into the architecture of the structure area. Solar collection panels should blend into overall architectural massing and roof form designs. Solar panels should be at the same pitch as the roof, even though the slope may not be "optimal." For solar collection, the small increase in panel size that may be required to increase the efficiency of the collector array is preferable to the visual conflicts of different angles and slopes on the roof. Solar panels will not protrude more than twelve inches (12") above roof surfaces or above the ridge line of a roof. No exterior plumbing may be visible.

PLAY AND SPORTS EQUIPMENT

Approval by the DRC or its delegate is required. Equipment such as basketball backboards and play sets will be located in the rear or side yard. Size and color will be considered on a case-by-case basis depending on Site size and proximity to neighbors.

Play structures may not exceed eleven (11') in height.

The applicant is required to provide proof of notification of all adjacent abutting property owners when plans are submitted for approval for any play and sports equipment.

STORAGE AND PARKING OF VEHICLES

No recreation vehicle, camper, campers not on a truck, boat, mobile home, horse trailer or other trailer, tractor, motor home or truck (other than a pickup truck) will be stored or parked over-night anywhere within the Association Area or on any public or private road or street unless such parking or storage is within a garage except that any such vehicle may be otherwise parked as a temporary expedient for loading, delivery or emergency. This restriction, however, will not restrict trucks or other commercial vehicles associated with a permitted business use or which are necessary for construction or for the maintenance of the Sites, Common Elements, other property or any improvements.

VEHICLE REPAIR

No maintenance, servicing, repair, dismantling, or repainting of any type of vehicle, boat, machine, or device may be conducted upon a Site, except within a structure which screens the sight and sound of the activity from the street and from other Sites.

MOTORIZED VEHICLES

Other than golf carts or maintenance equipment, motorized vehicles are not to be driven on greenbelts or common areas. This includes snowmobiles, motorcycles, minibikes, etc. Such vehicles will not be stored as to be visible from any of the Sites.

WEATHER VANES

Weather vanes are not allowed unless they are included in the initial design and character of the structure and approved by the DRC with the architectural plan submittal.

FLAGPOLES

Flagpoles which are freestanding are prohibited, except as approved by the Owner Association Declarant for new home marketing. Flagpoles attached to the front of the house do not require approval as long as the pole top does not rise above the level of the bottom sill of the second story windows and is a maximum of eight feet (8') long.

FENCES

To promote an open feeling, three-rail fencing is the standard fencing throughout The Villages of Gloucester and is the only fencing allowed unless specifically approved during the Final Development Plan process. An inconspicuous wire mesh may be attached to the homeowner side of the three-rail fence to contain small pets and children within rear yards.

All three-rail fencing must be painted black or other uniform color approved by the DRC.

Any deviations from the standard three-rail fencing must be located and detailed for review by the DRC or its delegate. Fencing location requires approval from the DRC or its delegate.

Wing fences must be set back a minimum of six feet (6') from the front corner of the house and/or garage. Wing fences may have a gate.

No fences will be constructed in front yards, except in areas where all houses are designed with fences in the front yards and approved by the DRC or its delegate.

No fencing will be installed in such a way that it impedes drainage.

Other fences, such as interior fencing to enclose patios, hot tubs, pools, screen trash receptacles, support arbors, etc., will be of a type, finish, color, etc. compatible with the standard fence design and color and/or building architecture. All such fencing must be located on a site plan and detailed for review and approval by the DRC or its delegate.

Fences and/or stone columns and entrance monumentation constructed by the developer or builder along or abutting property lines or adjacent streets may not be removed, replaced or painted without the approval of the DRC or its delegate.

DOG RUNS

Dog runs are subject to approval by the DRC or its delegate and must be constructed and finished with fencing of the same three-rail design as allowed at the property line. Dog runs must be located in the rear or side yards, abutting the structure, substantially screened from view from neighbors and adjacent public areas and must be limited in size to two hundred (200) square feet or less.

PETS

Pets must be carried or on a handheld leash.

Pets may not be leashed to any object on the Common Areas.

Pets are not permitted to bark, howl or make other loud noises for such a time as to disturb residents.

Owners are responsible for the removal of wastes of their pets from the Common Areas and from the premises of other property owners.

Owners are responsible for any property damage, injury or disturbances caused by their pets.

USE OF COMMON AREAS

Private property such as toys, tools, etc. may not be left unattended in the Common Areas. Property left unattended may be removed by agents of The Villages of Gloucester Owners Association.

DISTURBANCES

Residents shall exercise reasonable care to avoid making or permitting loud, disturbing or objectionable noises to be made. Residents shall also exercise reasonable care to avoid using or playing musical instruments or devices in such a manner as may disturb other residents, nor shall residents allow musical instruments or devices to be used or played in such a manner as may disturb other residents.

MAILBOXES

Mailboxes and pedestals are to be provided and installed by the builder per U.S. Postal standards on the lot boundary between (2) Sites, adjacent to the curb or edge of pavement. The pedestals will be constructed to meet local standards. Two mailboxes are to be installed on one pedestal. Single or triple mailbox configurations may be necessary in certain cases, where an odd number of Sites exist.

Cluster mailboxes may be appropriate in the attached unit neighborhoods within The Villages of Gloucester community and will require the approval of the DRC or its delegate.

All wood used on mailbox pedestals must be rough sawn cedar. Mailbox wood will be stained or painted with OLYMPIC semi-transparent stain #716 Natural Tone Cedar.

LANDSCAPING

Review and approval of all landscaping by the DRC or its delegate is required.

All portions of a Site not covered by a structure, driveway, patio, sidewalk, etc. will be landscaped within the following applicable time periods.

If conveyance to the first property owner (other than the developer or home builder) occurs between March 1 and September 30, inclusive, then within ninety (90) days after such conveyance, or if conveyance to the first property owner (other than the developer or home builder) occurs between October 1 and the last day of February, inclusive, then by the next April 30.

Landscaping will be done in accordance with a landscape plan approved by the DRC or its delegate. The plan will show all proposed landscape improvements including trees, shrubs, turf, mulches (bark, gravel, etc.), rock work, flower gardens, etc. Landscaping plans must also show the proposed locations of patios, fences, arbors, swimming pools, decks, gazebos and retaining walls. Approval of the landscaping plan in no way constitutes approval of any patio, fence, swimming pool, deck, gazebo, arbor or retaining

wall unless specific plans have been submitted and approved by the DRC or its delegate as required in these Design Guidelines. Plans must include specific details on existing and proposed grades on the Site.

Drainage swales must be maintained and unimpeded on all lot lines. In addition, at no time may the installation of landscaping alter the drainage of any adjacent or subject Site.

Landscaping additions, including planting, irrigation systems, walls, patios, etc. that were not part of the initial approved plan, must receive separate approval from the DRC or its delegate prior to installation.

The utilization of non-living objects as ornaments in the landscape is discouraged in the front yard.

The tree lawn area (that area between the sidewalk and curb) must contain a minimum of one (1) tree (at least 2 ½" caliper) at all times and grass or annuals, provided annuals and groundcover do not encompass more than twenty percent (20%) of the tree lawn area. Ground covers such as rock, mulch or non-living materials are strictly prohibited. The tree lawn will be maintained by the adjacent property owner. Where corner Sites with two (2) adjacent tree lawns occur, each tree lawn must meet these requirements.

The landscape package will include as a minimum, one (1) tree (at least 2 ½" caliper) in the tree lawn (between curb and sidewalk), three (3) trees and ten (10) shrubs in the front yard, grass lawn. Side and rear yard areas may include saved trees with naturalized plantings and organic mulch ground cover.

The tree located in the tree lawn must conform to the tree species depicted on The Villages of Gloucester Street Tree Plan approved with the Final Development Plan.

MAINTENANCE OF DRAINAGE

There will be no interference with the established drainage pattern over any property within the Association Area except as approved in writing. Approval will not be granted unless provisions are made for adequate alternate drainage. The "established drainage pattern" will mean the drainage pattern which exists prior to the construction of the structure and will include any established drainage pattern shown on any approved plans. The established drainage pattern may include the drainage pattern from Common Elements over any Site, from any Site over the Common Elements, or from any Site over another Site.

Each Site owner is responsible for any erosion control that may be necessary to protect adjacent Sites, golf course or common areas from damage due to drainage or related erosion.

When installing landscaping, it is very important to insure that water drains away from the foundation of the house and that the flow patterns prevent water from flowing under or pooling near or against the house foundation, walkways, sidewalks and driveways.

Drainage swales must be maintained and unimpeded on all applicable lot lines. In addition, at no time may the grading on any Site alter the drainage of any adjacent or subject Site.

REVIEW CRITERIA AND PERFORMANCE STANDARDS **COMMERCIAL, CIVIC AND RETAIL USES**

DEVELOPMENT CONCEPT

The focus of commercial and retail development in The Villages of Gloucester is to provide for the everyday needs of the residents in the community. The areas set aside for this use are sized and located to recognize the potential for small scale shopping, professional services, local office and limited auto orientated uses. Additional uses may be permitted as listed in the PUD zoning district standards and limited by proffer language adopted with the rezoning application. The development image of the commercial land use areas at the project entry is critical and should take on some of the principles of “main street” architecture and site design.

For commercial uses that are visible to the Route 17 site frontage and town center, any criteria contained within these guidelines is intended to complement and assist in the implementation of the Gloucester County Highway Corridor Overlay District design standards.

Common design elements must be used throughout The Villages of Gloucester to create cohesive high quality environment. Design elements like the lighting, freestanding signage and landscaping should be consistent throughout the commercial, retail and residential landuse areas to establish an ordered high-quality environment. General design guidelines applicable throughout The Villages of Gloucester as well as guidelines for specific uses are described in the following pages of this document.

BUILDING TYPE

All permitted uses and building types identified with the Gloucester County Zoning Ordinance, Article 8 are applicable to this property, except as modified by the approved Master Plan and proffered conditions. In general, the commercial building types are anticipated as a combination of one and two story construction depending on the ultimate market conditions and uses proposed.

DESIGN

Retail areas should incorporate a pedestrian orientation design such as:

- Sidewalks along streets
- Inter connections between parcels

In land bay with uses and buildings other than retail, the design and scale of the buildings containing the retail uses shall complement and harmonize with the non-retail buildings in that land bay.

Commercial fronts, doors, awnings and signage, including address numbers, shall have a unified design. Siting and design shall be subject to DRC review and approval. Such

review and approval shall take into consideration the differing programmatic requirements of a retail environment, as opposed to office or service uses, and shall be referenced and explained in an applicant's application/plans submitted to the DRC.

Finer materials, superior details, and more skillful craftsmanship shall be used on facades facing public areas, especially any portions of a building visible from the Route 17 frontage, and the onsite boulevard and town center. All facades facing public areas shall be of uniform design so as to present an integrated appearance of all facades from any viewpoint. Less expensive materials, simpler details, and more expedited means of construction may be used on other, less prominent elevations.

ARCHITECTURAL STYLE

Design and architecture of buildings and structures within The Villages of Gloucester; including siting and materials, shall be subject to DRC review and approval, with the intent being that buildings and structures within The Villages of Gloucester complement each other in design, style and materials, without necessarily being identical, and all contributing to the country club setting.

The design and siting of buildings shall complement the natural terrain and location of open space and public use areas. All architectural plans will be evaluated in terms of integration, form, texture (materials and color), scale and façade with the particular character of each site, as well as with adjacent buildings.

Plans and specifications submitted by an applicant shall show the proposed design, including materials, of the proposed building or structure and indicate how it relates to existing or proposed commercial buildings or structures on adjoining lots or sites or across public or private streets within The Villages of Gloucester.

WALLS

All exterior building walls and structures shall be constructed with attractive, durable materials, such as textured concrete, masonry, stone, brick, finishing wood, stucco, smooth metal panels or glass.

Finer materials, superior details, and more skillful craftsmanship shall be used on facades facing public areas, especially any portions of a building visible from the Route 17 frontage, and the onsite boulevard and town center. The side or less prominent elevation facades may have slightly less detail than the front facades. Elevations visible from other public or private roadways shall also be provided with a higher quality, less utilitarian standard for materials and craftsmanship, but shall not be held to the same heightened standards as those elevations visible from the Route 17 frontage and the onsite boulevard. Less expensive materials, simpler details, and more expedited means of construction may be used on other, less prominent elevations, but shall be harmonious with and complement the design and construction of more visible elevations.

Unless otherwise approved by the DRC, and properly maintained, colors to be used on building exteriors must not be applied, but must be intrinsic to the material use.

Exposed concrete foundation walls shall be clad in brick or stone.

Retaining walls shall be brick or stone or acceptable precast units. Screening walls shall be stone, brick or stucco and may include pierced brick. Gates shall be wood. Arches and piers shall be brick, stone or stucco. Wood screening fence, where permitted, must have 2 finished sides and masonry piers/posts.

Movement joints (expansion, contraction, etc.) shall not be easily identifiable.

Trim is required where there is a change in materials, and shall be an appropriate size and material for the location. Trim color shall be selected from the list approved by the DRC and should match or compliment the color of the wall on which the trim is located. Trim may be permitted wall materials or precast concrete.

Fences, railings, and guardrails shall be subject to DRC approval in terms of materials and location. Approval by the DRC does not guarantee the safety of anyone utilizing such railings, fences or guardrails.

ROOF FORM

Building roofs are to be uncluttered, and when flat roof surfaces would be visible from roads and adjacent areas, pitched, sloped roofs should be utilized.

Roofs, when sloped, shall be of standing seam metal, slate, artificial slate or fiberglass shingles.

Colors for roof materials, if other than a natural material left to age naturally, shall be black, gray, silver, dark red or dark green. In considering the color of roof materials, the DRC shall consider the visibility of such materials and the color of buildings/roofs on adjacent sites.

Principal roofs that are sloped shall have a symmetrical gable or hip.

Principal roofs that are flat shall have a horizontal parapet wall no less than 2 feet high. Principal roofs may be a combination of mansard and flat roofs, if the mansard is continuous over a constant slope.

Equipment placed on the roof must be hidden by an enclosure designed to be compatible with the roof, which enclosures shall be a parapet wall or similar enclosure, which is consistent with the color and materials of the building. Roof equipment shall not be visible from public rights-of-way or the ground level of surrounding properties.

Solar panels shall be flat and mounted only on the rear slope of the roof and in a location not visible from the Route 17 frontage and the onsite boulevard. An applicant may request an alternative location if a location meeting the above criteria would not allow such solar panel to work effectively. The DRC, in its discretion, may approve an alternative location.

Freestanding screens are not permitted.

Vertical projections beyond the roof or parapet wall, such as towers, dish antennas, vents, etc. should be avoided. However, should such projections be necessary, they must be appropriately designed and/or screened, and approved by the DRC in its discretion.

LIGHTING

Site lighting is intended to be both attractive and functional and sited to provide efficient illumination, enhance its setting aesthetically, and provide for safety and security.

A hierarchy of fixture types, depending upon their intended use, different sizes or types of fixtures shall be employed for streetlights, parking area lights, building illumination and trail lights. The Design Review Committee will select lighting types appropriate, to the use being served, the surrounding uses, and overall visibility of the location to be illuminated. Light from on-site sources/fixtures should not be directed toward, and the visibility of fixtures/poles should be minimized from the Route 17 frontage, and the onsite boulevard.

To this end, each applicant shall submit a detailed lighting plan for DRC review and approval, which will, among other things, provide the type (including the color spectrum), wattage, siting and material of each exterior light/light fixture/pole. Heights of light poles and heights above grade for building-mounted fixtures shall be provided. Fixture schematics, including sketch of area of light spillage at ground plane, shall be provided for each type of fixture proposed.

The type, height and location of streetlights shall be approved by the DRC. The design should enhance the community image of the protect overall. The DRC may adopt a standard street light fixture, including pole, which shall then be required throughout The Villages of Gloucester.

UTILITIES

All utilities, including but not limited to, electric power lines, telephone lines, gas lines, cable TV lines, water and sewer lines and drainage pipes, shall be underground or enclosed within a main building.

Common Shared Easements shall be used to the maximum extent possible to minimize the area encumbered by utility easements. Landscaping will be permitted in the utility

easements where the placement of plant material does not directly interfere with the purpose of the easement.

Related facilities to such utilities shall be underground or enclosed within a main building, or where that is impossible because of the nature of such facility, it may be located aboveground in an unobtrusive location and screened completely by landscaping, as approved by the DRC. Where possible, utilities should be installed within already-cleared areas, such as road rights-of-way and driveways serving the property so as to avoid the disruption of existing vegetation and pavement when installing or repairing utility lines.

Consistent with any requirements of federal or local law, antennas and receiving or transmitting dishes shall be located in an unobtrusive location and screened from view. Such location shall be shown on a plan submitted for DRC review and approval, taking into consideration the technical requirements and need for such antenna/dish and location.

SIGNS

All signs will be subject to zoning ordinance requirements, in addition to meeting the guidelines contained herein.

All signs, whether temporary or permanent, shall be designed, fabricated, sited, altered and maintained in accordance with the plan or plans approved by the DRC.

An applicant shall submit, to the DRC for review and approval, an application and plan or plans, indicating type, size, location, height, colors, materials, and text of each proposed sign, as well as any proposed lighting and landscaping for such sign. All signage shall demonstrably complement the architectural style and color scheme of structures on the site. The application shall indicate whether the proposed sign is to be temporary or permanent.

In order to coordinate signage to protect views and the planned development setting, the DRC may require an applicant to show on its application/plans existing or approved signs within 1,000 feet of the applicant's site. The DRC may require that The Villages of Gloucester, or any controlling association or Declarants, prepare and submit for DRC review and approval, a comprehensive sign plan for The Villages of Gloucester project, which, once approved, shall serve as the DRC's guideline for siting of signs throughout the development.

Signs may be illuminated, but shall not be moving, flashing, blinking or fluctuating. General advertising, locational advertising and billboards are not permitted. Signage in the land bays containing retail uses shall also be subject to specific guidelines set forth below.

Signs may, with DRC approval, be placed on the wall of a building, in or behind a window of a building or on a pole if otherwise permitted, or on the ground. No roof signs shall be permitted.

All freestanding business, informational and directional signs shall be monument-style.

Directional Signs

Private street signs shall be pole-mounted, and of such size and location as to be readily visible from vehicles within the private streets. Such signs shall be of the same style or color as standard street signs in Gloucester County, but are intended to include a decorative post unique to The Villages of Gloucester. Such signs shall be consistent throughout The Villages of Gloucester. All signs, including but not limited to, their design and location, are subject to DRC review and approval.

Permanent Signs

One building entrance sign shall be allowed per public entrance, and located over or immediately beside the entrance. Such sign shall be a maximum of 12 square feet per face, with not more than two faces, and shall extend no higher than seven feet above the ground elevation at the foundation of the sign structure.

No façade sign, including building logo signs, shall extend above the roofline of the building or structure.

Signs may be illuminated externally, or backlit in retail areas. External lighting fixtures shall be placed on the ground at a distance of no more than six feet from the base of the sign, so as not to cause glare or nuisance beyond property lines and not shine directly into eyes of drivers entering or exiting a site. External lighting fixtures shall be shielded and concealed by landscaping.

Window dressing, signs and displays may be in or behind a retail establishment's window, but shall not be attached to the exterior of a window or building or located on or within any pedestrian or vehicular travel way. Not more than 50% of a window's surface area may be covered.

The east commercial land use area will consist of general business or general retail uses and such uses will be visible from Route 17 and the onsite boulevard. Such visibility requires retail signage within this land bay to be highly regulated to establish overall project identity, especially as viewed from these two major roads.

All retail signs shall be of consistent colors, typetypes, shapes and dimensions, as approved by the DRC. Materials and design shall complement the architectural style and color scheme of the building(s) within this land bay. Such signs may be visible from, but should not be oriented towards Route 17 and the onsite boulevard, unless the building fronts to which such signs are attached are themselves oriented towards these roads.

The Village Center commercial land use area will consist of primarily professional office, daycare and village retail uses. This land area near the public use site occupies a visible location bounded by Belroi Road and the onsite boulevard. This setting requires that commercial signage be coordinated with the signage of the non-commercial uses within the land bay, and regulated so as to establish project identity for The Villages of Gloucester and a residential neighborhood character. All retail signage must be reviewed and approved by the DRC. Materials, design, color, typestyles, shapes and dimensions of retail signage shall be consistent, and shall demonstrably complement the architectural style and color scheme of the non-commercial use signage and the building(s) within this land bay. Retail signs may be visible from, but should not be oriented towards Belroi Road and the onsite boulevard, unless the building fronts to which the signs are to be attached are themselves oriented towards the road.

LANDSCAPING

The primary design objective for new landscaping is to visually combine new development with its natural surroundings, compliment the design of buildings and structures, screen service areas and utilitarian elements of the use from view, enhance the attractiveness of trails and courtyards, and, improve the appearance of public and private streets.

Landscape plans are subject to DRC review and approval. Landscape plans shall be prepared by registered landscape architects. The landscape design should emphasize large-scale formal motifs and areas of naturalized design; utilize plant material that is sympathetic in color, form and texture to the naturalized planting goals; be simple, incorporating only a few plant types in any given area to avoid "visual chaos;" concentrate selected species in masses to maximize their visual effect; use specimen trees and shrubs to reinforce native plant species for maximum design effect; be aware of seasonal interest; minimize areas of proposed "manicured" landscape; and restore areas close to existing woodlands with naturalized plantings. The DRC may designate a list of acceptable plantings, or unacceptable plantings or both, which list(s) shall be utilized in preparing and submitting a landscape plan.

A landscaping plan for any lot is to be submitted to and approved by the DRC prior to any development of the lot. Such plans shall include information regarding type of sodding, seeding, trees, hedges and shrubs, and other proposed treatment of site such as irrigation, walls, sign locations, etc. Landscaping of the lot must be in accordance with the approved landscaping plan for the proposed site and any subsequent overall landscape plans for The Villages of Gloucester.

Parking areas shall be visually screened from adjacent roads.

Open, off-street parking areas shall have interior landscape areas comprising at least 5% of the total parking area.

Plant species located in parking areas should be selected with consideration of the area needed for roots to allow maturation of the species, as well as the need to be drought, glare, and salt damage resistant to ensure a quality landscape planting.

Sufficient landscape plantings will be encouraged around all proposed buildings to soften and harmoniously integrate all structures with the surrounding natural landscape.

All disturbed areas surrounding site lakes, wetlands and storm detention areas shall be stabilized and landscaped. These areas should be carefully designed to accommodate aesthetic naturalized plantings and recreation amenities while minimizing the impact of hardened or edge treatments, headwalls, pipe outfalls and bulkheads to the extent allowed by applicable governmental standards.

SERVICE/LOADING/DUMPSTER AREAS

Outside storage of material, supplies, or equipment, including trucks or other motor vehicles, shall be permitted only if approved by the DRC, in its discretion, and the area containing such storage is fully screened on sides with architectural walls and/or landscape screening.

Dumpsters shall be inside the building or located in service areas, away from public view and screened with a solid wall or fence, architecturally harmonious with the building it serves and/or landscape screens which are at least 12 inches taller than the dumpster walls.

SIDEWALKS/TRAILS

An overall trails and sidewalk system for The Villages of Gloucester shall be subject to review and approval by the DRC. Sidewalks and/or trails shall be provided for non-motorized traffic, including pedestrian and bicycle connections from parking areas to buildings, between buildings, to adjacent parcels, along public and private streets, and to recreation facilities. Sidewalks and trails shown on the master plan shall be constructed by the owner or developer of property when sidewalks and trails are on such property.

HOMEOWNER ASSOCIATION RESPONSIBILITY

ASSOCIATION RESPONSIBILITY

The Villages of Gloucester Owners Association will be responsible for maintenance of the Common Area parcels. Association maintenance responsibility includes but is not limited to the following areas and improvements:

- ▣ All property and improvements on the Common Area.
- ▣ Easements and improvements for access to and from the Common Area.
- ▣ Common Area Lighting.
- ▣ Street trees planted within the right-of-way of public roadways.
- ▣ Improvements at the main entrance including signage, landscape, irrigation and lighting.
- ▣ Street pavers or special treatments installed within public roadways not maintained by Virginia Department of Transportation or Gloucester County, Virginia.
- ▣ Fox Mill Preserve

BUILDING/SITE CONSTRUCTION

SUBMITTAL PLAN REQUIREMENTS – Design Review Committee

Prior to the commencement of construction, two (2) sets of plans shall be submitted to the DRC for review and approval. The complete submittal requirements are as follows:

A completed Submittal Application Form and a completed Submittal Checklist shall be included with each submittal to the DRC.

The Site Plan must include:

- One copy of the site plan must be reduced to 8 ½” x 11” and one copy of the site plan must be either 18” x 24” or 24” x 36” at a scale of 1:20 or larger.
- Building location with dimensions to at least two (2) property lines.
- Setbacks and easements.
- Entrance location and percent of slope indicated. All driveway requirements contained in these Design Guidelines must be met.
- Grading and drainage plan showing existing and proposed grades at maximum two foot (2’) intervals with spot elevations at building corners. The existing grades on the adjacent Sites must be shown.
- Finished floor elevations and top of foundation elevations including garage and basement. Include the finished floor elevations and top of foundation elevations for adjacent homes, if any.

Complete architectural working drawings including:

- Floor plans at no less than ¼” = 1”.
- All exterior elevations with exterior materials noted.
- Exterior details, including chimneys, exterior stairs, decks, railings, deck columns, etc.
- At least one cross section of the structure indicating roof pitches and height.
- Electrical plans indicating location of all exterior lighting. Any front elevation lighting must be activated by a photoelectric cell.

Completed Exterior Materials and Colors Submittal Record (must be accompanied by material and color board).

All plans and samples must be clearly marked with the submittal date, owner’s and/or builder’s name, lot and filing number.

The DRC may occasionally request additional information in order to be able to visualize the proposed structure.

Any and all changes and/or revisions made to the DRC approved plans must be submitted and approved by the DRC if such changes are made during construction or prior to the builder's Notice of Completion and Inspection of Work by the DRC.

When your submittal has been prepared it should be submitted to:

The Villages of Gloucester Design Review Committee

SUBMITTAL REVIEW – Design Review Committee

Upon request of all required documents and the review fee, the DRC will review the plans and will provide a written response to the owner within thirty (30) days after submittal.

RESUBMITTAL OF PLANS – Design Review Committee

In the event of any disapproval by the DRC of final submittal, resubmittal of plans will follow the same procedure as an original submittal.

NOTICE OF COMPLETION AND INSPECTION OF WORK – Design Review Committee

A written Notice of Completion must be given to the DRC upon completion of any structure, prior to any request for a Certificate of Occupancy from Gloucester County.

The DRC shall inspect the structure within thirty (30) days of receipt of any Notice of Completion to ensure that it was built in conformance with the approved architectural plans, colors and materials. If any noncompliance with the approved plans and/or colors and materials are found, the DRC shall deliver a Notice of Noncompliance to the builder within thirty (30) days after receipt of the Notice of Completion. The builder must remedy the noncompliance within forty-five (45) days after its receipt of a Notice of Noncompliance or the developer or homeowners association may correct the noncompliance as allowed in the Declaration at the builder's sole cost.

In accordance with the Declaration, the DRC reserves the right to inspect and request any changes required to bring the structure into conformance with the approved plans.

LANDSCAPE/MINOR ADDITIONS

LANDSCAPING, ANCILLARY IMPROVEMENTS OR ADDITIONAL CONSTRUCTION AND/OR EXTERIOR CHANGES – Design Review Committee or its delegate

Additional construction, landscaping, or ancillary improvements and/or changes after completion of a DRC approved structure must be submitted to the DRC or its delegate for approval prior to initiating such changes and/or additions. Landscape improvements shall occur within the time frames set forth in these guidelines.

Please review the following information prior to design:

- Soils information that may be available for your Site should be reviewed for grading, planting and irrigation recommendations.
- The Final Plat and Development Plan should be reviewed for setbacks, requirements and restrictions.
- The improvement survey for your lot should be reviewed for drainage easements, utility easements and any other pertinent items related to the development of your plan

It is the responsibility of the homeowner to verify compliance with any soils report recommendations, easements, setbacks, height restrictions, etc. The DRC or its delegate is not responsible for compliance with these requirements.

SUBMITTAL PLAN REQUIREMENTS – Design Review Committee or its delegate

Prior to the installation of any landscaping, landscaping changes or the initiation of any changes to the approval initial structure must be submitted to the DRC or its delegate for review and approval. The complete submittal requirements are as follows:

- Completed Architectural Improvement Request (landscape plan/ancillary improvement) submittal form

The landscaping plan must include:

- ▶ The location, quantity, species and size of all plant material to be planted
- ▶ All proposed exterior materials (wood, mulch, rock mulch, concrete, flagstone, patios, etc.) must be identified and described in detail (include color samples, descriptions or material samples with your submittal to adequately explain necessary items)
- ▶ The minimum scale for the plan shall be 1" = 10'
- ▶ All plans must include the name, address and phone number of both the homeowner and the architect/landscape/architect/designer, if appropriate
- ▶ The lot, parcel identification and address must be included with your submittal

Any proposed exterior additions, hot tubs, solar connectors, sculptures, play equipment, fences, dog runs, sport courts (basketball hoops), gazebos, pools, decks, overhead structures, lighting, restaining or re-painting in a new color, etc. must be submitted to the DRC or its delegate for review and approval. These plans must be submitted to the DRC or its delegate in addition to the landscaping plan prior to construction or installation.

The plans for these improvements must include the following:

- ▶ Exterior elevations including the designation of materials and colors, dimensions, massing and location. Include detailed descriptions and/or cut sheets including color.
- ▶ Locations of all street related structures such as curb, gutter, sidewalk, street lighting, traffic signage, etc.
- ▶ Proof of notification of all adjacent abutting property owners for the addition of any decks, gazebos, porches, patios, arbors and/or walls.

SUBMITTAL REVIEW – Design Review Committee or its delegate

Upon receipt of all required documents and the review fee, the DRC or its delegate will review the plans and will provide a written response to the homeowner within thirty (30) days after submittal

GENERAL STANDARDS

THE LIMITATION OF APPROVAL

Final approval of plans is valid for six (6) months. Construction must begin within this period. If not, plans must be resubmitted and reviewed again without further submittal fees. A submittal of a different dwelling on the same Site requires another review fee.

WORK IN PROGRESS

The DRC and/or its delegates may inspect all work in progress and give notice of non-compliance. Absence of such inspection and notification during the construction period does not constitute either approval or compliance of the work in progress by the DRC and/or its delegates.

NON-LIABILITY OF THE DESIGN REVIEW COMMITTEE OR ITS DELEGATE

The DRC and/or its delegates shall not be liable for damages to anyone submitting plans to them for approval or to any owner by reason of mistake in judgement, negligence, or nonfeasance arising out of or in connection with the approval, disapproval or failure to approve any plans or specifications. Every owner or other person who submits plans to the DRC and/or its delegates for approval agrees by submittal of such plans and specifications that he/she will not bring action or suit against the DRC and/or its delegates to recover damages.

OTHER CONDITIONS

Approval of plans by the DRC and/or its delegates shall not be deemed to constitute compliance with the requirements of any local building, zoning, safety, health or fire codes and shall be the responsibility of the owner or other person submitting plans to assure such compliance. Nor shall approval waive any requirements on the part of the owner or his/her agent to comply with setbacks, height restrictions, or requirements unless such waiver or variance is specifically requested at the time of submittal and provided that the waiver or variance may properly be granted by the DRC and/or its delegates. In addition, approval shall not waive the requirements for obtaining all required permits from the Gloucester County (or any other governmental agency) nor does obtaining all required permits from the Gloucester County (or any other governmental agency) waive the need for approval by the DRC and/or its delegates. The DRC and/or its delegates will not knowingly approve a project that violates Gloucester County building or zoning codes or those of any other governmental agency or entity, but takes no responsibility for plan conformance to any criteria other than these Design Guidelines.

REVIEW OF WAIVER

The DRC and/or its delegates reserve the right to waive or vary any of the procedures or standards set forth at its discretion for good cause shown. This waiver must be administratively approved by the Gloucester County Administrator to be effective.