

Lot No.: _____

Montrachet Architectural Review Application

The Lot Owner and Building Team must submit this application in its entirety along with a copy of the property's Settlement Statement.

Upon submitting the architectural review application, please contact Nancy Najera (817-887-9139, Ext, 106 Nancy@cornerstoneprojectsgroup.com) to initiate the architectural review process. You will be set up with an account for our online project management database (Basecamp), which you will use for all Architectural Review submittals. Please refer to Montrachet's Design Guidelines and Covenants for further information.

Attached forms required for Montrachet's architectural review process:

- Owner/Client
- Registered Architect
- Approved Builder
- Approved Landscape Architect

Design Review Process

1.0 Submittal One

- The first submittal will be reviewed early in the design process, typically at the 20% construction document stage. Review will confirm that schematic design is consistent with that of the Montrachet Design Guidelines; and to avoid or correct any item that may require redesign. See page 8 for a list of the documents that will be required and reviewed at this stage.

2.0 Submittal Two

- The second submittal should occur when the design is approximately 100% complete. Review will confirm that detail features of design and any major modifications from first submittal abide by Montrachet Design Guidelines. See pages 9-11 for a list of the documents that will be reviewed at this stage. Minor adjustments or further detail may be required to be added to the plans and confirmed by the Town Architect prior to construction. Significant alterations or non-compliance may require resubmittal of a complete set of plans and additional fees.
- Approval will be transmitted digitally for signatures, and when complete, uploaded to the customer's Basecamp portal.

Construction Reviews

3.0 Construction Review One: Site Mockup

- o Prior to Construction the Owner will provide for the ACC a mockup of proposed materials.
- o The mockup shall be at full scale and a minimum of five (5') feet wide by ten (10') feet high which accurately conveys all proposed exterior materials including colors, windows, exterior fixtures, roofing, door, trim landscape/hardscape materials etc. that allow a clear understanding of the final product.
- o The Mockup shall be completely finished with no exposed plywood or building wrap and shall enclose the Portable Toilet if that is located within public view.



4.0 Construction Review Two: Final

- o Periodically monitor construction and review the property near the point of completion, prior to owner occupancy. Identify any items that are inconsistent with the approved construction documents and the design guidelines. Discuss deficiencies with builder and/or issue Notices to Comply.

Design Review Fee Chart

Planning Area A: \$2,000 (two thousand dollars) per lot under 0.5 acre in "Planning Area A" (refer page 3).
Town Architect wire instructions included on closing Statement at lot purchase.

Plans submitted or improvements contemplated after initial construction complete will be billed per the following schedule:

All horizontal improvements (Includes vertical improvements less than \$50,000)	\$900
All vertical improvements greater than \$50,000:	\$2,000



Planning Area B: \$3,200 (three thousand two hundred dollars) per lot Includes the balance of the 104 lots (see page 3).
Town Architect wire instructions included on closing statement at lot purchase

Plans submitted or improvements contemplated after initial construction complete will be billed per the following schedule:

All horizontal improvements (Includes vertical improvements less than \$50,000)	\$1,450
All vertical improvements greater than \$50,000:	\$3,200

Montrachet -Masterplan



-  PLANNING AREA A
-  PLANNING AREA B

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Montrachet Architectural Review Process Contact List
(cont.)

Owner/Client

<u>Owner/ Client</u>		
<u>Mailing Address</u>	Street:	
	City, State:	
	Zip Code:	
<u>Telephone Number(s)</u>	Home:	
	Office:	
	Cell:	
<u>Email Address</u>	Professional:	
	Personal:	

(please print legibly)

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Montrachet Architectural Review Process Contact List
(cont.)

Registered Architect

<u>Name</u>		
<u>Architectural Firm</u>		
<u>Texas Registration Number</u>		
<u>Mailing Address</u>	Street:	
	City, State:	
	Zip Code:	
<u>Telephone Number(s)</u>	Office:	
	Cell:	
<u>Email Address</u>	Professional:	

(please print legibly)

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Montrachet Architectural Review Process Contact List

(cont.)

Approved Landscape Architect

(Encouraged but not required for Parks Section)

<u>Name</u>		
<u>Landscape Architecture Company</u>		
<u>Texas License Number</u>		
<u>Mailing Address</u>	Street:	
	City, State:	
	Zip Code:	
<u>Telephone Number(s)</u>	Office:	
	Cell:	
<u>Email Address</u>	Professional:	

(please print legibly)

Lot No.: _____

Montrachet Architectural Review Process Contact List

(cont.)

Approved Builder

<u>Name</u>		
<u>Building Firm</u>		
<u>Mailing Address</u>	Street:	
	City, State:	
	Zip Code:	
<u>Telephone Number(s)</u>	Office:	
	Cell:	
<u>Email Address</u>	Professional:	

(please print legibly)

Preliminary Design Submittal

- FEE
 - Provide the following information, with the evidence of the Design Review Fee being paid, to begin the Preliminary Design Review Submission for The Project.
 - No grading of any kind to be started until all plans for the Lot including plans for drainage and any other Structures has been approved by the Town Architect.
 - A \$2,500.00 fine will be imposed if construction begins before approval.

- Electronic set submitted on Basecamp (PDF Format).
 - All checklist documents should be combined in 1 pdf document. Multiple files will be rejected for revision.

- OWNER'S ADDRESS & CONTACT INFORMATION.

- LOCATION MAP
 - Indicate location of lot within street names.

- SITE PLAN (min. scale 1" = 20'-0")
 - Existing topography and proposed grading and drainage (1' contour interval).
 - Existing trees (6" cal or larger) if any. The plan should specifically denote which trees the builder plans to remove and which ones will remain.
 - Building footprint(s) with finished floor grades, proposed driveway, turnarounds, fences, walls, patio, decks, porches, pool location (if any), location of landscape beds, utility meters and any other site amenities.

- PLANS - SCHEMATIC FLOOR AND ROOF (min. 1/8" = 1'-0")
 - All floor plan layouts of the first and second floors, including any proposed attics, basements and accessory structures.
 - Gross building square footage and air-conditioned square footage.
 - Roof plan with notations indicating roof slope(s) and materials.

- ELEVATIONS - SCHEMATIC (min. scale 1/8" = 1'-0")
 - Architectural elevations of all four sides of the proposed structure(s)
 - Maximum height dimension of each façade.
 - Existing and finish grades.
 - Notation of exterior materials.
 - Building footprint(s) with finished floor grades, proposed driveway, turnarounds, fences, walls, patio, decks, porches, pools, utility meters and any other site amenities.

Final Design Submittal

APPROVAL - APPROVED PRELIMINARY DESIGN REVIEW

- One (1) Digital PDF Copy (11" x 17") of the Approved Preliminary Design Review submission; to include comments or suggested corrections
- Submittals may be electronically transmitted in PDF form via Basecamp <https://basecamp.com/>

SUBMITTED DRAWINGS

- Electronic Set submitted on Basecamp (PDF Format).
- Architectural Plans shall be designed and sealed by a Currently Registered Architect with the Texas Board of Architectural Examiners.

SITE PLAN (minimum scale 1" = 20'-0")

- Legal description of Lot number, street address and lot square footage.
- Dimensioned property lines, slopes, easements and building setbacks.
- Existing topography with proposed grading and drainage (1' contour interval) showing existing large trees with its size noted.
- Proposed grading and drainage to be professionally done and engineered.
- All retaining walls over 36" on Site Plans shall be designed and sealed by a currently registered Civil Engineer.
- The builder must notify the Town Architect of any trees expected to be removed (6" cal tree or larger).
- Building footprint(s) with finished floor elevations.
- Driveway, parking areas and turnarounds with surface materials noted.
- Site amenities: fences/walls, patios, decks, pool/spa, recreational facilities, etc. to include height and materials selection.
- Indicate location of all mechanical, electrical, pool/spa equipment and utility meters. If final location changes, an amendment should be submitted showing the location and screening.
- If available, show how this plan relates to improvements on adjoining lots.

FLOOR PLANS (min. scale 1/4" = 1'- 0")

- All rooms noted with dimensions, door/window locations and sizes.
- Exterior lighting fixtures, fireplaces, and kitchen appliances.
- Floor plans of all accessory buildings.
- Total square footage(gross) and air-conditioned square footage(net) for all floor levels, basement and useable attic spaces.
- Square footage of all accessory buildings, patios, decks porches.

- ROOF PLANS (min. scale 1/8" = 1'-0")
 - Roof plan noted to indicate roof slopes, gutters/downspouts, plumbing/ mechanical vents, satellite equipment, fireplace chimneys, dormers, roof windows and skylights.
 - Roofing materials and color selection.

- ELEVATIONS (min. scale 1/4" = 1'-0")
 - Architectural elevations of all four sides of the proposed structure(s) with elevations of final grades, finish floors and plate heights.
 - The vertical dimensions of the highest roof ridge, midspan of roof, all other ridge heights, roof slopes and roof overhangs.
 - Exterior materials, colors and finishes (walls, roofs, trim, vents, windows, doors, etc.) and locate all exterior lighting fixtures.

- SECTIONS (min. scale 1/4" = 1'-0")
 - Building sections as required to illustrate the building interior/exterior.
 - Vertical dimensions indicating final grade, floors, ceilings and ridge of roofs.
 - Site section as required to describe the building's relationship to adjoining lots.

- LANDSCAPE PLANS (min. scale 1" = 20'-0")
 - Prepared and sealed by a currently Registered Landscape Architect. This requirement is excluded for the Parks section.
 - Landscaping plan to include irrigation, site lighting, plant materials and sizes.
 - Irrigation System plan shall be submitted along with the Final Landscape Plans for review and approval 90 days prior to installation.
 - All Irrigation Plans must be sealed by a Texas Licensed Irrigator.

- CIVIL, STRUCTURAL, MECHANICAL AND ELECTRICAL PLANS
 - Drawings that may be required to illustrate the exterior design features of the main dwelling and accessory building(s). Drawings necessary for review of compliance with the Design Guidelines.

□ **MOCKUP SAMPLE MATERIALS BOARD**

- A sample of the exterior building materials and colors for roofing, walls, door, trim, etc. that allow a clear understanding of the final product.
- Prior to Construction the Owner will provide a mockup of proposed materials.
- The mockup shall be at full scale and a minimum of five (5') feet wide by ten (10') feet high which accurately conveys all proposed exterior materials, colors, window, corner and trim details and/or details of areas where one material changes to another and/or roofing material. The Mockup is to house the portable toilet if that is located within public view.
- The Mockup shall be completely finished with no exposed plywood or building wrap.

*Any modification or change to the approved set of plans must be submitted to Town Architect for Approval.