

**ARCHITECTURAL REVIEW
AND DESIGN GUIDELINES**

Victor Gardens

**Exhibit G
to
Victor Gardens Master Disclosure Statement**

Victor Gardens Architectural Information

The Architectural Guidelines are created to provide property owners, architects & designers, and builders with the parameters for the preparation of home siting and drawing specifications.

The Architectural committee is made up of three members who are involved with the development of the Victor Gardens neighborhood. The committee meets every Wednesday at 10:00am. Your plans must be submitted to the Victor Gardens Land office no later than 12:00pm on Monday to be considered at the Wednesday meeting. The committee will use guidelines that were submitted to the City of Hugo with the PUD Concept Plan approval for the neighborhood as a minimum standard of architectural application. However, the committee's goal is not to aspire to the lowest denomination of the City requirements. The committee will look to maintain the spirit of the Traditional Neighborhood streetscape by enforcing a historical architectural character. The builder may attend the review meeting.

Prior to commencement of any construction activity the builder must receive final approval from the review committee in writing. The City of Hugo will not issue a building permit without the final approval form attached to the permit plan submitted to the City.

The review process is relatively easy if the following submittal procedures are followed:

- Submit a concept plan and concept site drawing for preliminary review. This is not required, however if the placement of the garage or historical style application may be in question, receiving concept approval will avoid costly design changes in the future.
- Submit one full size floor plan (1/8" scale on 11 X 17 paper or 1/4" scale on full blueprint size paper) and one reduced plan on 8-1/2 X 11 paper that is faxable. The plan must be accompanied by completed Architectural Review Form and a scaled site drawing on the Lot Sketch provided by the Land Office. The site drawing must include the location, size and type of any proposed retaining walls, sidewalks, and air conditioning unit. Show the locations of required silt fences, boulevard tree protection fencing, sidewalk protection at construction entrance and location of construction dumpster.
 1. Builders are reminded to keep the homesite clean. No stockpiling of dirt or debris is allowed on the homesite or adjacent homesites and weekly and/or daily site clean up is required.
 2. Once the initial ARC comments have been adequately addressed the builder must submit a final set of construction drawings with a Certificate of Survey. The Final Approval will not be issued until CPDC's Project Manager has signed off on the proposed grades.
- Color selections must be submitted to ARC prior to the installation of roofing materials. Color Approval Form must be filled out completely and submitted with paint/stucco colors, brick/stone and roofing material samples. ARC reserves the right to access a penalty of \$1000 at the final occupancy closing for application of

colors that have not been processed and approved through ARC. The committee also reserves the right to require the colors changed in addition to the penalty assessment.

Flow Chart:

Concept Review

- Architectural Design Concept
- Site Plan Review
- Existing and Proposed Grades Conditions
- Property Lines and Setbacks
- House Location
- Garage Location
- Consideration of Adjacent Home Positioning Proposed and Existing

Final Approval

- Adequately Addressing ARC Comments from Concept Review
- Construction Drawings
- Certificate of Survey

Color Approval

- Paint and/or Stucco Colors Proposed
- Roofing Material Samples
- Stone/Brick Samples

Landscape Approval

- Submitted by Homeowner
- Approved According to Landscape Policy
- City Withholds Certificate of Occupancy Without Approval