

Procedures for Filing Plan

PRELIMINARY DESIGNS

The Architectural Review Board (ARB) reviews and enforces all architectural, environmental, and landscape guidelines, rules, and regulations. ARB approval is required for all new residences, additions, improvements, or outdoor structures. Before starting the design and plan process, it is recommended that the owner or builder meet with the ARB and review the procedures, rules, and guidelines.

The submission packet must include:

1. Review fee (nonrefundable) of \$500 which includes two additional packets of the Estate Owner's Guidelines.
2. Completed application and checklist.
3. Two (2) preliminary site plans and survey showing all the setbacks, driveways, proposed grading, existing trees (size, species, and condition), tree-protection fencing, and soil and erosion control fencing, along with proposed top of foundation (T/F), retaining walls, patios, etc. The total amount of impervious surface must be calculated as a percentage of the overall square footage of the lot. Calculations must be furnished.
4. Two (2) preliminary landscape plans showing all proposed plant materials, hardscape, recreational facilities, and outdoor structures. Plans should be drawn at a scale of 1"=10' or 1"=20'.
5. Two (2) building floor plans with dimensions of all rooms and total square footage of basement, garage, first floor, and second floor. All plans must be submitted at a scale of 1/8"=1'0" or 1/4"=1'0".
6. Two (2) sets of proposed building elevations showing all four views along with identification of all proposed materials. All building elevations must be drawn at a scale of 1/8"=1'0". The dimensioned elevation should show the overall height, verifying the ridge and eave height.
7. Material specifications and proposed exterior color scheme.

FINAL CONSTRUCTION DOCUMENTS AND LANDSCAPE PLANS

Final plans should incorporate all comments by the ARB during the Preliminary Design review. As applicable, the following documents should be submitted for final consideration:

1. Completed application form.
2. Three (3) sets of completed architectural drawings stamped by a licensed architect.
3. Three (3) sets of permit plat and tree preservation plans, as applicable. Tree preservation plans must include number, size, species, condition, and root zone calculations. Only those trees located within the buildable area and within 50 feet of the buildable area, located either in the right-of-way or the deed-restricted open space (DROS) are required. The plan should show locations of proposed utility connections, including gas, electric, sewer, and water. The total amount of impervious surface must be calculated as a percentage of the overall square footage of the lot. Calculations must be furnished.
4. Two (2) site construction plans showing locations of dirt stockpiling and storage of materials and equipment, dumpster, and port-o-lets. An action plan and timetable to remove excess dirt must also be submitted in writing.
5. Three (3) sets of the final landscape plan, prepared by a licensed landscape architect.
6. Final material selections and color samples.
7. On-site meeting with ARB representative.
8. Tree-protection fencing and soil and erosion fencing must be installed and inspected prior to approval.
9. A list of subcontractors.
10. A deposit of \$3,000, to be held in escrow, for a construction and site bond.

Before submitting to the City of Woodstock Building Department, all plans must be stamped approved and a Statement of Certification must be issued by the ARB. The city will not review the plans without these releases.

