

# The Villages at Wicklow

## Architectural Design Review Submittal and Approval Process

9/6/12

**The Design Review Board meets the first Wednesday of every month or as needed.**

*Please allow 14 days for submittal review and processing.*

### **Application and Design Review Process**

- Two complete sets of plans professionally drawn by an architect must be submitted along with the Design Review Application to the *Development Office* located at The Village of Wicklow general office at 2808 S. Ingram Mill Road A100, Springfield, MO 65804. See checklist on page 4 for details of what must be included in the plans.
- The Liquidated Damages Deposit of \$500.00 must be submitted along with the application.
- CC Land Partners, LLC will determine if the submittal is complete and ready to be presented to the Board. Please note that incomplete applications will not be submitted.
- The Villages at Wicklow Design Review Board (VWDRB) approves or disapproves plans and will send comments to the owner and/or builder to proceed with construction or to resubmit the application after meeting the stated requirements.
- A Prior to Construction Property Verification and Inspection Form and certificates of insurance must be turned in to the Development Office before beginning construction.
- Upon completion of the review and approval process, the set of plans will be retained by VWDRB.
- A Builder Profile form must be completed & submitted to VWDRB.

### **Construction Completion**

- Upon completion of all improvements to the property, including all landscaping, the owner and/or builder shall submit the Improvements Completed Property Verification and Inspection Form to the Development Office, stating that improvements are complete and in conformance with the approved plans and specifications of the VWDRB. *This form must be submitted no later than one month after occupancy of the residence.*
- VWDRB will have 15 days to inspect property and improvements.
- After inspection, the VWDRB will notify the owner of either final approval or noncompliance.
- The Liquidated Damages Deposit, or any remaining portion, will be refunded at the time of final approval by the Design Review Board.

**The Villages at Wicklow**  
**Property Verification and Inspection -- Prior to Construction**

**Property Owner's Name:** \_\_\_\_\_

**Current Mailing Address:** \_\_\_\_\_

**Telephone Numbers:** Business/Day ( ) \_\_\_\_\_

Residence/Evening ( ) \_\_\_\_\_

Mobile ( ) \_\_\_\_\_

Homesite number of proposed construction: \_\_\_\_\_ Phase: \_\_\_\_\_

Homesite Address: \_\_\_\_\_

I/we have read the current The Villages at Wicklow Design Guidelines, Covenants, Conditions and Restrictions and fully understand the requirements set forth as they pertain to property damage. I/we have physically inspected the above home site and features listed below prior to commencement of construction and do hereby verify that **NO** damage has been found to lot or adjacent lots. I/we understand that if damage occurs to a feature listed below as a result of construction, it is my/our responsibility to repair or replace such damaged feature, and that the liquidated damage deposit placed with The Villages at Wicklow will be held until such repair(s) are complete. I/we understand that an inspection will be done again after completion of home and landscaping.

**Property Verification – Indicate Condition of the Following Existing Elements:**

A. Pins are Located (Property Boundary Lines)

B. Damage to Property/Amenities

1. Sidewalk/Curbs (if applicable)
2. Community Fencing
3. Debris on lot or any adjacent lots

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

For the use of The Villages at Wicklow Design Review Board only

Homesite Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

**The Villages at Wicklow**  
**Design Review Application**

**Ownership Data**

Property Owner's Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Telephone Numbers: Business/Day ( ) \_\_\_\_\_

Residence/Evening ( ) \_\_\_\_\_

Mobile ( ) \_\_\_\_\_

Homesite number of proposed construction: \_\_\_\_\_ Phase: \_\_\_\_\_

Homesite Address: \_\_\_\_\_

**Architect/Designer Data**

Architect/Designer's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Numbers: Business/Day ( ) \_\_\_\_\_

Residence/Evening ( ) \_\_\_\_\_

Mobile ( ) \_\_\_\_\_

**Contractor/Builder Data**

Contractor/Builder Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Numbers: Business/Day ( ) \_\_\_\_\_

Residence/Evening ( ) \_\_\_\_\_

Mobile ( ) \_\_\_\_\_

**Home Details and Areas**

Architectural Style: \_\_\_\_\_

Covered Deck/Porch Area S.F.: \_\_\_\_\_

Uncovered Deck/Porch Area S.F.: \_\_\_\_\_

Patio Area S.F.: \_\_\_\_\_

**PLEASE USE THE FOLLOWING CHECK LIST TO ENSURE ALL NECESSARY INFORMATION IS INCLUDED WITH YOUR SUBMITTAL**

**Plan Submittal – 2 complete sets**

- A. Construction Plans
  - 1. Square Footage per Level
    - a. Basement
    - b. Main
    - c. Upper
  - 2. Garage Square Footage
    - a. Two-Car
    - b. Three-Car
  - 3. Elevations must have all exterior products drawn in (see pg. 8) and include:
    - a. Front
    - b. Side
    - c. Rear
    - d. Entry/Porch including Front Step Details
    - e. Deck/Patio/Post/Railing Details
    - f. Garage Door Design Details
    - g. Window Grids, if used
  - 4. Roof Elevations (plans must include the following)
    - a. Roof Pitch
    - b. Dormer Pitch
    - c. Fireplace Flue – Elevations, Size, Materials

Note: *No skylight or vents are allowed on front elevation.*
- B. Site Plan (must include the following at appropriate scale size of 1"=20)
  - 1. Building Envelope
  - 2. Building Setbacks
  - 3. Existing and Proposed Grading Contours outlining drainage plan ensuring water runoff to appropriate natural drainage areas
  - 4. Finished Floor Elevation
  - 5. Hay Bale or Silt Fencing Location
  - 6. Accessory Building (if any; show location and elevation on site plan)  
-- Must have accessory building design approved also
  - 7. Patio Design
  - 8. Retaining Wall Location and Materials
  - 9. Pool Plans (if any; show location and elevation on site plan)  
-- Must have pool design approved also
  - 10. Portable Toilet Location
- C. Landscape Plans – Submit 30 days prior to final grading
  - 1. Landscape Beds Location and Square Foot Size
  - 2. Plants – Type, Location, Size
  - 3. Trees – Type, Location, Size
  - 4. Landscaping Design around any Mechanical Equipment
  - 5. Retaining Wall – Material Design
  - 6. Court Yard – Material Design

**Plan Exterior Material, Finishes and Color**  
*List and Include Samples and/or Literature on Each*

- A. Masonry products and Color (Brick/Stone/Stucco) \_\_\_\_\_  
\_\_\_\_\_
  - B. Siding Products and Color \_\_\_\_\_  
\_\_\_\_\_
  - C. Soffit/Fascia/Gutter Products and Color \_\_\_\_\_  
\_\_\_\_\_
  - D. Trim Colors \_\_\_\_\_  
\_\_\_\_\_
  - E. Window Colors/Type \* \_\_\_\_\_  
\_\_\_\_\_
- \* Windows that are noticeable from street must be casement, unless exception made by VWDRB*
- F. Roof Product and Color \_\_\_\_\_  
\_\_\_\_\_
  - G. Doors/Type – Front, Garage, Other (Must show detail on plan) \_\_\_\_\_  
\_\_\_\_\_
  - H. Deck Railing (Must show detail on plan) \_\_\_\_\_  
\_\_\_\_\_
  - I. Retaining Wall(s) (Must show detail on plan) \_\_\_\_\_  
\_\_\_\_\_

**Certificate of Insurance**

- A. General Liability
- B. Workers Compensation and Employer’s Liability
- C. Auto

**Liquidated Damages Deposit of \$500.00**

**NO WORK MAY BEGIN UNTIL APPROVAL BY THE DESIGN REVIEW BOARD HAS BEEN GRANTED.**

I/we have read the current The Villages at Wicklow Design Guidelines, Covenants, Conditions and Restrictions and fully understand the requirements set forth as they pertain to this application. All work will be completed in conformance with the approved documents and application. Any change to any building associated with this application shall be resubmitted to the Design Review Board and approval obtained prior to commencement of any and all improvements. During construction, I/we agree and will provide gravel to the driveway of this property for use as a temporary access.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please remember that you must have a contract on the lot before the Design Review Board will accept this submittal.*

**THE LIQUIDATED DAMAGE DEPOSIT OF \$500.00 MUST BE INCLUDED WITH THIS APPLICATION. PLEASE MAKE CHECK PAYABLE TO CC LAND PARTNERS, LLC.**

PLEASE NOTE: AN INCOMPLETE SUBMITTAL MAY RESULT IN DELAYS PROCESSING YOUR DESIGN REVIEW APPLICATION. PLEASE BE SURE ALL NECESSARY ITEMS ARE INCLUDED.

<p><u>For the use of The Villages at Wicklow Design Review Board only</u></p> <p>Homesite Number: _____</p> <p>Date Received: _____</p> <p>Received By: _____</p> <p>Deposit: Cash _____ Check _____ Check No. _____ Money Order _____</p>
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*The Villages at Wicklow Review Board may find it necessary to require additional information upon receipt of this submittal in order to effectively review your plan and move forward with the approval process.*

**The Villages at Wicklow**  
**Property Verification and Inspection – Improvements Completed**

**Property Owner's Name:** \_\_\_\_\_  
**Current Mailing Address:** \_\_\_\_\_

**Telephone Numbers:** Business/Day (\_\_\_\_\_) \_\_\_\_\_  
Residence/Evening (\_\_\_\_\_) \_\_\_\_\_  
Mobile (\_\_\_\_\_) \_\_\_\_\_

Homesite number: \_\_\_\_\_ Phase: \_\_\_\_\_  
Homesite Address: \_\_\_\_\_

The Villages at Wicklow Design Review Board has completed the property verification and inspection of the above address after all improvements to Property have been made according to the requirements set forth in The Villages at Wicklow Guidelines and Declaration of Restrictions as they pertain to property damage to existing community elements. This inspection is **NOT** intended to be a notice of final approval of the improvements or noncompliance of such improvements, but to verify that the present condition of the community elements that existed prior to construction are in the same condition or have been repaired to the satisfaction of the VWDRB. By signing below, I/we agree with the conclusion of the Property inspection of the VWDRB and have read and understand the comments, if any, noted below pertaining to this conclusion.

**Property Verification – Existing Elements**

- A. Pins are Located (Property Boundary Lines)
- B. Damage to Property/Amenities
  - 1. Sidewalk/Curbs
  - 2. Utility boxes, etc.
- C. Landscape/Drainage Conforms to Plans Submitted

Comments: \_\_\_\_\_  
\_\_\_\_\_

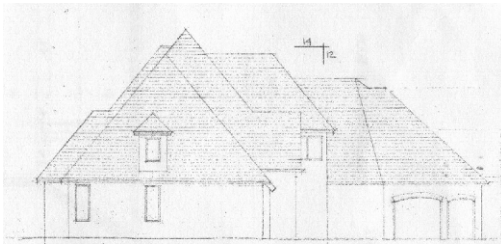
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner(s)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
The Villages at Wicklow Design Review Board Representative

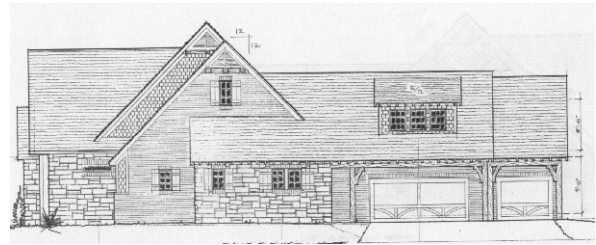
In order to avoid mistakes or issues that will slow the approval process, please note the following:

1. As mentioned, plans must show all sides of the elevation, with *all exterior products drawn in*.

*Example:*



*Not acceptable*



*Acceptable*

2. Please make sure that you have included a site plan *drawn to scale* that clearly shows the house as it will sit on the lot, with all easements and setbacks plainly noted. See checklist for additional items that must be called out on the site plan.
3. The Design Review Board will be looking specifically at the front elevation for the following features:
  - Dimension
  - A variety of exterior products to create an aesthetically pleasing façade
  - Balance/consistency in design & products used

It is not the intention of the Design Review Board to encourage or promote a “cookie-cutter” style subdivision; rather, it is our goal to encourage unique designs that complement the premise and style of The Villages at Wicklow. When a person drives through Wicklow, he or she should be able to easily see that while each home offers it’s own individual design, the common theme flows seamlessly throughout the neighborhood.