



VII. SUBMITTAL REQUIREMENTS

Introduction

The purpose of this section is to provide each owner with a general outline of the design approval and construction process at Berry Farms. The recorded Covenants and Restrictions, as well as the Design, Construction and Maintenance standards developed by the Architectural Review Committee were created to ensure design compatibility and high quality of execution. All proposed architectural and landscape designs must be submitted to, and approved by, the Town Architect at Berry Farms. This requirement encompasses all initial designs and later additions. It is the Town Architect's responsibility to ensure that all designers and builders adhere to the Covenants and Restrictions, as well as the approved plans and specifications. Any deviations from the approved plans and specifications or Covenants will be subject to correction by the owner at the owner's expense, and a maximum fine of \$500.00 per deviation plus \$250.00 per day for continued violation payable by the owner.

Review Procedure

Final approval to start any type of improvement or change will not be given until a full set of plans (Final Working Drawings) showing the full nature and impact of the proposed improvement has been submitted as required, appropriately reviewed and approved by the Town Architect. The Town Architect utilizes a simple review process that is designed to facilitate smooth coordination between all parties.

The Committee normally requires the following three sequential submittals:

1. Schematic
2. Preliminary
3. Final

Schematic Submission Requirements

All submissions must contain the following basic information:

- A. Site Plan (1" = 20' minimum) showing:
 - North arrow
 - Building footprints with entries, porches, and balconies delineated, as well as overhangs shown with dashed lines
 - Drives and walks, with dimensions of each
 - Existing trees shown and those marked for removal
 - Preliminary landscape

- B. Floorplans (1/8" = 1' or 1/4" = 1') showing:
 - Rooms dimensioned and labeled
 - All windows and doors with swings shown
 - Overall dimensions
 - Total square footage broken down by floor into heated/cooled spaces, and outdoor spaces under roof

- C. Elevations (1/8" = 1' or 1/4" = 1') showing all sides with:
 - Porches, balconies, doors, and windows
 - Principal materials specified with sizes
 - Height of each floor, eave, and maximum height in relation to ground level
 - Roof pitch

* Variances: If there are any variances to the Architectural Standards, submit a description of them and the justification based on merit or hardship.

Preliminary [DD] - CAD Drawings

All submissions must contain the following basic information:

- A. Site Plan (1" = 20' minimum) showing:
 - North arrow
 - Building footprints with entries, porches, and balconies delineated, as well as overhangs shown with dashed lines
 - Drives and walks, with dimensions of each
 - Existing trees shown and those marked for removal
 - Preliminary landscape
- B. Floorplans (1/8" = 1' or 1/4" = 1') showing:
 - Rooms dimensioned and labeled
 - All windows and doors with swings shown, and sizes given
 - Overall dimensions
 - Total square footage broken down by floor into heated/cooled spaces, and outdoor spaces under roof
- C. Elevations (1/8" = 1' or 1/4" = 1') showing all sides with:
 - Porches, balconies, doors, and windows
 - Principal materials specified with sizes
 - Height of each floor, eave, and maximum height in relation to ground level
 - Roof pitch



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D. Section Details (3/4" = 1' or larger) showing:

- Typical wall section
- Eaves
- Door and window surrounds
- Porches [foundation and eaves]
- Foundation, water table, and/or skirtboard details
- Any other unique details, i.e. bay windows

*Variances: If there are any variances to the Architectural Standards, submit a description of them and the justification based on merit or hardship.

Final Submittal

- A. Same as Preliminary Submittal
- B. Landscape plan delineating existing trees, and trees to be removed, as well as new plantings labeled by common name

*NOTE: Be sure to submit Construction Document Review paperwork before sending project out to bid. This review checks the construction documents for compliance with the Architectural Standards, and verifies that recommendations made at the sketch review have been incorporated. The owner must submit a copy of the previous submission, with received comments, with this submittal to verify conformity. Conformity to applicable, local regulations and building codes is the responsibility of your architect or builder.

Liaison and Timing

To speed the review and approval process, all submittals should be as complete and as clear as possible. It is hoped that outright or qualified approval will be given on first submission. However, submittals will be returned when sufficient information is not supplied, and the entire review process will have to be repeated.

All liaison between the Town Architect and the lot owner must be in writing. All approvals or disapprovals, either complete and final, conditional, or qualified, will be in writing and signed by a Town Architect representative.

Initial Construction

Once final plans have been approved in their entirety by the Town Architect, the owner may proceed with construction on a stage-by-stage basis, subject to the approval of the Town Architect.

Inspections

Each architect must make a minimum of five inspections, and must certify in writing to the Town Architect that the improvements are being constructed in substantial accordance with the plans and specifications approved by the Town Architect after each inspection. This must happen prior to the construction.

Construction may not proceed into the next stage unless the owner's architect has provided written certification that the preceding stages of construction are in compliance with the approved plans.

Required inspections are:

- 1) foundation
- 2) framing
- 3) cornice/shell
- 4) final building
- 5) final landscaping

Construction Requirements

During construction, tidiness of the site and conscientiousness toward neighboring lots will be of the utmost concern. Contractors' sloppiness will not be tolerated. As recorded in the Covenants, each builder will be required to comply with the following:

- a) Each lot must have its own dumpster that must be emptied prior to overflow. All materials must be secured to prevent wind blocking.
- b) Each site must be cleaned of debris at the end of each day.
- c) Construction materials must be kept out of the right-of-way at all times.
- d) There must be absolutely no dumping of excess concrete or any other materials within Berry Farms.
- e) Each builder and owner are responsible for establishing property corners and construction staking. Only a licensed engineer should survey the property and locate proposed improvements.
- f) Each builder and owner is responsible for protecting all Berry Farms area infrastructure adjacent to and within the subject property.

Any deviation from the above will result in fines and necessitate immediate corrective measures at the owner's and/or builder's expense, and expose the owner and builder to additional liabilities.



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Violations

Violations of the Covenants and Restrictions or the Design Guidelines will result in penalties in addition to required corrections. The Town Architect has the right to impose on the owner an initial fine of \$500.00* for any one violation of the Covenants or Guidelines, a fine of \$250.00* per day of continued or unremedied violation, and the payment of any attorney and or corrective costs involved.

*subject to change



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VIII. DESIGN REVIEW CHECKLIST

Submittal Date: _____ **District:** _____

Submittal Stage: Schematic Preliminary Final

Parcel Location: _____

Final submission must be submitted 30 days prior to relevant governmental authority for building permits.

Owner	Landscape Architect
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____

Architect	Civil Engineer
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____

Committee Meeting Date: _____

In Attendance: Bloodworth Fawcett _____
 Ballash Traylor _____

Y=Yes / N=No
 NBN=No, But Needed
 NA=Not Applicable
 NR=Not Reviewed
 "N" & "NBN"
 Require Change and Resubmittal

SUBMISSION CONTENT

Y	N	NBN	NA	NR	
<input type="checkbox"/>	1. Is the one time \$600 check made payable to Berry Farms Owner's Association, Inc. attached?				
<input type="checkbox"/>	2. Is there a scale indicated for all drawings and details?				
<input type="checkbox"/>	3. Are there four copies of the entire submittal?				

Comments: _____

SITE RELATED ISSUES

Y	N	NBN	NA	NR	A.	Hardscape
<input type="checkbox"/>	1.	Are locations of curb cuts adequate and coordinated so that they are not in conflict with curb cuts on the other side of the street?				
<input type="checkbox"/>	2.	Are the correct Berry Farms curb cut details shown?				
<input type="checkbox"/>	3.	Is the interior traffic circulation and parking layout well resolved?				
<input type="checkbox"/>	4.	Has the dumpster been located and is it appropriate?				
<input type="checkbox"/>	5.	Is there an ADA sidewalk route from the public street to the primary building entrance?				
<input type="checkbox"/>	6.	Is there a sidewalk detail showing the Berry Farms trowel detail?				
<input type="checkbox"/>	7.	Are the sidewalks along the public roadway in the correct location as per the Berry Farm's guidelines? (Note: Sidewalks are located in Berry Farms as specific setbacks from the public curb which differ according to the roadway type.)				
<input type="checkbox"/>	8.	Are benches on this site, and are they shown? (Note: Sites designated for benches require Berry Farm's standard bench and associated concrete pad and landscaping at the site developer's expense.)				
<input type="checkbox"/>	9.	Is concrete used, properly scored for contraction/expansion?				
<input type="checkbox"/>	10.	Are other surfaces properly detailed?				
<input type="checkbox"/>	11.	Does the site plan have features that clearly and adequately contribute to the public realm?				
<input type="checkbox"/>	12.	Proper Tie-In to Offsite				



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13. Is the fencing shown appropriate? All fencing at Berry Farms must fit within the Berry Farms Guidelines.

Comments:

- Y**
- N**
- NBN**
- NA**
- NR**

C. Garbage Collection Areas

1. Is the Berry Farm's standard brick enclosure shown and properly detailed? (Berry Farms requires a brick enclosure with metal frame door(s) covered in metal or vertical wood planks.) If metal is used to clad the door frame, it must be articulated to give a tailored appearance. If wood is used as cladding, a horizontal trim piece, at minimum, must be included at the top. The dumpster must be entirely hidden from view by the enclosure.

Comments:

- Y**
- N**
- NBN**
- NA**
- NR**

B. Site Lighting

- 1. Is the Berry Farm's standard and required pole light (Kim Archetype head with pole/head in custom color RAL 6012 Black Green) in commercial zones or the special additive concrete pole/head used in "The Neighborhood" called out and located on the site plan?
- 2. Are pole heights appropriate?
- 3. Are the light levels appropriate?
- 4. Are the Kim Archetype fixtures metal halide?
- 5. Are ground mounted lights, for exterior signage and building illumination, adequately shielded and consistent with the Berry Farm's standard?
- 6. Photometrics

Comments:

- Y**
- N**
- NBN**
- NA**
- NR**

D. Site Utilities

- 1. Have electrical distribution issues been properly addressed?
- 2. Have water distribution issues been properly addressed?
- 3. Have sanitary sewer issues been properly addressed?
- 4. Have the post indicator valve and other above ground water equipment been located beyond the streetscape easement in an inconspicuous area?
- 5. Have upstream properties been served by sanitary sewer lines and associated easements?
- 6. Is the storm drainage entering the site appropriately and fully addressed?
- 7. Is the storm drainage leaving the site appropriately and fully addressed?
- 8. Are all proposed underground lines and pipe shown?
- 9. Are air condition compressors locations acceptable and screened from the public row?
- 10. Has the irrigation backflow preventer location been pulled away from and screened from the public row?
- 11. Are gas/meter locations acceptable?
- 12. Existing locations/easements addressed?



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Comments:

Comments:

Y	N	NBN	NA	NR	E. Topography
<input type="checkbox"/>	1. Are existing one foot contours shown?				
<input type="checkbox"/>	2. Are proposed one foot contours shown?				
<input type="checkbox"/>	3. Does the plan adequately indicate the correct topographical treatment of the public road frontages? Berry Farms has a required conceptual topographic solution to each roadway frontage that incorporates sidewalk treatment as well as berming. These solutions must be followed.				
<input type="checkbox"/>	4. Is the first floor proposed finished elevation indicated and is it appropriate?				
<input type="checkbox"/>	5. Are the grades proposed for the edges of the site appropriate?				
<input type="checkbox"/>	6. Are the erosion control measures indicated sufficient?				

Comments:

Y	N	NBN	NA	NR	F. Site Signage
<input type="checkbox"/>	1. Is the permanent signage indicated, and does it include all necessary details to conform with the Berry Farms system? (Note: All signage, including regulatory and directional signage, must conform to the Berry Farms system. This includes material, size and color.)				
<input type="checkbox"/>	2. Is signage appropriately located?				
<input type="checkbox"/>	3. Is the temporary construction/marketing signage included and in conformance with the Berry Farms system?				

Y	N	NBN	NA	NR	G. Landscape
<input type="checkbox"/>	1. Is the landscape material within the Berry Farms palette of materials? Berry Farms emphasizes native material used historically in the 19th century - particularly oaks, magnolias, special cultivars such as Keteleer Juniper that mimic eastern red cedar, hollies that mimic boxwood, etc. (Slash and loblolly pines are prohibited.)				
<input type="checkbox"/>	2. Does the overall design concept follow the late Federal neo-classical design theme?				
<input type="checkbox"/>	3. Are the landscape materials of sufficient size and properly identified?				
<input type="checkbox"/>	4. Are the landscape species appropriate for their location (i.e. sun or shade, wet or dry, appropriately scaled?)				
<input type="checkbox"/>	5. Is the perimeter screening appropriate? Leyland Cypress, Hollywood and Keteleer Junipers are all acceptable screens where opaque screening is needed.				
<input type="checkbox"/>	6. Does the landscape treatment along the public road follow Berry Farms guidelines and are the parking areas adequately screened?				
<input type="checkbox"/>	7. Does any fencing indicated fit into Berry Farms guidelines?				
<input type="checkbox"/>	8. Are all existing trees properly identified as to location, type and size?				
<input type="checkbox"/>	9. Are measures for tree preservation acceptable?				
<input type="checkbox"/>	10. Are trees shown for removal acceptable?				
<input type="checkbox"/>	11. Are irrigation plans and specifications adequate? (Note: All irrigation backflow preventers must be located away from the public R.O.W.'s. Ideally, they should be located in a screened meter center or AC zone.)				
<input type="checkbox"/>	12. Residential review of zones viewable from the street				

Comments:



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BUILDING ISSUES

Y	N	NBN	NA	NR	A.	Building Mass, Location and Finished Floor Elevation
<input type="checkbox"/>	1.	Does the building "pop out" the street geometry? Does it "address" the street?				
<input type="checkbox"/>	2.	Is the building sufficiently close to the street?				
<input type="checkbox"/>	3.	Is the building properly positioned with regard to its placement on the street and any automobile view corridors?				
<input type="checkbox"/>	4.	Is the overall building mass appropriate for its location?				
<input type="checkbox"/>	5.	Does the massing work off of a central axis with dominant, secondary and tertiary flanking elements?				
Comments:						
<hr/>						
<hr/>						
<hr/>						

Y	N	NBN	NA	NR	B.	Building Articulation
<input type="checkbox"/>	1.	Does the building have a clearly defined "top" and "base"? All commercial, institutional and office buildings at Berry Farms should have a clear sense of both.				
<input type="checkbox"/>	2.	Does the building have a clear sense of entrance?				
<input type="checkbox"/>	3.	Does the building "engage" the street properly?				
<input type="checkbox"/>	4.	If the building is at the end of a street or pedestrian vista, on a corner or at a key point along a vista (midway for example), does the building express a special civic presence?				
<input type="checkbox"/>	5.	Does the palette of the building materials appear to be appropriate? No materials are finally approved until a mock-up showing the various materials and colors has been erected on site and approved by the Architectural Control Committee.				
<input type="checkbox"/>	6.	Are the material colors submitted with plans generally appropriate?				
<input type="checkbox"/>		A. Brick				
<input type="checkbox"/>		B. Limestone				
<input type="checkbox"/>		C. Precast				
<input type="checkbox"/>		D. Mullion (must be white unless waiver obtained)				
<input type="checkbox"/>		E. Muttin (must be white unless waiver obtained)				
<input type="checkbox"/>		F. Cornice and other exposed flashing				
<input type="checkbox"/>		G. Siding				
<input type="checkbox"/>		H. Trim				
<input type="checkbox"/>		I. Glass				
<input type="checkbox"/>		J. Roof				
<input type="checkbox"/>		K. Mortar				
<input type="checkbox"/>	7.	Are the elements proportioned in such a manner that there is harmony between them?				
<input type="checkbox"/>		A. Cornice				
<input type="checkbox"/>		B. Roof				
<input type="checkbox"/>		C. Entry				
<input type="checkbox"/>		D. Windows				



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- E. Main mass element
- F. Secondary elements
- G. Tertiary elements
- H. Base
- I. Columns
- 8. Are the shutters, if included, properly detailed? Berry Farms requires authentic wide blade shutters (2½" blades) sized to the actual door or window opening mounted with hinges specifically approved in writing.
- 9. Are entry treatments (including the door(s) themselves) appropriate?
- 10. Are the dormers, if included, properly detailed and located?
- 11. Are classical details, if included, appropriate? Berry Farms requires classical column detailing, which in the trade is sometimes referred to as "architectural series" columns of correct classical proportions (width to height, etc.) including a correct base and capital details and a proper taper (entasis) where the top of the finished beam above the capital and the capital element of the column extends beyond the face of the finished beam?
- 12. Are the materials of high quality and durability?
- 13. Are the windows of adequate quality?
- 14. Are the doors of adequate quality?
- 15. Are the vent pipes and other roof top equipment hidden from view?

Comments:

Additional Comments:

INSPECTIONS

Construction may not proceed to the next stage of construction unless the owner's architect has provided written certification that the preceding stages of construction are in compliance with the plans approved and on record with the Architectural Control Committee.

Y	N	NBN	NA	NR	Inspection certification from the owner's architect on:
<input type="checkbox"/>	1. Foundation				
<input type="checkbox"/>	2. Framing				
<input type="checkbox"/>	3. Cornice/Shell				
<input type="checkbox"/>	4. Final Building				
<input type="checkbox"/>	5. Final Landscaping				