



Architectural Review Committee (ARC)
**Dwelling Design
 and Building Application**

*****In order for your request to be considered, ALL fields must be completed.*****

Property and Applicant's Information			
Property Owner's First & Last Name (if Builder/Developer, also include Company Name)			Applicant's Name
Applicant's Email Address			Applicant's Primary Phone Number
Property's Street Address			Subdivision Date Application Submitted
Lot #	Lot Size	Square footage of planned dwelling above grade	Approx. Date of Completion

Dwelling Design and Building Approval Process	Adopted November 2015
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The design review and approval is a four step process:

1. Conceptual layout and architectural review – Show layout of dwelling on lot, and answer questions the builder/ developer has regarding the design guidelines, CC&R's, and required documents for approval with ARC manager or representative. The conceptual layout/architectural review is not mandatory but is recommended to resolve any questions/concerns before construction documents are created.
 - a. Builder should use the summary checklist, master declaration, and design guidelines available under CC&Rs on the HOA website (www.villageshoa.org) to prepare dwelling and landscape plans.
2. Builder/developer puts together the required documents in the builder's packet for ARC review and submits them to the ARC manager. ARC manager checks for completeness of the packet and submits packet to the ARC committee.
3. Construction Document Approval – ARC committee reviews the builder's packet and approves or rejects the plans. ARC manager notifies the builder/developer of the outcome. The ARC stamps the construction plans, landscape plan, and signs this Building Application. The ARC has 30-days to complete a review, however the ARC will make every attempt to meet twice each month.

Incomplete builder packets will not be reviewed.

- a. Once approved, the builder/developer submits to the City of Saratoga Springs for building permit.
 - b. The City of Saratoga Springs should not issue a building permit without the Villages of Saratoga Springs ARC stamp of approval. If the City does issue a building permit, a cease building order may be issued and work must be stopped on the project until it is approved.
 - c. Developments that do not conform to the Master Declaration and/or Supplemental Guidelines of the Development will be required to be altered to conform to the Declaration and guidelines. Variance requests to the design guidelines must be made in writing.
4. Completion Approval – This approval is limited to the exterior work and landscaping requirements of the Master Declaration and supplemental design guidelines. Variances for landscaping completion must be granted prior to final occupancy and is recommended that the request should be submitted at the beginning of a building project.

Dwelling Design Minimum Requirements Summary Information

This form is used to confirm that the plans for building and landscaping a dwelling, or group of dwellings, by an owner, builder, or developer meet the minimum requirements for the Villages of Saratoga Springs Master Plan. This document is a summary form of the Master CC&R's filed with Utah County, the original developer's design guidelines, supplemental design guidelines, and fencing clarification documents which are available at the HOA website (www.villageshoa.org). The owner/builder/developer is encouraged to use this form to answer general design questions and to review the complete CC&R's and Design Guidelines in detail before submitting a plan for review. This form replaces the design standards worksheet and the point system worksheets noted in the recorded documents to provide better service to the applicant and facilitate the ARC review. To be approved a dwelling must meet the minimum point requirements of each of the dwelling design areas where points are identified in the summary below.

General Land Use and Dwelling Design

Required land use and dwelling criteria:

- Dwelling Minimum Size Requirements:

Density Type	Lot Size (acre)	Minimum Dwelling (sq. ft. above grade)
Low Density Housing (2 to 5 dwellings/acre)	0.197 to 0.33	1,250 (minimum of 500 on main floor)
	> 0.33	1,600 (minimum of 500 on main floor)
Medium Density Housing (5.1 to 9 dwellings per acre)	0.11 to 0.196	Single detached: 1,000 Attached: 800 (minimum of 500 on main floor)

- Varied placement of home and garages on lots (if builder is developing more than one lot)
- Identical home and/or color scheme not allowed on adjacent lots two deep on either side and three directly across the street
- Minimum setbacks (follow ordinances of City of Saratoga Springs):
- 25 ft to front of garage
 - 20 ft from any ridgeline (closest point on the dwelling to a street is 20 ft)
 - The minimum spacing between dwellings are different in each subdivision:
 - **Fox Hollow:** 8 foot minimum on one side and 12 foot minimum on other side of dwelling to create 20 foot separation between each home
 - **Hawks Landing:** 8 foot minimum on one side as well as an 8 foot minimum on other side of dwelling to create 16 foot separation between each home
 - **Hawks Ranch:** 8 foot minimum on one side as well as an 8 foot minimum on other side of dwelling to create 16 foot separation between each home
 - **The Preserves:** 5 foot minimum on one side as well as an 5 foot minimum on other side of dwelling to create 10 foot separation between each home
 - And deviation to these minimum requirements requires a Variance Request Form to be submitted
- Dwelling/Landscaping should not significantly change the natural slope of the surrounding topography
- Single detached dwelling no more than 2 stories above grade, no dwelling/structure to be higher than 35 ft. at its highest elevation
- Accessory structures (sheds, shops, detached garages) to be the same style/materials as the dwelling without an approved Variance
- No modular, mobile, or move-on homes/dwelling permitted
- Residential entry should always face the street

Conformance to General Design Requirements:

- Yes No

Curb Appeal Features (Minimum points required = 20)

Dwelling must have the minimum points from the following architectural accents to elevate curb appeal (Features must be visible from the front street view to be counted):

- | | |
|---|--|
| <input type="checkbox"/> Multiple materials used on the front of the home (minimum 3 different materials need to be used to count) [5 points] | <input type="checkbox"/> Brick/stone accents (these are specialty items above and beyond general stonework or ledges) [4 points] |
| <input type="checkbox"/> Large front or wrap-around porch [5 points] | <input type="checkbox"/> Decorative or unique windows [4 points] |
| <input type="checkbox"/> Bay windows (front-facing and has it's own roof) [5 points] | <input type="checkbox"/> Decorative porch railings [4 points] |
| <input type="checkbox"/> Balconies [5 points] | <input type="checkbox"/> Decorative columns or posts [4 points] |
| <input type="checkbox"/> Dormers or multiple front view gables (6/12 pitch or greater. Minimum 5 gables to count.) [5 points] | <input type="checkbox"/> Shutters [3 points] |
| | <input type="checkbox"/> Decorative glass in garage door [3 points] |
| | <input type="checkbox"/> Cornice moldings [3 points] |
| | <input type="checkbox"/> Under eaves lighting [3 points] |

Dwelling Design Points: _____ / 20 points

Garages/Parking Areas

- Grade on driveways must not exceed 15% slope
- Garages typically to extend no more than 4ft. beyond the livable portion of the home to de-emphasize garage without a Variance
- Single dwellings must have at least one garage able to hold 2 vehicles (Third car garages can be single vehicle)
- 3rd car garage to be offset a minimum of 2 ft.
- Carports are not permitted.
- Garage door color must be approved by ARC
- 3" conduit must be installed under driveway

Conformance to Garages/Parking Areas Requirements:

Yes No

Roof Requirements (without an approved Variance)

- Roof Pitch (Minimum 4:12, Maximum 10:12)
- Materials: wood shake, tile, or architectural shingles

Appropriate Pitch/Materials:

Yes No

Mechanical Equipment

- No roof mounted equipment (exception is solar panels)
- All mechanical equipment must be screened from view (if fence is installed)
- Solar panels are to be integrated into the roof design and panels should match the color of the roof

Appropriate Mechanical:

Yes No

Exterior Finishes

- Primary front elevation material must be brick, stone, stucco, or fiber/cement board siding and this primary material should be on at least 15% of the other elevations of the dwelling
- Material changes to be at inside corners or after a minimum 2 ft wrap-around, without approved Variance
- Specific notes on Stucco:
 - Window Trim: 6” header trim and 4” jamb and sill trim
 - 8” skirt trim under bay windows and where siding touches foundation
 - Deviations from these requirements require a request for variance
- Specific notes on Siding products:
 - Preferred siding materials are cement board
 - Vinyl and aluminum siding are not permitted on the front elevation of any dwelling, or on the rear of a dwelling facing a major arterial route in the development
 - Vinyl siding must have a minimum thickness of 0.042”
 - Vinyl Products are only permitted in areas within 500 feet of existing homes with Vinyl siding
 - Maximum siding width is 8”
 - Window Trim: 6” header trim and 4” jamb and sill trim are required
 - 8” skirt trims under bay windows and where siding touches foundation
 - Deviations from these requirements require a request for variance
- Exterior and landscape lighting should not reflect onto an adjacent dwelling or into the sky
- Color: All colors within the Adobe™ earth tones color pallet (or similar) are permitted. Bold accent colors for doors or shutters may be approved if color choices are in harmony with the rest of the structure and surrounding dwellings. **All colors are to be approved by the ARC and are to be in harmony with the surrounding areas.*

Conformance to Exterior Finishes Requirements:

Yes No

Finishes

Complete one of the following options:

- 20% Stone or Brick front face and wrap-around w/stucco remainder of home, without an approved Variance
- 10% Stone or Brick front face and wrap-around w/ wood/cement siding on remainder of home
- 20% Stone or Brick front face and wrap-around w/stucco on the front of home and 15% of every other side remainder of home covered in vinyl or aluminum siding (see above for vinyl requirements)

**Any deviations requires a variance*

Conformance to Finishes Requirements:

Yes No

Landscaping

The Master Plan's desire is to have a green-growing, open and inviting, aesthetically pleasing landscape atmosphere in the development. Sculptured planting beds, berms, decorative borders, architectural sculptures, large landscape rocks, trees, diverse shrub and plants, grass, and exterior/landscape lighting are all desirable. A full landscape plan is recommended at the beginning of construction. At a minimum the plan for the front yard completion is required. A landscape plan should include the number and placement of trees, shrubs, lawn, and other landscape features (including fencing). Where possible, also include the types of trees to be used to ensure they are on the approved tree list for the development.

- Front yard landscaping must be completed prior to the certificate of occupancy.** If this is not possible due to winter weather conditions, the builder will need to include a clause in their REPC that outlines they will complete the landscaping no later than May 31st of the following spring season.
- Dwelling/Landscaping should not significantly change the natural slope of the surrounding topography without an approved variance.
- Landscaping is to ensure that water is retained on property.
- There are specific trees/shrubs that are not permitted in the area. These can be found in the supplemental design guide (page 2). Some examples of acceptable trees/shrubs can be found in the design guide (page 28), but this is not an inclusive list.

The following minimum landscaping requirements apply to the front yards (mark the applicable requirement for lot size):

- Up to 0.137 acres: 1 tree* (deciduous or evergreens) and 2 shrubs**
- 0.138 to 0.23 acres: 2 trees* and 3 shrubs**
- Greater than 0.23 acres: 3 trees* and 4 shrubs**
- Other plantings, ornamental grasses, flowers, and landscaping rocks are encouraged

**Trees are to be a minimum of 1 ½" caliper deciduous or evergreen trees preferably from the approved listing*

***Shrubs are to be a minimum of 5 gallon size (see pg. 28 of the design guidelines, or pg. 2 of the design guidelines supplemental on the www.villageshoa.org website)*

NOTE: The above tree and shrub totals already account for the 60% rule to have the total required number of trees and shrubs for the lot in the front yard of the dwelling as outlined in the design guidelines.

Saratoga Springs Ordinance 19.06.10. Residential Landscaping Requirements.

All residential lots shall have the front yards landscaped within one (1) year and back yards within two (2) years after receiving a Certificate of Occupancy. Park strips shall be landscaped when the front yard is landscaped and shall thereafter be perpetually maintained by the property owner who abuts the park strip. Approved landscaping shall be installed in park strips. Approved landscaping includes: turf, trees, drought tolerant plants, mulch, live plant vegetation below two (2) feet in height, landscape rock, cobble and removable pavers. When landscape rock or pavers are used at least 30% of the area shall contain plantings. Weeds, dead vegetation, fruit and vegetable gardens, gravel, concrete and large boulders are prohibited. Four (4) foot wide concrete walkways are allowed when the walkway lines up with the main walkway to the front door. (Amended 6/23/09 –Ordinance 09-14)

- The use of gravel is not permitted in the planting strip or anywhere in front of a home. It is permitted on the side yard to park boats, trailers, or campers ONLY IF screened from street view.
- All landscaping should maintain the harmony throughout the neighborhoods.
- 3" conduit must be installed under driveway
- Per city ordinance 19.06.10 no gravel can be used in front of the home for parking or landscaping

Conformance to Landscaping Requirements:

Yes No

Fencing

See Fencing Guidelines for additional information.

- Chain link and cinder block fencing not allowed.
- All fencing to be maintained by the owner and lack of maintenance of fencing is subject to fines/liens from the HOA.
- Maximum 6' privacy fence. Semi-privacy fencing is encouraged to maintain feeling of openness.
- No fencing is permitted in the front yard that crosses in front of the dwelling. 3' decorative fencing is allowed to run parallel to the dwelling along property lines.
- All fencing material and color to be approved by ARC

Conformance to Fencing Requirements:

Yes No

Applicant's Signature

Required Documents and Samples need to be “boxed” and delivered to the ARC Manager and include the following:

- 1. Plan review fee of \$200 payable to: *The Villages at Saratoga Springs HOA*
- 2. Digital PDF format of all the plans
- 3. Outline of exterior finishes and colors including landscape rock products noting size and color and must include colors for body, trim, accents, gutters, soffits, front and garage doors (material samples, sample boards, photographs, or brochures are required)
- 4. Estimated building and landscaping schedule – noting expected occupancy date: _____(mm/dd/yy)
- 5. Any requests for variances/extensions (for design, layout, landscaping)
- 6. Include this completed and signed Builder's Application as a digital PDF file.

NOTE: After initial packet submission, any “Change Orders” can be submitted along with the \$100 Change Order Review fee.

Please initial the following items and sign below:

- Builders are responsible for construction debris and I understand that I am subject to fines for loose debris.
- Builders are responsible to keep dumpsters off the street (must be on the actual lot) and I understand that a \$50 per day fine will be assessed until it is removed from the street.
- I agree to build what is submitted with this Builder's Application and in accordance to setback requirements and I also understand that **any deviation** from the approved plans will be corrected at the builder's expense.
- I understand that before final occupancy, the ARC Manager will be required to do a final sign-off.

Please email this completed packet along with the above requirements to the ARC Manager at arc@villageshoa.org

And in cases that requires a physical location for delivery, such as samples, please contact the ARC Manager for an address.

Name (Print)	Signature	Date
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For Office Use ONLY

Form recorded and returned to Applicant

ARC Notes:

Date Received	Date Reviewed	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Name (Print) & Title		Signature	Date
Name (Print) & Title		Signature	Date