

# Summary of Objectives for Victor Gardens Architectural Guidelines



By the Architectural Review Committee, Victor Gardens Community Association  
Updated May 2018

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Victor Gardens ARC's goal is to maintain Architectural Integrity throughout the neighborhood. Noted below are the main goals to keep in mind when designing a home for the neighborhood. The Application Package for New Home Construction provides extensive detail to help guide you through the process and make sure all the requirements are met. Ultimately the goal is to meet the following 4 requirements:

1. Design a home that meets the criteria of the preferred styles for Victor Gardens. The architecture must be true to the style it represents.
2. The garages must be de-emphasized; this means no front forward garages.
3. The architecture must be consistent on all four sides, creating movement as required by the style of architecture. The rear and sides are as important as the front to create true four-sided architecture.
4. Houses nearby need to differ from each other and be unique, creating a true custom neighborhood.



# Application Package for New Home Construction

By the Architectural Review Committee, Victor Gardens Community Association  
Updated May 2018

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## Welcome!

On behalf of Victor Gardens' Community Association, the Architectural Review Committee welcomes your interest in our neighborhood! Victor Gardens is a vibrant community with numerous amenities and diverse architectural character. We look forward to reviewing your submissions and are ready to answer any questions that arise along the way.

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## Introduction:

The purpose of the Architectural Review Committee (ARC) is to control, preserve and enhance the architectural and environmental character of Victor Gardens. The Committee provides potential buyers, property owners, architects, designers and builders with the parameters for the preparation of home placement and elevation drawing specifications. ARC created this Application Package for New Home Construction to help builders and homeowners clearly understand the criteria by which submissions are judged. This is intended to simplify and summarize a number of source documents, including City of Hugo PUD Agreement Requirements, Victor Gardens Architectural & Landscape Requirements, Victor Gardens Residential Design Guidelines (ARC Guidelines) and the neighborhood's Covenants as a minimum standard of architectural application. However, the Committee's goal is not to aspire to the lowest denomination of these. ARC will look to maintain the spirit of the Traditional Neighborhood streetscape by enforcing a historical architectural character.

### **A few suggestions before beginning:**

Builders who propose homes that are easily identified as one of Victor Gardens "preferred styles" seem to get through the approval process easier. Victor Gardens Application Package for New Home Construction instructs builders to "design [home plans] using modern floor plans with an architectural theme." Preferred home styles are "Colonial, Victorian, Federal, Farmhouse, Cape Cod, Tudor, Stick, Shingle, (early) Prairie School, and Arts & Crafts Bungalow."

For anyone new to Victor Gardens' ARC process, we strongly suggest purchasing a copy of *A Field Guide to American Houses* by Virginia & Lee McAlester. Published by Alfred A. Knopf. ISBN 0-394-73969-8. Each ARC member is issued this book. It is used principally as a reference to Victor Gardens "preferred styles." Most builders and architects seem to be familiar with the book. It helps define the particular architectural style and is important to building a stylistically appropriate home and getting through the ARC process easily.

The ARC's application forms contain a lot of detail, which the ARC members use to help judge submissions. The details must be addressed in each step of the review process. Please read, understand and complete the required forms. Include as much detail as possible.

### **Follow the steps:**

This Application Package for New Home Construction outlines the step-by-step process and criteria by which your submissions will be reviewed. The ARC will oversee a number of items prior to granting final written approval, which allows a building permit release for construction. The ARC strives to provide you a swift response through this process. To achieve this goal, your submissions must be complete, detailed, and submitted in the required PDF file format. Submit everything related to an application at the same time, according to the steps outlined below. Please don't send elevation drawings on one day, application form the next, and supporting documents later on. Please find the enclosed Submission Checklist page to help ensure your home proposals are not delayed due to incomplete submissions. Incomplete submissions will not be scheduled for review.

#### **Step 1 / Preliminary Concept Phase**

This first step is the least formal and it's designed to provide initial feedback. During this phase there's no need for detailed drawings. Sketches and draft ideas are encouraged. Your Step 1 submission should show proposed massing, style selection, the home's proposed location and other general concepts. It should take into consideration the design of neighboring homes and items listed in the Architectural Application form. You should allow for time to revise your Step 1 proposal after initial ARC feedback. Your Step 1 submittal must be provided to our Community Manager with all documents assembled in one PDF document. The Community Manager will inform you if the ARC believes your submission is ready to move to Step 2.

#### **Step 2 / Preliminary Approval Phase - *Submitting an Architectural Application for Preliminary ARC Approval***

Once the ARC provides feedback based upon your Step 1 submittal you can move towards the Step 2 / Preliminary Approval Phase. This allows you to submit schematic home and site plans with enough detail (see example schematic ARC plan) to be reviewed by the ARC and potentially receive ARC's preliminary approval. If the ARC believes more significant changes are required, the Committee may ask you to repeat Step 1 or Step 2. Your Step 2 submittal must be provided to our Community Manager with all documents assembled in one PDF document.

#### **Step 3 / Final Architectural, Color and Landscape Approval Phase - *Submitting an Architectural Application, Color Application and Landscape Application for Final ARC Approval***

After the ARC invites you to proceed to Step 3, you can move forward to complete the construction drawings and Certificate of Survey to submit for Final Review. This phase assures that the approved Step 2 preliminary plans match the final construction documents. Your Color Application and Landscape Application must be submitted at the same time as the final Architectural Application. Do not order or install any materials prior to written approval. Please assemble your final Architectural Application, Color Application, and Landscape Application submission into three separate PDF documents. Email these PDF's to our Community Manager. Material samples and color swatches must be delivered to 4545 Garden Way N. Upon successful completion of Step 3 the ARC will provide a written approval, which is required for permitting.

### **Document formatting - Submit one PDF document per Application.**

It is required that each application's submission must be combined into **one multi-page (8 ½ x 11 letter size) PDF** document. This includes your Architectural/Color/Landscape Application, Checklist, written descriptions, visual references, elevation and plan drawings, garage door selection, exterior lighting selection, Lot Survey, etc. Please note that emails, texts, phone conversations, faxes, file formats other than PDF, etc., will not be accepted. Please email your PDF files to our Community Manager.

**Timing / expectations:****Step 1 / Preliminary Concept Phase:**

After the Community Manager receives your Step 1 PDF, it will be shared with the ARC's members and a meeting will be scheduled to discuss. In some cases, to expedite review, the ARC's members may discuss preliminary concept phase submissions via phone or email.

**Step 2 / Preliminary Approval Phase:**

After the Community Manager receives your Step 2 PDF, it will be shared with the ARC's members and a meeting will be scheduled to discuss. Builders must provide the Community Manager a complete Architectural Application submission at least 7 business days prior to the scheduled ARC meeting.

- After receiving complete submissions the Community Manager will email copies to ARC members.
- ARC members will review submission materials individually prior to the scheduled meeting, and will be prepared to discuss the submission as a group. This is the primary reason for the 7-business day deadline.
- The ARC's response to your Step 2 submission will be sent to the Community Manager. Once Step 2 preliminary approval is granted, the project can move forward to Step 3.

**Step 3 / Final Architectural, Color and Landscape Application Approval Phase:**

Obtain the ARC's final approval by submitting your Step 3 Architectural Application, Color Application and Landscape Application with your final construction documents. These documents must match preliminary approval and be included in your final Architectural Application. Your Color Application and Landscape Application must be submitted at the same time as your final Architectural Application. All relevant documents should be contained in one PDF per each Architectural/Color/Landscape Application. The ARC's final written approval is required for permit.

**Meetings:**

- Contact the Community Manager for the ARC's monthly meeting schedule or request a special meeting.
- Special meetings may be available to builders as needed– subject to the availability of ARC members.
- ARC members will review submission materials individually prior to the scheduled meeting, and will be prepared to discuss the submission as a group. This is the primary reason for Step 2 and Step 3 7-business day deadline.

**Compliance:**

Upon completion of the home, builder must notify Community Manager that home is ready for its Compliance Inspection. After successful inspection by ARC, Community Manager issues "Certificate of Compliance."

**Variances:**

The ARC is bound by the Association's documents and agreements with the City. However, variances may be granted on a case-by-case basis and only upon meeting the following criteria:

1. Unique circumstances.
2. Is reasonable.
3. Does not impose hardship on other owners.
4. Does not violate agreement with the City.

**ARC's Contact Person:**

The ARC's members should not be contacted individually, because the Committee's business is conducted as a group. Submission PDF's should be always emailed to Victor Gardens Community Manager:

Colleen Brown  
Associa Minnesota  
7100 Northland Circle N. Suite 300  
Brooklyn Park, MN 55428  
Phone: (763) 225-6400  
Email: [Colleen.Brown@Associa.us](mailto:Colleen.Brown@Associa.us)



# Architectural Application – Step 1 Preliminary Concept Phase

Updated May 2018

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Address: \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Builder / Applicant: \_\_\_\_\_ Submittal date: \_\_\_\_\_

Representative: \_\_\_\_\_ Email & phone: \_\_\_\_\_

Please check the following Step 1 requirements.

- Concept plans or rough sketches
- A lot sketch/preliminary survey or site plan with all required information is included.  
(Certificate of Survey is not required for Step 1)
- (Optional, but helpful) visual references, style research, etc.

Is the proposed home one of VG's preferred styles? If yes, please indicate style below:

- |                                    |                                    |                                   |                                  |   |  |
|------------------------------------|------------------------------------|-----------------------------------|----------------------------------|---|--|
| <input type="checkbox"/> Colonial  | <input type="checkbox"/> Federal   | <input type="checkbox"/> Cape Cod | <input type="checkbox"/> Stick   | <input type="checkbox"/> (Early) Prairie School | <input type="checkbox"/> No                  |
| <input type="checkbox"/> Victorian | <input type="checkbox"/> Farmhouse | <input type="checkbox"/> Tudor    | <input type="checkbox"/> Shingle | <input type="checkbox"/> Arts & Crafts Bungalow | <input type="checkbox"/> Other<br>(describe) |



# Architectural Application

## Step 2 Preliminary Approval Phase

Updated May 2018

Address: \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Builder / Applicant: \_\_\_\_\_ Submittal date: \_\_\_\_\_

Representative: \_\_\_\_\_ Email & phone: \_\_\_\_\_

Please check the following Step 2 requirements:

- This proposal has passed Step 1 and the ARC’s feedback has been incorporated prior to submittal.
- A preliminary survey or site plan with all required information is included.
- Home plans and elevations, indicating measurements and scale are enclosed – schematic designs acceptable.
- Retaining wall plans are enclosed (for homes on walk-out and look-out lots).
- Locations of electric/gas meters and air conditioners are indicated on plans.
- A completed Architectural Checklist is enclosed.

Is the proposed home one of VG’s preferred styles? If yes, please indicate style below:

- |                                    |                                    |                                   |                                  |   |   |
|------------------------------------|------------------------------------|-----------------------------------|----------------------------------|---|---|
| <input type="checkbox"/> Colonial  | <input type="checkbox"/> Federal   | <input type="checkbox"/> Cape Cod | <input type="checkbox"/> Stick   | <input type="checkbox"/> (Early) Prairie School | <input type="checkbox"/> No               |
| <input type="checkbox"/> Victorian | <input type="checkbox"/> Farmhouse | <input type="checkbox"/> Tudor    | <input type="checkbox"/> Shingle | <input type="checkbox"/> Arts & Crafts Bungalow | <input type="checkbox"/> Other (describe) |

Describe the home’s fiber cement siding, painted board & batten, stained wood, stone, brick veneer, and other exterior materials. Clearly indicate their position on the plans. Unless otherwise noted, ARC will assume the materials will be applied on all four elevations in a “whole house” manner.

	Material type / manufacturer, model
Primary siding	
Secondary siding	
Shakes siding	
Accents/louvers/brackets/other	
Other detailing	
Windows	
Window and door wrap boards	
Corner boards/ band boards /etc.	
Soffit/fascia	
Shutters/decorative vents/ etc.	
Porch decking	
Porch rails, spindles & posts	

Porch skirting (concealing support structures)	
Deck rails, spindles & posts	
Decking type	
Deck support posts	
Deck skirting	
Shingles	
Other roofing type	
Roof valley treatment (indicate if shingles are woven, colored pre-formed metal, etc.)	
Roof vent type (indicate if vent is a ridge vent, colored pre-formed metal, etc.)	
Driveway	
Retaining wall (natural stone type)	

Some building materials require further description. Contained in your PDF submission, please provide illustrations, drawings or images showing your material choice for the following. (Please do not include website links.)

	Material type / manufacturer, model number
Shutters/decorative vents/ etc.	
Front door	
Overhead garage door(s)	
Exterior lighting (front elevation)	
Exterior lighting (sides & rear elevation)	

# Architectural Checklist

Required with Step 2 & Step 3 submittal  
Please complete the following Architectural Checklist and submit with your Architectural Application.  
Guidelines are printed in black. Requirements are indicated with a red **“REQUIRED”**

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## Section I – General Lot Planning

### A Home Site

Design for the unique aspects of the site and neighborhood.

- A preliminary survey or site plan with all required information (Step 2) – **“REQUIRED”**
- A Certificate of Survey is required for final review (Step 3) – **“REQUIRED”**
- Respect the site’s topography and existing neighboring structures.

### B Tree Preservation

Provide a balance between footprint and preservation of significant trees.

- Preserve undergrowth in protected forest areas.
- Tree survey to be provided if there are trees to be saved or removed. Those trees should be identified.

### C Lot/Home Position

- Use existing curb cuts
- Position homes to respect neighbors.

### D Set Backs

There are different requirements specified in PUD/development agreements for each phase of the development. For example, there are revised setback requirements on “Villa” lots in Victor Gardens East 2<sup>nd</sup> Addition, and reduced front yard setback requirements for Victor Gardens East 2<sup>nd</sup> Addition lots along Val Jean Blvd & Everton Ave. In other areas in which single-family homes are to be built, the following requirements apply:

All noted below are **“REQUIRED”**

- Maximum building height: 2 ½ stories or 35 feet.
- Minimum front yard setbacks:
  - House setback (traditional homes): 15 feet
  - Garage setback (cottage homes): 25 feet
  - Garage setback (side facing): 20 feet
- Side Yard setbacks:
  - Interior lot (traditional homes): 10 feet
  - Interior lot (cottage homes): 5 feet
  - Interior lot (garages): 5 feet
  - Corner lot (house): 15 feet
  - Corner lot (garage facing street): 25 feet
- Rear Yard setbacks:
  - House (traditional and cottage): 25 feet
  - Garage (traditional and cottage): 5 feet
- Setback around the perimeter of the site (exterior property lines): 30 feet.
- Compliance with minimum lowest floor elevation requirements.

### E De-Emphasize the Garage & Emphasize the Home

- Design house-dominant homes with de-emphasized garage mass and doors. Creatively design two and three car garages with L-shaped garages with tandem spaces, turned garages at side streets, alley loaded garages where possible.
- Position garages to reduce their visual impact on the street.
- No less than 2 spaces or more than 4 spaces.
- Emphasis should be placed on the home itself and its entrance.



## **F Accessory Dwelling Units**

- Accessory Dwelling Units are permitted.
- Size up to 900 sq. ft.

## **G Two Family Homes**

- Two family homes are permitted. Should be designed to look like S.F. homes, separate garages and entries.
- Design, style and massing to appear like a larger single family home.

## **H Hard Surfaces/Paving**

- 16' Driveway Width at curb opening "REQUIRED" – may be wider at garage front.
- Sidewalks shall be required along both sides of all public streets, except cul-de-sacs. "REQUIRED"
- A driveway gradients no greater than 15%, 10%, for 20' apron; 4% at garage.
- Walk from front entry to back of curb, with steps near street.
- Homes without front porch must have paved sitting area of at least 100 sq. ft. with overstory, 3" caliper tree to provide shade. Creative paving encouraged.
- Outdoor living spaces are encouraged.

## **I Retaining Walls & Grade**

- Retaining walls that pertain to the structure to be shown on the site plan / survey, specifying material choice. "REQUIRED" (All other retaining walls may be shown on landscape plan.)
- Use natural stone, boulders and rock for construction of retaining walls. "REQUIRED"
- Design for graded level changes and natural areas. Show top and bottom elevations.
- Minimize exposed concrete foundations. Use siding to follow grade contours.
- Retaining walls should not exceed 6' drops/multiple walls. Break up larger elevation drops with stepped multiple walls.

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## **Section II – Home Design**

**Provide each individual home with identity and character. Homes must be aesthetically balanced, with details consistent with the selected architectural style.**

### **A Style**

- A clear, consistent style should be communicated in the design.
- Preferred styles include Colonial, Victorian, Federal, Farmhouse, Cape Cod, Tudor, Stick, Shingle, (early) Prairie School, Arts & Crafts Bungalow.
- Massing, roof forms, roof pitch and type, garage, porch, deck, windows, doors, accents, details, building materials & trim to be consistent with selected architectural style.
- Colors and landscaping should support selected style.

### **B Visual Impacts**

- Emphasize the home's design. Tame the garage. Design and detail the home on all sides.
- Be mindful of home's massing as seen from surroundings.
- Avoid unaccented 2 and 3 story facades.
- Respond to each lot's on and off site opportunities.
- Design to establish a friendly relationship with street via porches, decks, graded level changes.
- "Stage front" appearance will not be permitted. Home's sides and rear should support the style of the home's front elevations with similar trim detailing and sidings.
- Camouflage garages with setback, porch extensions, arbors, trellises, wing walls or retaining walls.
- Reduce impact of blank area above garage door(s). Minimize the space between garage door and eave.
- Use skirting or trim or under porch and deck to cover structure.

- To prevent the appearance of floating, the base of all posts and columns shall appear to rest on the ground. This includes decorative (non structural) posts and columns. There must be no visually apparent space between the ground and the base of the post or column. “REQUIRED”
- To prevent the appearance of floating, air conditioner units shall rest on the ground or appear to be resting on the ground. Attaching an air conditioner to brackets is acceptable, but there must be no visually apparent space between the ground and the air conditioner unit. “REQUIRED”
- Foundation walls shall be exposed no more than eighteen inches (18”) above the grade or below the siding. Siding shall follow the contours of the grade. “REQUIRED”

### C Home to Back of Curb Elevations

- Provide main floor elevation that is raised 2.5 – 3 feet above the street. 5 to 7 risers typical.
- Raise home, add front steps to capture traditional look.
- Comply with City’s minimum lowest floor elevation requirements. “REQUIRED”

## Section III – Home Design Details, Materials & Finishes

### A Approved Materials List

It is required that you use building materials that are comparable or better quality than those of existing homes.

The ARC considers the following materials equal or better quality:

- Hardi siding, LP Smart siding, or similar quality fiber cement.
- Natural wood (lap siding, shakes siding, decking, posts, details, ornamentation, railings, spindles, fencing, etc.)
- Architectural/dimensional shingles
- Slate and standing seam (roofing)
- Stucco
- Wrought iron (fencing)
- Composite materials (decking)
- Natural stone, field stone, ledge stone, flagstone, boulders, etc.
- High quality stone veneer & masonry brick (columns, fireplace chase, etc.)

### B Unacceptable Materials

Building materials that in the past the ARC has determined **not acceptable** include:

- Vinyl & other plastics (siding, details, ornamentation, fencing, etc.)
- Aluminum (soffits, fascia, siding, ornamentation, fencing, etc.)
- Flat/standard shingles
- Modular/keystone concrete block
- Unpainted pressure treated wood
- Low quality “cultured stone”
- Chain link (fencing)
- Exposed/visible pressure treated lumber.

### C Garage Treatments

- Use 2 story/dormer elements over garages.
- Use door accents and detailing to break up scale & make it look less dominant. Do not use plain steel doors.
- Garage walls with no doors should use windows/trim to match home.
- Below floor line and above grade use stone, cultured rock, siding extensions, lattice, brick, stucco, band board.

### D Entry Porch/Stoop

- Minimum porch width 8 feet.
- Provide stoop or porch large enough for plants, seating; covered appropriately to home style.
- For smaller entries without a porch, provide entry setting sized for a minimum of 2 chairs.

## **E Roof**

- Roof materials, cedar, copper, slate, dimensional shingles, small amounts of standing seam metal acceptable, and color should be muted.
- Valley flashing of copper, preformed metal or interwoven shingles preferred.
- Gutter and downspouts integrated to color to style of home.
- Functional roof vents encouraged: Continuous covered edge vents, shingle over type.
- Avoid/minimize box vents.

## **F Architectural Siding, Doors, Windows & Trim – See Approved Materials List**

- All elevations must be consistent with selected architectural style; all elevations.
- Use vents, recessed bays and cantilevers to create interest and shadow lines.
- Entry door should be dominant. Sidelights and transoms encouraged.
- Windows/doors must be painted, natural wood, aluminum or vinyl clad.
- Shutters if used should be sized to look as if they could close over entire window. Do not use shutters with multiple window groups.

## **G Masonry – Brick/Stone/Cultured Stone**

- First use of masonry should be the fireplace chase, if visually prominent.
- Masonry fronts must wrap corners to logical stop, but not less than 24”.
- Masonry if used should be in visible locations.
- Columns must be sized appropriately.

## **H Fireplace Chase/Chimney**

- Should be reflective of home’s style
- Decorative caps encouraged

## **I Direct Vent Fireplaces**

- Permitted, but boxed out dog houses are not allowed.
- Caps to detailed flue type of box style design.

## **J Decks**

- No deck rim boards or doors to “nowhere.”
- For homes placed on look-out and walk-out lots and where a sliding glass or French door is provided a post supported deck must be built to a minimum two feet wider than either side of the door and a minimum of four feet in depth. “REQUIRED”
- If proposed, above ground decks must be supported with minimum 9 1/4” x 9 1/4” columns where visible\*, designed in character with massing of the home. Home materials must extend to deck detailing. \*Visible; from existing or future streets, homes, parks or open space. The ARC considers all remaining lots to be “visible.” “REQUIRED”
- Handrails and other details must be consistent with home style.
- Note future construction.

## **K Trash Enclosure**

- Provide extra spacing in garage or screened.
- Trash & recycling receptacles are required to be stored in the garage.

# Architectural Application

## Step 3 Final Approval Phase – Permit Ready

Updated May 2018



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Address: \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Builder / Applicant: \_\_\_\_\_ Submittal date: \_\_\_\_\_

Representative: \_\_\_\_\_ Email & phone: \_\_\_\_\_

Please check the following Step 3 requirements:

- This proposal has passed Step 2 and the ARC's feedback has been incorporated prior to submittal.
- A Certificate of Survey is included.
- Final construction documents are included.
- A complete Color Application is included.
- A complete Landscape Application is included.

# Color Application

Updated May 2018



Address: \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Builder / Applicant: \_\_\_\_\_ Submittal date: \_\_\_\_\_

Representative: \_\_\_\_\_ Email & phone: \_\_\_\_\_

Style of home indicated on your Architectural Application: \_\_\_\_\_

Please check all that apply:

- Proposed colors are stylistically appropriate.
- Proposed color scheme differs from neighboring homes and homes across the street.
- Actual paint swatches, material samples, will be delivered to 4545 Garden Way N.
- Enclosed elevation drawings indicate specific locations of proposed colors & finishes.
- Color ID's on the elevation drawings correspond with the list below.

Describe the home's color scheme. Clearly indicate each color's position on your enclosed colored elevation drawings. ARC may return incomplete Color Applications. Unless otherwise noted, ARC will assume the material and color choices will be applied on all four elevations in a "whole house" manner.

	Color (be specific)
Primary siding	
Secondary siding	
Shakes siding	
Window/door trim	
Window/door wrap boards	
Shutters/decorative vents	
Corbels / brackets/other accents	
Gutters/downspouts	
Corner boards/band boards /etc.	
Soffit / fascia	
Stone/masonry/brick	
Other detailing	
Porch decking	
Porch rails, spindles & posts	
Porch skirting	
Front door	
Overhead garage door(s)	
Garage service door	
Deck rails, spindles & posts	
Deck skirt/ support posts	
Shingles	
Roof vents, pre-formed roof valleys, etc.	

# Landscape Application

Updated May 2018



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Address: \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Builder / Applicant: \_\_\_\_\_ Submittal date: \_\_\_\_\_

Representative: \_\_\_\_\_ Email & phone: \_\_\_\_\_

Landscape installer: \_\_\_\_\_ Contact info: \_\_\_\_\_

Representative: \_\_\_\_\_ Email & phone: \_\_\_\_\_

Estimated date of completion: \_\_\_\_\_

## Landscape Budget:

Combined purchase price of home and lot: \_\_\_\_\_

Calculate 2.5% of combined purchase price: \_\_\_\_\_

*This figure is your minimum Landscape Budget*

Cost of trees, shrubs, perennials, other plantings and sod **only**: \_\_\_\_\_

*Cost of irrigation, retaining walls, patios are a separate financial consideration. Do not include these in any of the above calculations. They are not to be part of the Landscape Budget.*

Please check all that apply:

- A professional landscape designer or landscape architect made the enclosed landscape plans.
- The completed Landscape Checklist is enclosed.
- The minimum Landscape Budget has been met.
- The itemized Landscape Budget details are enclosed.
- A Certificate of Survey indicating home placement is enclosed. *A Lot Sketch is unacceptable.*
- Retaining wall plans are enclosed (if any).
- Existing boulevard trees are indicated on plans.
- Location of electric/gas meters and air conditioners are indicated on plans.

# Landscape Checklist

Required with Landscape Application submittal  
Please complete the following Checklist and attach to your Landscape Application.

Guidelines are printed in black. Requirements are indicated with a red "REQUIRED"

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## A Lot Preparation & Landscape Requirements

- Submissions must include a professionally designed landscape plan prepared by landscape designer or landscape architect. "REQUIRED"
- Fence trees to be saved.

## B Corner Lots

- Corner lots require special review and treatment.

## C Grading

- Erosion and drainage control are builder/owner responsibility.
- Show erosion control plan.
- Show stock piles, silt fencing.
- Encourage blending of grades.
- Create contouring to enhance privacy, visual interest and amplify plant material impact.
- Sod all swales 2% swales, minimum slope 6" first 10', 1% on hard surfaces.
- Contour site to protect mutual drainage

## D Paving/Flatwork

**Design, materials layout must be submitted for ARC approval.**

- Sidewalks shall be required along both sides of all public streets, except cul-de-sacs. "REQUIRED"
- Decorative nosings and detail are encouraged.
- Decorative, stamped, colored or interlocking paving is encouraged.

## E Plantings – Trees/Shrubs/Perennials

- Submissions must include detailed plant list and sizes. "REQUIRED"
- Boulevard trees shall be planted along both sides of all local streets. The trees shall be planted at a minimum of 50 feet on-center. *Please indicate position of existing trees on landscape plan.* "REQUIRED"
- Use 3 – 4" caliper boulevard trees.
- Planting materials: "REQUIRED"
  - Required minimum tree sizes:
    - Deciduous Overstory (shade tree) - 2½ caliper
    - Deciduous Overstory (clump) - 10' height
    - Deciduous Ornamental - 2" caliper
    - Deciduous Ornamental (clump) - 6' height
    - Evergreen Trees - 6' height
    - Upright Evergreen shrubs - 4' height
  - Required minimum shrub sizes:
    - Small Deciduous shrubs - #2
    - Medium Deciduous shrubs - #3
    - Large Deciduous shrubs - #5
    - Evergreen shrubs - #5
  - Required minimum perennials size: - #1
  - Required minimum planting quantities:

- Decks to be shaded by at least one 2-1/2" caliper shade tree.
- At least 2 ornamental trees in the front yard.
- At least 3 trees in the back yard.
- If the home is on a corner, install one additional shade tree on the side yard.
- At least 20 shrubs specified for the front and sides.
- Half of the additional trees planted must be deciduous shade trees.

## **F Mulch / Edging / Sod**

- Accepted mulch types include:
  - Rock mulch including river rock, CA granite, trap rock, Buff Limestone.
  - Wood mulch including cypress, cedar, stained hardwood (golden or brown).
- Accepted edging types include:
  - Vinyl cobra or valley view, brick, stone, or color-dyed concrete.
  - Edging is required with rock mulches. It is not required with wood mulches.
- Sod/Lawns
  - “REQUIRED” All front yards, side yards and backyards shall be fully sodded, except that backyards of Residential Units need only be sodded to a depth of 10 feet directly behind the Dwelling and the remainder seeded. Sodding and seeding shall be complete, established and growing within sixty days of issuance by the City of a Certificate of Occupancy for the Dwelling, except that, if the Certificate of Occupancy is issued between the dates of October 1 and May 1, then the sodding and seeding required herein shall be complete, established and growing no later than July 1.
  - Exceptions to lawn area requirement include gardens, planting beds, decks, and play structures.

## **F Required Planting Budget**

- Landscape Budget must be met. “REQUIRED”  
Landscape Budget must be at least 2.5% of the combined purchase price of home and lot.  
Entire Landscape Budget is to be allocated solely to trees, shrubs, plant materials & sod.  
Landscape submissions must include a detailed Landscape Budget.
  - Itemize individual costs.
  - Group by trees, shrubs, perennials, other planting materials & sod.
  - Separate irrigation, retaining walls, and patio details.
  - Irrigation systems and retaining walls are a separate financial consideration.

## **G Required Landscape Plan**

- Submissions must include a professionally designed landscape plan prepared by landscape designer or landscape architect. “REQUIRED”
- Indicate existing trees.
- Indicate location of air conditioner, gas meter, other utilities, etc.
- ARC reserves the right to require additional landscaping on sides/rears.

## **H Natural Areas**

- Foundation planting should be consistent with home style.
- Natural areas encouraged in specific locations.

## **I Deck Plantings**

- Decks to be shaded by at least one 2-1/2” caliper shade tree.

## **J Sod**

- Front, side and 20’ in rear yard.

## **K Fencing**

- ARC approval prior to installation.

## **L Security Fencing**

- Standard chain link not permitted.

## **M Decorative Fencing**

- Any fencing must be ARC approved. Specify style and materials “REQUIRED”
- Front yards limited in height, traditional design.
- Rear fencing standards.



- All fence designs require ARC approval.
- Gates, entryways.
- Privacy/utility screen must compliment home.
- Invisible fence encouraged for dogs.

## **N Retaining Walls**

- Preserve trees and compliment home design with retaining materials & slopes.
- Provide construction details if greater than 3’.
- Should not exceed 6’ drops/multiple walls. Break up larger elevation drops with stepped multiple walls.
- Landscaping/colors/material consistent with home.

## **O Mailboxes**

- Are provided by the developer.

## **P House Numbers**

- Typeface and number height must be met.

## **Q Lighting**

- ARC must approve exterior lights. “REQUIRED”
- Should be in character of home.
- Should be indirect where possible.
- Spillover to neighboring lots must be avoided. Light sources must be shielded to prevent glare.
- Tree lighting should be recessed below ground or behind shrub masses. Down lights should be positioned within the trees, out of primary view.
- Integrate landscape lighting with deck or other elements.

## **R Dog Runs/Dog Houses**

- Must be immediately adjacent to home and screened with design materials and trim similar to home

## **S Pools/Hot Tubs**

- Must be ARC approved.
- Fitted to landform, terraces, porches and decks. May be allowed above ground on specific lots that cannot be seen by public. Follow code requirements

## **T Special Requirements**

- Keep construction home site clean daily and free of debris. Builder responsible for containing blowing debris.
- Builder/owner responsible for erosion control.

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### **For Further Reference:**

The following appendix contains:

- Example schematic home plans (submitted as part of Step 2).
- Street Views – Photographs of existing homes in Victor Gardens. Provides references to existing examples of four-sided architecture, variation of forms, styles, colors, materials and details.
- Victor Gardens Design Guidelines

# Submission Checklist

Updated May 2018

The Committee looks forward to reviewing your proposals. Please remember...

- Each proposed home requires its own submission.
- MS Word versions of this document, including Applications and Checklists, are available upon request.
- Contact the Community Manager for the ARC's monthly meeting schedule or request a special meeting.
- Direct your questions to the Community Manager, Colleen Brown [Colleen.Brown@Associa.us](mailto:Colleen.Brown@Associa.us)  
Please do not contact individual ARC members.
- Email Community Manager your PDF submissions at least 7 business days prior to ARC meeting.
- Arrangements should be made to drop off material samples and color swatches for your Color App.
- Combine submissions into one PDF document per Application (letter size 8 1/2 x 11)
- Only complete submissions will be considered.
- At a minimum, your submissions must include:

## Step 1 / Preliminary Concept Phase

- Include your concept plans or rough sketches, lot sketch. Optionally include visual references, style research, etc. Submit these all in one PDF document, emailed to Community Manager.

## Step 2 / Preliminary Approval Phase

*After Step 1, submit the following documentation in PDF file format at one time. Other formats are not acceptable. Email complete submission to the Community Manager at least 7 days prior to ARC meeting.*

- A completed Architectural Application.
- A completed Architectural Checklist
- House plans showing all elevations; indicating measurements, scale, retaining walls, air conditioner and utility locations.- See example
- Include garage door selection and exterior lighting selection info in your PDF.
- A site plan or certificate of survey indicating placement of home and retaining walls.

## Step 3 / Final Architectural, Color and Landscape Application Approval Phase

*Email complete submissions of the Final Architectural Application, Color Application and Landscape Application. These must be received at least 7 days prior to an ARC meeting. The ARC does not review incomplete applications. Ensure all of the required, below-listed items are included in your Step 3 submission.*

- Final Architectural Application– Permit ready**
  - A Certificate of Survey indicating placement of home and retaining walls. *A Lot Sketch is unacceptable*
  - Construction documents that include full architectural plans. These must match the ARC-approved Step 2 plans. (Exception: If ARC requires any changes to your Step 2 plans, those must be incorporated into your Step 3 submission.)
- Color Application**
  - Drop off material samples and color samples at 4545 Garden Way N.
  - A completed Color Application
  - Include actual paint swatches, material samples, etc. *Color printouts and emailed photos are unacceptable.*
  - Elevation drawings indicating specific locations of proposed colors and finishes.
  - Color identification call-outs on elevation drawings that correspond with the Color Application list.
- Landscape Application**
  - After receiving written approval of your Architectural Application, submit the following documentation in PDF file format.*
  - A completed Landscape Application
  - A completed Landscape Checklist
  - Your professionally designed landscape plans, including location of retaining walls, utilities, a/c units, etc.
  - Your itemized Landscape Budget details.