



# **EXECUTIVE SUMMARY of DESIGN REVIEW**



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# 1 - REVISIONING PROMONTORY

From its' inception, Promontory has focused on creating a premier community which blends the natural beauty of its mountain setting with excellence in architectural design. To reach this goal a combination of time proven fundamentals of design and the dynamics of new ideas and innovation is essential. As the Community has grown, and seen extraordinary success, these Design Guidelines have been broadened to expand the architectural horizon by continuing to evolve the Design Philosophy, and expand on the design character, as well as streamline and clarify the Review Process.

The evolved design philosophy presented in these revised Design Guidelines will integrate the concept of Elements of Composition as the primary test of a design. The Elements of Composition will allow for a broader expanse of design that will be reviewed not only on quantitative elements such as square footage, height and setbacks, but also on qualitative elements such as the use of shade, shadow, and artistic composition. Together the process will allow for more design freedom with a review process that allows the architect to present his work in a language that is more sympathetic to the Art of Architecture.

The document has been refined to make the process easier to understand for owners and designers through increased clarity and ease of use. Rather than a static document, it is now more accessible to users through its more interactive on-line presentation as well as increased clarity of processes and goals. Below is a brief synopsis:

1. The Design Guidelines section lays out the design requirements for all aspects of the home and site design and includes photographs and drawings to illustrate these goals.
2. The Design Review Procedures section lays out the specific requirements for design submittals and the process of the Design Review Committee in evaluating each submittal.
3. The Appendices have all the forms necessary to move through the entire process as well as supplemental information necessary to identify and clarify the Committee make-up, contact information, definition of terms, and other information which may be required or helpful in moving through the Design Review Process.
4. The Construction Guidelines have been extracted from the Design Guidelines and are now a separate document which is also available on-line or through a Committee Representative.

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# Executive Summary of Design Review Procedure

## Pre-Design

1. Architect/Designer Selection: One of the most important decisions that will be made by an owner is the selection of their Architect. The Conservancy accepts licensed architects; and those “Home Designers” who have provided references, a sample portfolio demonstrating appropriate design ability, and have been pre-approved by the committee.
2. Pre-Design Conference: A pre-design conference is required between the architect/designer and the Promontory Design Review Architects prior to beginning the design. Owners are encouraged to attend, but not required to do so. Specific issues associated with that unique lot will be discussed along with answering other questions that will lead to the best design result possible.
  - Optional Courtesy Schematic Design Review - not an official review: While it is not required, the Design Review Architects are available for an unofficial review the plans in the schematic design phase prior to the official preliminary submittal to help identify design issues that may require changes and help avoid delays or costly plan changes later.

## Preliminary Design Procedure

1. Preliminary Design Submittal: There are four basic preliminary submittal requirements necessary prior to review by the Committee.
  - 1) Complete application with the owners contact information
  - 2) CAD drawing (DWG's) of the floor plans. (These are used to accurately measure the gross square footage of the proposed home in determining the Design Review Fee.)
  - 3) Set of the preliminary plans in pdf format. (Refer to Design Review Procedures and Architectural Review Committee Organization, Section 1.3 Preliminary Design Submittal for specific required plans.)
  - 4) 3D model in SketchUp format

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2. Design Review Fee Payment: Prior to being reviewed by the Committee, the Conservancy must receive the Design Review Fee payment. This amount is \$1.00 per square foot of the gross square footage/mass of the proposed home. (As stated above, this amount is determined by the Design Review Architect from the dwg provided at the time of the submittal).
  3. Preliminary Design Review by Committee: The Committee meets twice a month to review design submittals. There are five voting members. They review the plans for both technical compliance with the Design Guidelines, as well as aesthetic compatibility with the home surrounding the property in question and Promontory as a whole. Within a week, the Owner will be notified by the Conservancy as to the decision of the Committee and listing the areas of concern that need to be corrected if any. The Owner will either be asked to make corrections and resubmit or will be given a conditional preliminary approval to move ahead to the final submittal.
  4. Preliminary Design Resubmittal: Not all designs will be required to resubmit. Those that are required must address the issues outlined in the letter from the Committee. The entire plan set pdf's must be resubmitted once the corrections have been completed. (The model and dwg's are not required again unless significant changes have been made). Once those are received, the plans will be reviewed in the next scheduled Committee meeting.
  5. Conditional Preliminary Design Approval: Once the preliminary plans have been approved by the Committee, the Owner will receive notice of a conditional preliminary approval to move on to the final design submittal, though it may also include additional requirements from the Committee that must be met in the final submittal.

## **Final Design Process**

1. Final Design Submittal: This is the complete set of plans necessary to build the home, with the exception of the structural plans and details (though they may be requested if it is felt that further explanation is necessary to understand what is being proposed). It will include everything previously submitted, the complete landscape plan, and other details and drawing as necessary. Please see Design Review Procedures and Architectural Review Committee Organization, Section 1.5 for more detailed information.
2. Final Design Review by Staff: The Design Review Architect will review the final plans for

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completeness and consistency with the previous conditionally approved plans, and the added landscape design. Small changes will be worked through with the Design Review Architect, and the project architect and Owner. If major changes to the design have been made, it will go back to the entire Committee for approval.

3. Conditional Final Approval Letter sent to Owners: Once the plans are approved the Owner will be sent a conditional final approval letter and a request for the Performance Deposit and Voluntary Lien forms.
4. Performance Deposit and Voluntary Lien Forms Received from Owner: Prior to the Owner being sent the stamped approved plans, the refundable \$10,000 Performance Deposit and Voluntary Lien forms are required. These forms are located in the Design Review Procedures and Architectural Review Committee Organization, Appendix C. The stamped plans will not be forwarded to the Owner/architect until they have been received. If the Owner would like to speed the process they are welcome to submit the forms after receiving conditional preliminary approval. Once the construction of the home is completed and it has been inspected, the funds will be returned and the lien released.
5. Conditional Final Approval Stamped Plans sent to Owners: The stamped, approved final plans will be emailed to the Owner once the deposit and lien forms have been received. These are the plans that will be submitted to the County for a building permit. The approval letter will also be required by the County at the time of the submittal.
6. Owner applies for County permit approval: It is the Owner's responsibility to submit the plans to the County. It is usually done by their architect or builder in their behalf. All fees required by the County are the responsibility of the owner. The County will either approve the plans and issue a permit or forward a list of required corrections.
7. Resubmittal of Final Plans with County corrections: More often than not, the County has corrections that are required. Once those corrections are made, a new set of corrected drawings along with the County corrections letter must be resubmitted to the Conservancy to be re-stamped.
8. Revised Final Approved Stamped Plan and letter sent to Owners: The plans will be reviewed by the Design Review Architect, and unless there are significant changes, re-

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stamped and returned to the Owner. The owner must resubmit the plans to the County for approval to obtain the building permit. The County usually accepts the original Promontory approval letter along with the corrected plans, but a new letter will be provided if required by the County.

## **Construction Commencement and Completion**

1. Pre-Construction Conference (after obtaining permit): This is an on-site conference between the Owner's builder and the Committee Representative to review the construction mitigation plan, scheduling, and construction regulations.
2. Ongoing Construction Inspections: A Committee Representative will make periodic inspections for compliance throughout the duration of the construction.
3. Owner's Letter of Certification: Upon the completion of the construction and clean-up, the Owner must submit a Letter of Certification of Completion and request a final inspection.
4. Final Inspection: The Committee Representative will inspect the home and site for completion and compliance. Any remaining unfinished items will be identified for completion and, once everything is satisfactorily completed, a final Release will be issued by the Conservancy.
5. Performance Deposit and Lien Release: Following the final inspection the lien release will be issued and the remaining performance deposit funds will be returned to the Owner.

## **Changes, Alterations, and Additions**

Any changes to an existing home or a new home under construction must be submitted to the Committee for approval prior to the changes being made. This includes any changes to the color and landscaping, as well as the home itself.