



# The Promontory Design Guidelines



for  
Custom Homesites

# Preface

Section 6.5 of The Promontory Specific Plan directed the preparation of Design Guidelines to be included as a part of the CC&Rs for The Promontory project. These guidelines shall be utilized by The Promontory Architectural Review Committee to encourage high quality architecture, site planning and landscape solutions through the evaluation of proposed plans and projects.

The Promontory is uniquely situated on rolling foothill terrain at the edge of the Sacramento Valley, providing many homesites with unparalleled views of Folsom Lake and the Sacramento Valley. The site's prominence demands that great care be taken in the planning and design of the project. To this end, homes must be sensitively placed in consideration of existing topography and site features, and vegetation must be emphasized over the built environment to screen homes and provide a sense of community through a coordinated landscape program.

# Design Process

## A. Introduction

The Promontory Design Guidelines have been created to provide property owners, architects, homebuilders and contractors with a set of parameters for the preparation of their drawings and specifications. Adherence to these Guidelines will assure homeowners that a consistent level of quality will be maintained. The Promontory Architectural Review Committee (PARC) or the "Committee" will review all designs, plans and construction to assure:

- Primary site design issues have been adequately considered,
- Excellence in architectural design, and
- The special landscape potential of the homesite is addressed.

## B. Architectural Review Committee

The Promontory is designed to be a unique community of custom homes. The community's Covenants, Conditions and Restrictions (CC&Rs) do not list specific design items necessary for plan approval. Rather, the authority to approve or disapprove individual building and landscaping plans is given to The Promontory Architectural Review Committee. The Committee does not seek to restrict individual creativity or preferences, but rather maintain within the overall community the aesthetic relationship between homes, natural amenities, and surrounding neighbors. As the community matures, these key relationships will become increasingly important, requiring coordination through the design process.

The Committee is composed of three (3) members who are intricately involved in the development of the community. Additionally, an architect or other design professional, which is a non-owner, may serve on or act as a consultant to the Committee.

The Committee will use the Design Guidelines for the purpose of review, but may individually consider the merits of any design due to special conditions that, in the opinion of the Committee, provide benefits to the adjacent areas, the specific site or to the community as a whole.

Prior to the commencement of any site work or construction activity, the property owners or their respective agent to the Committee must submit an APPLICATION FOR APPROVAL of such work. Approval by the Committee must be received prior to the start of any clearing, grading, construction or landscaping. The authority to approve or disapprove building and landscape plans is provided by the CC&Rs for The Promontory.

#### C. Design Review Procedure

The Design Guidelines outline the design intent, basic requirements, and processes to be followed by the Committee in reviewing and approving architectural, site and landscaping plans. It is recommended that all interested parties familiarize themselves with the Design Guidelines prior to the commencement of any design work.

We encourage utilization of professional designers and builders who have acquainted themselves with the Architectural Design Guidelines, Specific Plan and County Codes and Regulations, and who have demonstrated an understanding of the quality and standards that will be required at The Promontory. A licensed architect, engineers and landscape architect shall prepare all plans and designs.

#### D. Pre-Design Conference

Adherence to the Design Guidelines and all applicable government regulations is the sole responsibility of the owner. Before beginning the design process, the El Dorado County Building Department should be contacted to clarify all regulatory questions.

Members of The Promontory Consultant Team have studied the characteristics of individual lots and have jotted down their recommendations in a document that is referred to in the Specific Plan as the "Custom Lot Design Notebook".

This document identifies specific characteristics of each lot or group of lots. The Notebook contains a range of comments as to particular design criteria for the development of many of the lots. While some of the information contained in the Notebook can accurately be described as suggestions, other comments may be specific requirements for the development of a particular lot. Copies of the Notebook will be available to prospective purchasers during selection of the homesite. It is expected that the Notebook will be helpful in matching the desires and requirements of prospective purchasers with the characteristics of a given lot, leading to the successful development of the homesite.

To establish the design concept, owners and/or architects should meet informally with a representative of the Committee to discuss and consider approaches, ideas, designs, and to review any preliminary design sketches. An owner may appoint a personal representative to attend meetings and process plans but in general we encourage the owner to be present at the conferences. The Committee will review, with the owner or agent, their design approach to confirm the intent of the Design Guidelines and the appropriateness of the design concept. Although not mandatory, this step is strongly recommended.

## E. Preliminary Design Submittal

The Pre-Design Conference should give the owner and the owner's design team sufficient direction to prepare the Preliminary Design Submittal. This submittal should consist of exterior elevation drawings, floor plan, and site plan, showing existing and proposed grades, property lines, proposed fencing and building setbacks.

The Preliminary Design Submittal package should contain two (2) sets of the following:

1. Floor Plans, drawn to scale .
2. Conceptual exterior elevations with enough detail to allow the committee to make an effective review of the plan.

NOTE: These items may be in sketch form and to scale, that is, drawings of a preliminary nature, and need not have all the dimensions and details. However, critical dimensions should be included.

3. A site plan, drawn to scale, showing:
  - a. Property lines.
  - b. Existing grades, trees, rock outcroppings and any other significant resources.

- c. Home location, setbacks and easements.
  - d. Driveway and turn-around locations and dimensions, guest parking location (minimum of 2 guest spaces).
  - e. Any decks, patios and/or outdoor living space proposed show location and size.
  - f. Fence and wall location, if known. (in conformance with master fencing plan).
4. The completed Application for Approval form.

Homesite owners should submit the completed Application Form, along with the plans described above, to the Committee. The Committee will review the plans and contact the owner within 30 calendar days. If needed, an informal meeting will be scheduled to review the Preliminary Design Submittal.

5. Review and Processing Fee.

To ensure that a thorough review is provided to each homesite owner for assurance that the highest architectural and design standards are met, the Committee may, at their discretion, retain the services of architects, engineers, landscape architects and/or inspectors. To cover the cost of the Committee, homesite owners are required to submit to the Committee a deposit fee, an amount of \$4,000. The fee represents the expected total cost for the Committee to provide preliminary and final design review services and construction inspection, enforcement, and/or damage repairs. The costs for providing these services will be based on a time and materials basis with a full accounting provided to the homesite owner. Any unspent deposit fee will be returned to the homesite owner. If a homesite owner elects not to submit a preliminary plan for comments, the deposit fee will be due upon the submittal of the Final Design Review application.

## F. Final Design Review and Approval

After preliminary review and approval of the materials and design concept, the owner or owner's agent must submit a final set of blueprints (working drawings), a detailed site plan of the home, including grading and drainage plans and a fencing, landscaping and irrigation plan showing type, size and quantity of plant material, for final design approval.

The Committee's Final Design Review procedure is also structured for a 30-day review period. Applicants must submit two (2) sets of final construction plans as further defined below, and two copies of the application.

Construction Plans, i.e., final plans drawn to scale, shall include the following information:

1. Grading Plan: The grading plan shall be prepared to comply with Specific Plan guidelines.
  - a. Existing topography and the proposed finish grades. The grading plan must include all drainage information including swales, retention areas, berm and erosion control measures and quantity of excavation, if required. This grading plan must be approved by the Committee before any earthwork begins.
  - b. First floor and basement floor elevations must be shown with respect to the site grades.
  - c. Indicate driveway widths, drainage culverts, pipe and headwalls, mailbox location, sidewalks, patios, fences and walls, air conditioning and garbage enclosure locations.
  - d. Show rear deck size with stairs to the lower grade.
  - e. Show any extreme site conditions including terrain, trees to be retained and trees to be removed on the plan.
  - f. Show all proposed structures.
  - g. Show the lengths, designs, height, finish and location of all walls (retaining and freestanding) and fences. Both walls and fences must conform to The Promontory master fencing program.
2. Landscape and Irrigation Plan:
  - a. The irrigation plan must include the point of connection to the water source, pipe location and sizes, head and drip emitter locations, zone limits, controller, RP devices and back flow preventer locations.
  - b. Landscape plans must show all trees, shrubs, ground cover and lawn locations, and be drawn to scale. Plans should include a plant schedule which lists all plants and specifies common and botanical name, height and width minimums, container size, quantity, quality and typical spacing if applicable.

- c. On custom lots, a free standing mailbox design which is compatible with the architecture of the home shall be included. Lighting of pilaster should avoid glare, and pilaster shall be limited to five feet (5') in height.
3. First Floor Plan:
  - a. Indicate decks, patios, stoops, retaining walls, trash enclosures, air conditioning screening, front entry step sizes, materials and finishes, driveway areas and all interior spaces of the first floor.
4. Second Floor Plan and/or Third Floor Plan, if proposed:
  - a. Indicate lower roof projections, roof overhangs, chimney locations and all interior spaces.
5. Roof Plan:
  - a. Indicate all roof areas and corresponding slopes and gutter and downspout locations.
6. Building Elevations:
  - a. Building elevations should be drawn along with floor plans to match the site plan orientation.
  - b. Articulate "all" elevations, including hidden elevations, with finishes, window types, trims and fascia details. Show the proposed finish grades against elevations, garbage screens, air conditioning location, screens, decks, rear stairs and the maximum height from the first floor to the uppermost roof peak.
  - c. Provide samples or a materials board with the exterior color scheme and material selections. Include any brick, stone, siding, and roof tile samples.
7. Specifications and Schedule:
  - a. Final construction specifications may be included on drawings or in book form.
8. Approval:
  - a. If the Committee or the applicant so desire, meetings between the owner and/or their agent and the Committee shall be held during the following week to review the Committee's comments.

- b. When revisions of the items required to be modified are minor, all parties shall affix signatures on the comments sheet attesting to such and one (1) set of all documents will be returned to the owner marked "Approved as Submitted" or "Approved as Noted". Plans needing to be extensively modified will be denied and will have to be resubmitted.

The Committee will retain the final drawings until construction is completed and compliance with approval verified. If work has not started or a continuance not received by the owner or owner's agent within the above time period, the approval will then automatically expire.

Note: Regarding revisions required by building department to be re-submitted for final review and not permitted to proceed with construction until approved by PARC (including number of days).

## G. Construction Requirements

Upon final design approval from the Committee, the plans will be ready for building permit application and construction.

Along with the final design approval from the Committee, other requirements will include:

1. A construction schedule showing start and finish dates. This should be submitted when final plan approval is obtained.
2. The acquisition of a building permit from the County of El Dorado.
3. Previously collected funds will be utilized to repair any damage caused by construction personnel or equipment to adjacent property or amenities, or used to clean the construction site if necessary. Checks should be made payable to "The Promontory Community Association".
4. Following plan approval and prior to construction, each owner or owner's agent, upon staking of the home, shall request the Committee to make a site inspection. Staking shall be done with a continuous ribbon-defining configuration of residence and side property lines. Ribbons shall be put around any individual trees to be removed outside the ribbon area. Inspections shall be made within three (3) working days of the request. Authorization to proceed with clearing and construction operations will be issued immediately thereafter, provided the staking complies with approved plans.

5. Except as provided in the CC&Rs with respect to the developers of Villages, and except for a sign of reasonable and customary dimensions displayed on a lot and advertising the lot for sale, no sign, flag or other advertising device of any character shall be erected, placed on car tops, maintained or displayed upon any portion of the property. An “Open House” sign, professionally designed and not exceeding 24” x 36”, may be erected on any of such lots provided the residence to which the sign appertains is also located on such lot. Normal “For Sale” signs, not exceeding 18” x 24” plus three 6” x 24” name/feature strips may be erected. “For Sale” signs are limited to one per residence. A general contractor’s sign, not exceeding 18” x 24” containing only the name, phone number and address of the building firm, may be erected and maintained during construction; such sign can indicate the residence is offered for sale. No other commercial signs will be permitted. However, developer, its agents and assigns may erect and maintain such signs and other advertising devices or structures as it may deem necessary or proper in connection with the conduct of its operations for the development, improvement, subdivision and sale of the property.
6. All builders are to maintain their construction sites in a neat and orderly fashion, and shall clean up and remove all debris. The owner and general contractors shall be responsible for the maintenance of such neatness and removal of debris by subcontractors employed on the construction site. Activities expressly prohibited by the Design Guidelines include dumping excess concrete mix on adjacent lots or parcels, and the dumping of waste materials, chemicals, oils, sewage, garbage, paints, insecticides, petroleum or other chemical products, etc. into storm drains and street gutters.
7. Upon completion of all construction, if requested by the Committee, the owner or contractor must submit an as-built drawing to the Committee.
8. Contractors are responsible for providing on-site parking for their work crews’ vehicles.
9. Contractors are responsible for site cleanup.
10. Contractors are responsible for erosion control and must comply with plans as approved by the Promontory Architectural Review Committee (PARC). The PARC may include more restrictive measures than required by the County, if appropriate for the site.

## H. Exterior Remodeling and Additions

Exterior remodeling and additions to existing improvements are required to meet the same criteria as new construction. All information concerning color, site location, architecture, landscaping, grading and excavation, roof, height, solar collectors, setbacks, lighting, etc., will be required of the Committee before approval for additional work is given.

Prior to starting any work on any changes to the existing home or homesite, the Homeowner must contact the Committee to determine which plans will be required for the review process. All fees and deposits will be applicable, but may be reduced or waived if the Committee feels the degree of review needed does not warrant the full fee.

## I. Fees and Deposits

The Application for Approval, processing fee, damage deposit and all other materials necessary for the Committee to approve a residence must be sent to:

The Promontory Master Community Association  
Architectural Design Committee  
989 Governor Drive, Suite 101  
El Dorado Hills, CA 95762

## J. Procedural Flow Chart

The outline below represents the steps necessary to complete a residence in The Promontory. It is important to note that any deviation from these procedures could cause unnecessary delays or additional costs.

### 1. Pre-Design Conference

Pre-Submittal Meeting: Design Concept. Highly recommended, but not required.

### 2. Preliminary Design Review

Two sets of Preliminary Plans showing:

Floor Plans  
Elevations  
Site Plans  
Fencing Plans

Application Form  
Review and processing fee -\$4,000

3. Final Design Review Approval

Two sets of:

Site Plan  
Landscape Plan  
Irrigation Plan  
Fencing Plan  
First Floor Plan  
Second Floor Plan  
Third Floor Plan  
Roof Plan  
Building Elevations  
Specifications and Schedule  
Color and Material Selections

Application Form

4. Construction Requirements

Construction Schedule  
Building Permit  
  
Staking and site inspection request  
Final Inspection

5. Remodeling and Additions

(Same process as Final Design Review Approval)