

# Design Guidelines for Prescott Summit

Revised January 1, 2016

## 1. Introduction

It is expected that the design of each residence in Prescott Summit will be tailored to the unique features of each individual parcel in an effort to achieve a synthesis of nature and residence. To protect the natural features of each parcel, such as views, topography and drainage, each residence will need to be sited to minimize disruption of the existing environment, both physical and esthetic. This is intended for not only new residence construction, but also for remodels and ancillary construction as described in Article II of the Conditions, Covenants and Restrictions (CC&R's). The Prescott Summit Property Owners Association (PSPOA) Board (referenced throughout this document as "the Board") recognizes that these are *custom homes* and encourages all owners to express their individuality while keeping within these established guidelines.

The architectural review process is concerned with those physical elements, which are viewed on the exterior only, i.e. the overall exterior architectural form, colors, materials, textures and landscaping. All or any portion of these guidelines may be supplemented, amended, or repealed at any time. If these Design Guidelines are inconsistent with the terms of the CC&R's, the terms of the CC&R's shall control. These Design Guidelines are in addition to any City of Prescott building code and zoning requirements. In accordance with the recorded Conditions, Covenants and Restrictions (CC&R's) for the Prescott Summit Property Owners Association, all building construction plans must be submitted to the Architect (hired by the Board) and the submitted plans must be approved by the Architectural Committee (AC) and the Board prior to commencement of construction. The Board has contracted with the Architect noted below to provide professional reviews of all residential building documents and will provide the Architectural Committee and the Board with a professional assessment of the submitted documents, but the Architect has no voting authority regarding approval of submitted documents. Approval of documents will be provided to the Owner by the Architectural Committee. For all new construction a non-refundable design review fee of \$1000.00 will be assessed. For projects of a lesser scale a review fee will be determined by the Architectural Committee. Design review fees are to be made payable to **Stroh Architecture, Inc.** and shall be submitted along with the complete preliminary submittal outlined in section 4.1 of these Guidelines to:

**Stroh Architecture, Inc.**  
**Attn: Doug Stroh**  
**1577 Plaza West Drive Suite B**  
**Prescott, Arizona 86303**  
**Office: (928) 771-0548**  
**E-mail: [Doug@StrohArchitectureInc.com](mailto:Doug@StrohArchitectureInc.com)**

## 2. Definitions:

See CC&R's Article I: "Definitions" for additional definitions used within these Guidelines, but not referenced herein.

- 2.1 **"Architect"** Shall mean a currently licensed Architect in the State of Arizona with no approval or voting rights regarding owner's submittals. They shall be retained by the Board to assist the Architectural Committee and provide professional expertise to the Board and Architectural Committee in the review of plans and specifications submitted for the new construction of a Unit, exterior alterations of an existing Unit or any alterations of an exterior portion of a Lot or structure.
- 2.2 **"Architectural Committee"** Shall mean a committee appointed by the Board with a minimum of one Board member that shall serve as the committee chair. The committee will meet from time to time to assist in the review of plans and specifications submitted for the construction of a Unit or alteration of any exterior portion of a Unit or Lot.
- 2.3 **"Builder"** Shall mean any Owner, person or entity retained by an Owner for the purpose of the construction of improvements on a Lot.
- 2.4 **"Construction Plans"** Shall mean plans and specifications submitted to the City of Prescott for permitting and approval for construction of any improvements to any Unit or Lot.
- 2.5 **"Custom Home"** Shall mean improvements to a Lot that have been designed for the specific Lot and have not been moved from any other location. Modular or pre-manufactured housing shall not be considered a "custom home" and shall not be permitted. This does not prevent the use of manufactured components in the construction of a residence or its improvements.
- 2.6 **"Deck/Patio/Porch/Terrace"** Shall mean a non-enclosed or conditioned space with a minimum of one open side on the exterior of a residence that may or may not have a roof over it.
- 2.7 **"Design Guidelines"** Shall mean the Guidelines approved by the Board and amended from time to time that provide the Board and/or Architectural Committee the basis for their review of an Owner's submittal for new construction or changes to any portion of the exterior of the Unit or Lot.
- 2.8 **"Garage"** Shall mean a covered and enclosed structure on a Lot of minimum size to store a minimum of two (2) vehicles. Garage must be 22'x22' minimum.
- 2.9 **"Landscape Concept Plan"** Shall mean a, to scale, plan of the entire Lot, showing all improvements to the exterior of the Lot, including existing vegetation to be retained, new plantings of trees and shrubs, retaining walls, rip rap, drainage areas, driveways, decks, patios, porches, terraces and grass and graveled areas. (Note per the CC&R's, only the front yard landscaping must be completed.)
- 2.10 **"Main Floor"** Shall mean the level of the residence which is directly accessible from the street, access road or access easement serving the Lot.
- 2.11 **"Offset"** Shall mean a change in plane of the exterior wall surface from grade to roof line of a minimum of two (2) feet in depth for a linear dimension of six (6) feet.
- 2.12 **"Residence"** Shall mean and refer to any habitable Unit or any other structures constructed on a Lot.

### **3. Specific Guidelines**

#### **3.1 Architectural Styles:**

These Architectural Guidelines encourage flexible design expression, the architectural styles of residences within Prescott Summit should reflect and be compatible with the surrounding natural environment and homes within the City of Prescott. Victorian, Ranch, Santa Fe, Territorial and Southwestern architecture styles are encouraged. The Architect, Architectural Committee and the Board discourage and will likely disapprove of styles not indigenous to the Southwest and the Prescott area. Styles such as Geodesic Domes, Chalets, A-Frames, New England and other styles not mentioned above are not acceptable residential styles within Prescott Summit and should not be submitted for review.

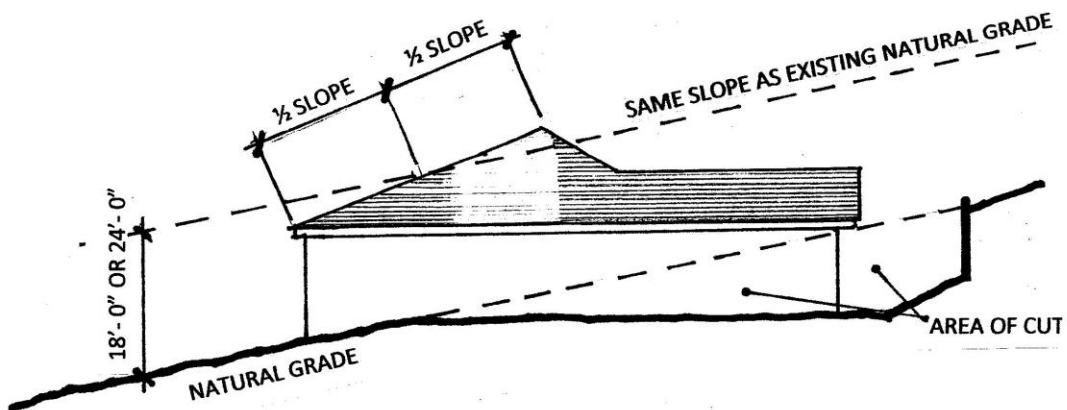
#### **Setbacks**

Front 20'-0", Rear 10'-0", Sides 7'-0". All setbacks are measured to the exterior walls of the house. Overhangs cannot exceed 2'-0" into setbacks.

#### **3.2 Height Requirements:**

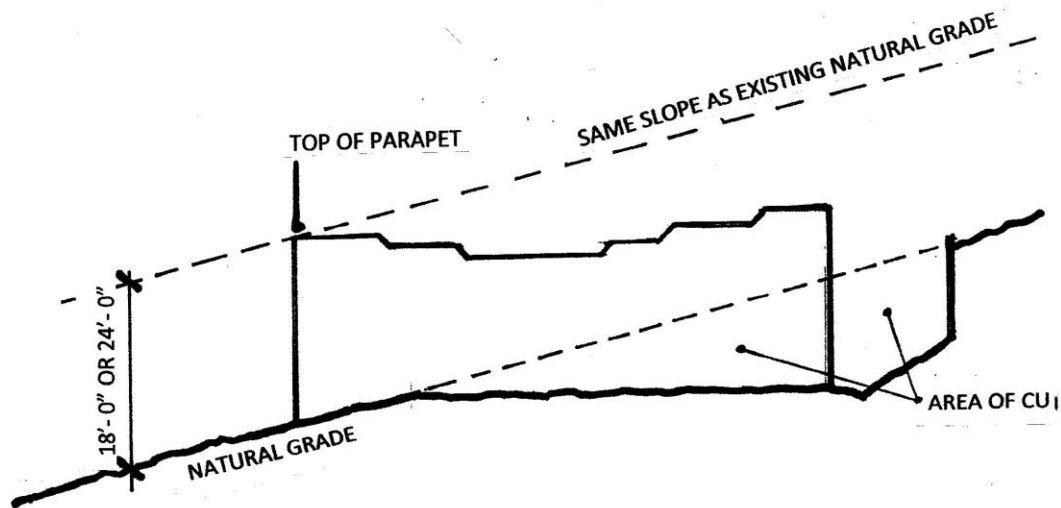
Lots 82-117 are restricted to a height of 18'. All other lots are restricted to a height of 24'. The height limits are measured to the highest point of the roof per the following diagram.

Diagram 3.2



**Site Section – Sloped Roof Residence**

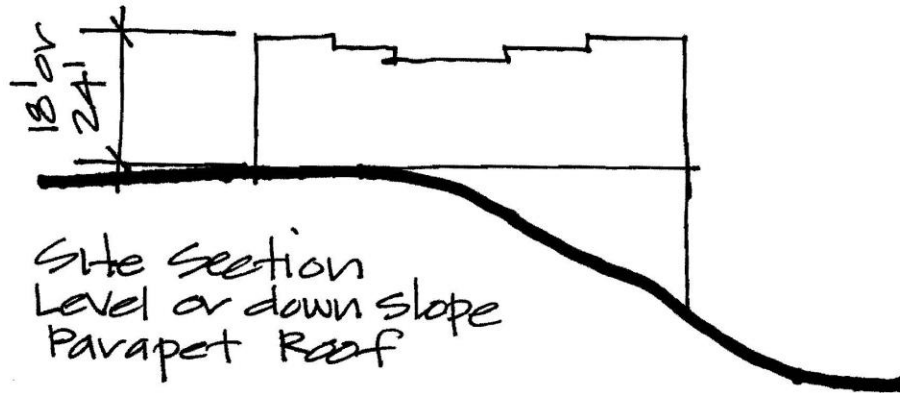
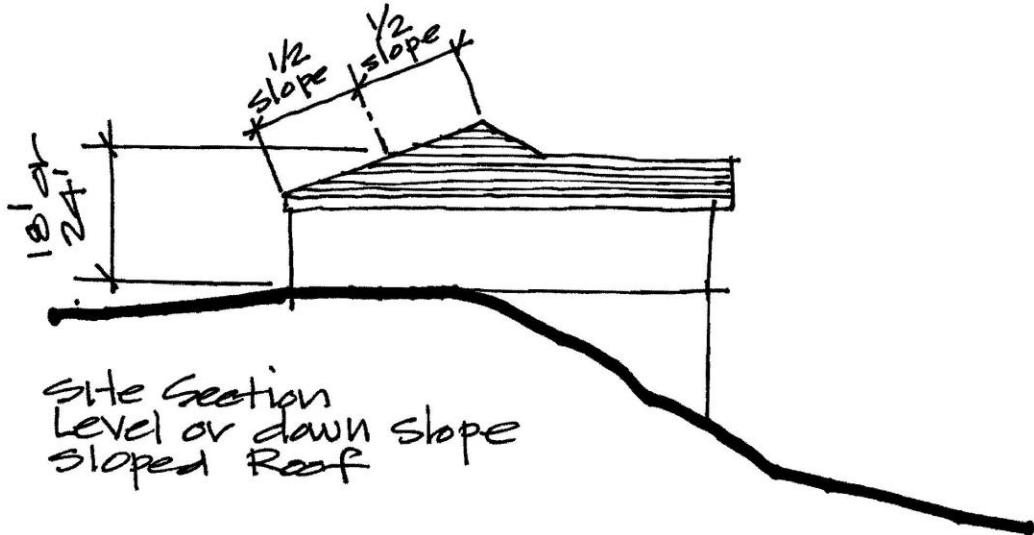
Maximum Height Exhibit



**Site Section - Flat Roof Residence**

Maximum Height Exhibit

Diagram 3.2



### 3.3 Minimum Square Footage:

See CC&R's Article II, "Use Restrictions:" Section 1: "Residential Use". If a residence is two stories, a minimum of 1000 square feet livable area is required for the "main floor" area.

All homes in Phase I must be a minimum of 1800 square feet and all homes in Phase II must be a minimum of 1500 square feet.

Phase I: Lots 81-117

Phase II: Lots 1-80

### 3.4 Other Requirements

- A. The Architect will be looking for conformance to general compliance with the CC&R's and these Guidelines, building massing and attention to detail on the exterior so as to enhance the particular architectural style selected for submittal. Exterior wall planes should contain window accents, a change in plane, offsets, or other architectural design features to help break up a long flat plane of wall surface. A wall plane may not exceed 35 feet without a minimum of a four (4) inch wide by four (4) inch deep pop out around windows or a two (2) foot change in plane or offset and a corresponding change in the roof plane.
- B. Entrances should be logical and enhance the exterior of the home. Exterior covered spaces over entrance doorways are encouraged. These spaces can be used to break up flat wall planes, provide for protection from the elements and add design features to the home.
- C. Exterior Colors should be complimentary to the natural surroundings. Earthtones are recommended. At least two contrasting colors (main body and trim) are required. Accent materials such as stone, brick and colored split face block are required for 20% of the front elevation. All colors and materials must be approved the Design Review Committee.
- D. All exterior light fixtures must meet dark sky requirements per the City of Prescott.
- E. Driveways will be paved from the back of the street curb or sidewalk to the garage door using concrete or concrete pavers. Asphalt or gravel will not be an acceptable surface for driveways.
- F. All residences must have a minimum of at least a two-car stall garage. Minimum 22'-0" x 22'-0" in size.
- G. All fences and walls must be approved by the Architectural Committee. Fences and walls must be placed back from the front elevation plane of the home and within the side and rear property lines. Maximum height allowed is 6'-0". Barbwire and chain like fences are not allowed.

### **3.4 Windows Awnings and Solar Panels**

No reflective materials, including, but not limited to aluminum foil, reflective screens or glass, mirrors, or similar type items shall be permitted to be installed or placed on the outside or inside of any windows or any other part of a Lot which can be seen from the outside of the Development or from any other portions of the Development. Visible solar panels are allowable provided they are approved by the Architectural Committee. Further, no plastic awnings of any nature whatsoever shall be permitted to be placed or installed on or attached to the outside of any of the Units, or elsewhere on a lot.

### **3.5 Landscape Requirements:**

- A. All property owners are required to submit a concept landscape plan for the preliminary and final submittal of plans. Property owners are minimally required to complete the landscaping in their front yard within the time period specified in the CC&R's.
- B. The installation and maintenance of landscaping in the public right-of-way of a lot is the responsibility of the owner of the lot.
- C. Landscape areas of a lot shall be reasonably maintained by the owner, including pruning, trimming, removal of weeds and other requirements necessary to create an attractive appearance to the development. Lack of maintenance of landscaping materials shall constitute a violation of the CC&R's and Guidelines and the owner will be notified to correct the violation or be subject to fines per the HOA Compliance Policy adopted by the Board.
- D. Plant materials not surviving shall be replaced with similar materials within 90 days of demise.
- E. Required Minimum Plant Sizes and Number Required:
  - 1. Trees: 3 required, 25 gallon
  - 2. Shrubs: 12 required, Five (5) gallon container size
  - 3. Ground Cover: 12 required, One (1) gallon container size
- F. Plant materials used to satisfy the landscape requirements are not specified in the interest of the owner's discretion and creativity. However, only use plants from the City of Prescott's approved plant list.
- G. Minimum required plants noted above pertain to the front yard and side yard of a corner lot.

### **3.6 Review and Approval:**

Review and approval is required for all new construction, alterations, exterior modification to an existing residence, or modifications and/or alterations made to the lot that would be visible from adjacent lots. In order to assist each owner in the planning and design of their residence, and to take full advantage of the unique opportunities of their lot, a design review administered by the Architect and Architectural Committee has been established. The Architect, working in conjunction with the Architectural Committee and the Board, has the responsibility to maintain the standards as set forth in the CC&R's and the Design Guidelines. It is strongly recommended that an owner retain competent professional services for planning and design. A thorough analysis and understanding of a particular parcel, the owner's special needs and the skill to translate this into a building form, as well as the ability to convey to the Architect and the Architectural Committee the concept and design of a proposed residence or other improvements, are all important elements of the design review. If an owner elects to do their own design or to retain non-professional services for submittal to the Architect and the result in either case results in a disapproval, then the Architect and the Architectural Committee have the right to require that an owner, thereafter, utilize professional design services. This requirement should not imply acceptance of any future submittals. Each owner is responsible for complying with the Design Guidelines and all other applicable portions of the CC&R's, as well as all rules and regulations of any governmental authority, in order to conclude the design review process.

## **4.0 Required Submittals and Approvals**

### **4.1 Preliminary Submittal:**

One (1) complete electronic set of preliminary drawings, including a topographic survey of the property showing all natural features with contours a minimum of every five feet, prepared by a State of Arizona licensed civil engineer or surveyor and all of the exhibits outlined in A through G below, shall be submitted to the Architect prior to the beginning the preliminary review process. Submit to [Doug@StrohArchitectureInc.com](mailto:Doug@StrohArchitectureInc.com)

- A. A site Survey showing the property corners, dimensions, existing topography and existing trees and significant vegetation.
- B. A Site plan, at the same scale as the survey, including existing topography, showing both existing contours and proposed contours, the existing or proposed location of the residence and any other buildings or structures, driveways, parking areas, patios, pools, walls, fences and retaining walls.
- C. Floor plans of all levels of the residence at a minimum scale of 1/8 inch per foot (1/4 inch per foot preferred). Floor plans to minimally include overall dimensions of the residence.
- D. Exterior elevations of all sides of the residence, at the same scale as the floor plans, with existing natural grade and proposed finished grade lines shown and all exterior materials and general colors indicated.
- E. Roof plans with elevations of all ridge lines and/or parapets as measured from existing natural grade.



- F. All accessory structures or features such as exterior lighting, solar panels, antennas, flag poles, gazebos, decks, terraces, patios, mailboxes, green houses or storage sheds.
- G. A non-refundable design review fee, made payable to the Prescott Summit Property Owners Association, for the amount indicated in the Introduction above.
- H. Landscape concept plan at the same scale as the Site Plan showing location of existing and new trees, existing and new shrubs, rip rap or retaining walls. A general description of all new plant and paving materials shall be indicated on the plan.

#### **4.2 Preliminary Review:**

The Architect will provide the owner a written receipt acknowledging a complete preliminary submittal and payment of the design review fee. The Architect along with the Architectural Committee will review the complete preliminary submittal for conformance to these Design Guidelines and CC&R's and the Architect will provide a written response to the owner within Thirty (30) calendar days of receipt of the complete preliminary submittal. The Board will also be notified in writing of the Architect's and Committee's response at this time. Owners, architects, or builders shall have the right to attend any meetings conducted by the Architect or Architectural Committee. The Architect will notify the owner in writing a minimum of five (5) calendar days in advance of any meeting concerning their submittal. Any response an owner may wish to make in reference to issues contained in the Architect's notice following review of the preliminary submittal must be addressed to the Architect in writing. Should any impasse occur between the individual property owner(s) or the property owner's contractor and the Architect or Architectural Committee, the Board will resolve the issue in writing back to the owner within fifteen (15) calendar days upon receipt of the written request from the property owner.

#### **4.3 Final Submittal:**

After written notice of preliminary approval is obtained, the following documents are to be submitted to the Architect and the Architectural Committee for final approval:

- A. One (1) complete electronic set of construction documents submitted for permit to the City of Prescott for the residence including all submittal documents noted in section 3.1 above.
- B. One (1) sample boards of all visible from the exterior, materials and colors, each noted with manufacturer's name, color and/or product number, mounted on an 18"x24" board clearly marked with the owner's name, submittal date, and parcel and/or lot number. See 4.9 for additional submittal requirements during the construction process.
- C. An approximate time schedule indicating dates for starting and completion of construction.
- D. Final landscape concept plan.
- E. Owner and contractor signed "Contractor Guidelines for Building in Prescott Summit"

#### **4.4 Final Approval:**

Upon receipt of the completed final submittal, the Architect and the Architectural Committee will review it for conformance to the Design Guidelines and to any preliminary approval stipulations and will provide a written response and approved copy of the final submittal to the owner within twenty-one (21) calendar days. Upon receipt of final written approval from the Architect, the owner shall satisfy all conditions and commence with construction, reconstruction, refinishing, alterations, or other work (including the roof, exterior walls and finishes, windows and doors) pursuant to the approved submittal within six (6) months from the date of approval. Should the owner fail to comply within this time frame any approval given shall be deemed revoked within one (1) year unless, upon written request of the owner made to the Board and Architectural Committee prior to the expiration of the one year period and upon findings by the Board that there has been no change in circumstances, the time for such commencement may be extended in writing by the Board at its sole discretion. Driveways are required to be completed within six (6) months from the issuance of the building permit. Landscaping of the front yard from the back of the curb or sidewalk to the furthest portion of the front elevation back from the street is required to be completed from the date of Certificate of Occupancy. All indigenous landscaping (Trees, shrubs and grasses) that is to remain in the finished landscaping of the property, must be pruned, trimmed and/or cut and shall not be left unmaintained. (Note that corner lots will require two sides to be landscaped) A waiver of these time frames may be granted when such completion is determined to be impossible or would result in great hardship to the owner due to weather, strikes, fires, national emergencies, or natural calamities. If the owner fails to comply with this paragraph, the Architect will notify the Board of such failure and the Board, at its option, may complete the exterior in accordance with the approved construction plans or remove the improvements and the owner shall reimburse the Board for all expenses incurred in connection therewith.

#### **4.5 Construction permit:**

Securing of a building permit is the responsibility of the owner and/or builder. Construction shall be in accordance with the final submittal approved by the Architect and Architectural Committee. No work shall commence until the Architect's final written approval has been made along with securing of building permits from the City of Prescott.

#### **4.6 Additional Construction and/or Exterior Changes:**

Any exterior changes to the approved documents, and/or submittals before, during or after construction of the residence or improvement must be submitted for review and approval of the Architect and Architectural Committee.

#### **4.7 Re-Submittal of Documents:**

If the Architect, the Architectural Committee and the Board disapproves of the Final Submittal, any re-submissions of drawings must follow the same procedures as outlined in section 4.3 for the Final Submittal.

#### **4.8 Work in Progress Inspections:**

The Architect will make a minimum of two (2) site reviews during the construction process. Owners will be notified when the Architect will make each review to allow the owner, the contractor or a representative to attend each review. Within five (5) calendar days of each review the Architect shall provide the owner and the Board a written report specifying acceptance of the progress or notice of any deficiencies, violations or unapproved variations to the approved documents that have come to the attention of the Architect.

#### **4.9 Approval of Final Colors:**

The contractor or owner is required to provide an approximate 2'x2' sample of the body color and the trim color on similar materials that they will be applied to for final approval of the Architect and Architectural Committee. Final written approval of exterior finish colors will be given to the owner within five (5) days of submission. Prior to the application of the final finish colors to the exterior of the residence the owner must have received written approval from the Board.

#### **4.10 Final Inspection:**

The owner or contractor shall provide the Board a written notice within seven (7) calendar days of receipt of a Certificate of Occupancy from the City of Prescott. Within ten (10) calendar days the Architect shall provide the Owner and the Architectural Committee a written report specifying deficiencies, violations or unapproved variations from the approved documents that have come to the attention of the Architect. The owner then will have up to one hundred and ten (110) calendar days from receipt of the report to correct deficiencies, violations or unapproved variations to the satisfaction of the Architectural Committee.

## Contractor Guidelines for Prescott Summit

1. Prior to beginning construction, all plans must have the written approval of the Architectural Committee and if required, a permit from the City of Prescott. Also, all proposed changes to the exterior of the residence must be approved in writing by the Architectural Committee prior to the changes being made.
2. No contractor or subcontractor shall store unused building materials of any kind on a construction site for longer than ten (10) working days without prior written approval of the Architectural Committee. Schedule the delivery of materials and construction to comply with these Guidelines.
3. Building materials shall not be stored on sidewalks or streets for any unreasonable amount of time or a maximum of ten (10) working days.
4. The contractor or subcontractor shall not store/park construction equipment (backhoes, dump trucks, etc.) for longer than two (2) days from date of last use on the construction site.
5. The contractor shall immediately clean up any building materials that blow off the immediate site on to adjacent property. Furthermore, the contractor shall instruct employees to clean and keep in an orderly fashion, the construction site and sweep and/or hose away any dirt or gravel that may have been deposited on the sidewalk or street due to the construction. All trash dumpsters and portable toilets must be located on the construction site and shall not be placed on the public right of way or adjacent property.
6. All Construction equipment, building materials, trash, debris, etc. shall be removed within 24 hours after City of Prescott final approval and Certificate of Occupancy.
7. The contractor or subcontractor shall not operate generators, saws or other loud equipment earlier than 7 AM or later than 6 PM (Monday through Saturday), or earlier than 9 AM or later than 4 PM (Sunday and Holidays).
8. The contractor shall instruct employees not to play radios so loud that they can be heard by adjacent neighbors, or become a nuisance. The contractor shall also discourage loud and abusive language.
9. The contractor and subcontractors are discouraged from bringing dogs to the construction site. If it is necessary to do so, the dogs must be kept quiet and on a leash. If the dog becomes a nuisance, a Police Department Animal Control Officer will be called to pick up the animal.
10. The contractor and subcontractor shall repair any damage to sidewalks, streets and private driveways that has occurred during construction. The repairs shall meet the City of Prescott minimum standards for construction and satisfy the Architectural Committee upon their completion.
11. The contractor shall require that all construction and employee vehicles be parked on the same side of the street as the construction site to allow for safe passage of traffic on the street. No vehicles shall be parked on sidewalks.
12. The contractor must provide a portable toilet facility in the immediate vicinity of the construction site. It must be placed on the property of residence under construction and not in the public right of way or on adjacent property.
13. Job site signs are allowed, but they must meet the approval in writing of the Architectural Committee prior to be placed on the site. Permits shall be clearly displayed on the site.
14. Crossing, parking on or disturbing the adjacent property is prohibited. Use of adjacent property and its utilities is prohibited without the written consent of the owners of the property.

If the Contractor or Owner has difficulty complying with any of the above requirements due to hardship of extenuating circumstances, the Architectural Committee must be contacted in order to consider acceptance or denial of any exceptions to these requirements.

I acknowledge receipt and agree to abide by the above Guidelines:

**Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_

**Contractor** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_

**PSPOA Representative** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Prescott Summit Property Owners Association**  
**Box 470; 303 East Gurley Street; Prescott, Arizona 86301**