



Hiddenbrooke

Submittal and Approval Process

The *Hiddenbrooke* Architectural Review Committee (H.A.R.C.), along with the City of Vallejo Planning and Building Division, is in charge of all project submittals and approvals for the development of individual lots in *Hiddenbrooke*. The following process provides builders and homeowners with the required submittal information and the general steps to obtain an H.A.R.C. and City of Vallejo Department of Planning and Building approval for a project. Please contact the H.A.R.C. representative to obtain a current letter detailing application procedures, timing, and fees. A planning representative from the City of Vallejo should be contacted to obtain the current procedures for a unit plan submittal.

Step I - Pre-Design Conference (optional)

The Pre-Design Conference is intended to give a home site owner or merchant builder the opportunity to share with the Committee his/her vision of the design concept of his/her new home. These ideas can be conveyed by sharing photographs of homes from books, magazines, brochures, and/or rough sketches that illustrate the desired look.

The purpose of the Pre-Design Conference is to ensure that the home site owner or merchant builder and Committee are in agreement with the design concept prior to preparation of the Preliminary Architectural Submittal.

Step II - Preliminary Architectural Submittals For Home Builders

To ensure that the Design Guidelines are being correctly interpreted or that the house design is acceptable for *Hiddenbrooke*, the home builder must submit a preliminary architectural submittal for feedback early in the design process.

Submittal: Preliminary Architectural Submittal - to H.A.R.C. from Applicant - this may be the Architect's or Designer's initial concepts; two sets.

1. Schematic elevations and floor plans (minimum 1/8" = 1'-0"). (Front elevation is mandatory; side and rear elevations are strongly recommended.)
2. Schematic site plan with footprint of house (1/8" = 1'-0").
3. Conceptual color and material selections.
4. Filing fee.

Response: Recommendation:
To Applicant from H.A.R.C. with comments, observations, and recommendations for Applicant to proceed to Step III.

**Step III - Final Architectural and Landscape Submittal and Approval by H.A.R.C.
Required Prior to City Submittals**

Submittal: Detailed Architectural Submittal - to H.A.R.C. from Applicant (3 sets)

1. Site plan (1/8" = 1'-0") (with house, grade, and all applicable setback criteria shown) along with proposed driveway(s), retaining walls, mailbox pilasters, and proposed grading.
2. Floor plans (1/4" = 1'-0").
3. Exterior elevations (1/4" = 1'-0") (with material and color blocking call-outs).
4. Exterior colors and material board (8-1/2" x 11"). Minimum 3" x 5" color chips, and all colors and materials called out by manufacturer and model number).
5. Roof Plan (with building height indicated)
6. Proposed construction schedule.
7. Elevation perspective (optional). Colored perspectives may assist the H.A.R.C. in understanding your design concepts, as well as color and material selections.
8. Filing fee.

Submittal: Detailed Landscape & Irrigation Submittal - to H.A.R.C. from Applicant (3 sets)

1. Planting plan showing number, size and species of all proposed trees, shrubs, and ground cover.
2. Irrigation plan showing all irrigation heads, valves, piping, and controller locations. Must include legend.
3. Construction plan showing grading, drainage, pools and spas, water features, arbors and shade structures, walls, fences, and any other proposed site amenities.
4. Elevations and/or details of any proposed arbors and shade structures, walls and fences, and any other site amenities.
5. Plans must be drawn to scale. For merchant builders, a minimum scale of 1"=20'. For homeowners and custom lot owners, a minimum scale of 1/8" = 1'-0".
6. Filing fee.

Response: Approval, conditional approval, or denial of final submittal - to Applicant from H.A.R.C.

If approved, written authorization will be given from H.A.R.C. for Applicant to submit plans to the City of Vallejo Planning Division for unit plan review.

Step IV - Submittal to City of Vallejo Planning Division Unit Plan Review

The unit plan process describes the specific design and issues for the project and is intended to give the City a more refined and detailed description of structures, landscaping, design features, and uses. In general, the drawings prepared for the *Hiddenbrooke* H.A.R.C. should be sufficient for City submittal. However, eight (8) sets of architectural, site, and landscape plans are required, as well as notification envelopes of property owners within 200 feet of the subject's property. *Contact a planning representative to obtain the City's current unit plan submittal process at City Hall, 555 Santa Clara Street, Vallejo, California.* The *Hiddenbrooke* H.A.R.C. is not responsible for forwarding plans to the City of Vallejo Planning Division.

Step V - Construction Requirements

Only after *Hiddenbrooke* H.A.R.C. and City of Vallejo Planning Division approvals may an Applicant submit construction documents to the City of Vallejo Building Division for building permit. Applicant's architect or designer must review any soils report requirements prior to the commencement of construction drawings.

Step VI - Future Revisions and Additions

Remodeling and additions to existing improvements must meet the same goals and criteria as new construction, including approval from the H.A.R.C. All information concerning color, site location, architecture, landscaping, grading and excavation, roof, height, solar collectors, setbacks, etc., will be of significant concern. Prior to starting any improvements, contact an H.A.R.C. representative to determine what information will be required, as well as fees and deposits.