

May 21, 2011

**MEMO:**

To: AALC Board

Re: **Design Review Process  
Brow and Brow View Lots  
Brow Wood  
Lookout Mountain, Georgia  
SCA Project No. 24-01-100**

The design review process is intended to assist residents and builders in constructing homes with the high-quality character and sense of place that is intended by the AALC Board and Design Review Committee and consistent with the relaxed, but upscale, Lookout Mountain vernacular.

The Design Review Process consists of the following:

1. Conceptual Design Submittal
  - a. Conceptual Site plan/sketch at a minimum scale of 1' = 40' showing:
    - i. Existing contours
    - ii. Building footprint and any proposed accessory structures or major hardscape items such as driveways, walks, retaining walls, ponds, pools, etc.
  - b. Conceptual floor plans/sketches for all levels at a minimum scale of 1/8" = 1'-0".
  - c. Exterior elevations of all four sides with finish materials indicated and noted.
  - d. Applicant shall submit:
    - i. Two (2) copies of required documents listed above.
    - ii. One (1) copy of the completed Design Review Application.
  - e. Conceptual Design Review will be completed within 14 days of submission. Upon completion of review the applicant will be invoiced for the Plan Review Fee of Seven Hundred and Fifty Dollars (\$750.00)
2. Final Design Submittal
  - a. Final Architectural Documents including:
    - i. Floor plans for all levels at a minimum scale of 1/8" = 1'-0".
    - ii. Exterior elevations of all four sides with finish materials indicated and noted.
    - iii. Typical Wall sections at 3/4" = 1'-0" (optional).
    - iv. Exterior details including:
      1. Doors and windows
      2. Eaves, porches, rakes, overhangs, etc.
      3. Columns, pilasters, chimneys, louvers, shutters, etc.
      4. Exterior lighting
      5. Mailbox
    - v. Preliminary color and material samples.
  - b. Final Site Plan at a minimum of 1" = 20' and including:
    - i. Building footprint with overall building and setback dimensions.
    - ii. Location of air conditioning and condensing units.
    - iii. Driveway location
    - iv. Accessory structures and all site improvements such as driveways, walks,

- retaining walls, ponds, etc.
- v. Existing and proposed grades
- vi. Site drainage
- c. Applicant shall submit:
  - i. Two (2) copies of required documents listed above.
  - ii. One (1) copy of the completed or revised Design Review Application.
  - iii. Payment of Plan Review Fee of Seven Hundred and Fifty Dollars (\$750.00)
- d. Final Design Review will be completed within 30 days of submission.
- 3. Landscape Plan – upon submission for permit the applicant will submit for review a Final Landscape Plan at a minimum of 1" = 20' and including:
  - i. Existing trees to be saved
  - ii. Any planned tree or hedge buffering
  - iii. Lawns
  - iv. Ornamental planting areas including gardens and foundation planting
  - v. Exterior lighting
  - vi. Proposed planting list and hardscape material samples.

Sincerely,

Stewart & Connors Architects, PLLC

A handwritten signature in black ink that reads "James B. Stewart". The signature is written in a cursive, flowing style.

James B. Stewart, AIA  
Principal



## Design Review Application

Conceptual Design Submittal \_\_\_\_\_

Final Design Submittal \_\_\_\_\_

The Proposed Structure is: \_\_\_\_\_ New \_\_\_\_\_ Existing

Project Address: \_\_\_\_\_

Sub-lot Number: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_

List the type, manufacturer, finish and color for all items listed below:

Roofing: \_\_\_\_\_

Exterior Trim: \_\_\_\_\_

Siding: \_\_\_\_\_

Brick Stone (if used): \_\_\_\_\_

Decks/Porches: \_\_\_\_\_

Fences/Walls: \_\_\_\_\_

Windows/Doors: \_\_\_\_\_

Garage Door: \_\_\_\_\_

Landscape Materials: \_\_\_\_\_

Driveway Entrance Structure: \_\_\_\_\_

For use by the board or review architect:

\_\_\_\_\_ Date Application Received

\_\_\_\_\_ Date Application Returned

Dispositions:

Approved: \_\_\_\_\_

Approved as noted: \_\_\_\_\_

Revise & Resubmit: \_\_\_\_\_